Google Shared Sheet

How to Build a Portfolio Project Plan

1			2		3				4 5		5		
Direction & Milestones			Brand	l Visuals					Digital I	Presence	Application		
Inspiration		Schedule		Inspiration							NA	Ir	spiration
Inspiration 1				Inspiration 1	How to write a case study https://www.vanschneider.com/write-project-cas						Inspiration 1		
Inspiration 2				Inspiration 2	How to build a navig		https://mayecreate.com/blog/sitemaps-made-simple-how-to-outline			D -		Inspiration 2	
Inspiration 3	Get organized. M	ap out your project plan to	meet your launch date.	Inspiration 3			Other mentor group syllabus					Inspiration 3	
Notes				Notes	Notes								
Direction		Milestones		Brand Identity			Digital Portfolio			Digital Presence		Applica	tion Process
Make your Brand	Milestone	Days	Date	Checklist	Checklist	Finalized artwork	Mockups/Photography	Content	Portrayed Skills	Checklist	Edit Public Content	Resume	Custom Cover Letter
Stay consistent with key words describing what you represent and a briefly define your brand.	Map out large milestones of your project to avoid scope creep.	Be realistic with your time. Estimate how many days it will take to complete a task.	Complete milestone by this date	What is your brand? How is it displayed?	Replace "Portfolio Piece #" with the name of your artwork	Are there any tweaks you need to make? Is the artwork complete?	Gather mockups, prep video files, or set up photography session for artwork	voice. Spellcheck and	What skills does this prove you have to potential employers?	Update public information. Employers will be looking at this prior to reaching out to you	Remove older posts which no longer describe you.	Summary, Experience, Edu, Skills, Ref	Customize for job description/company goals
	Admin/Direction			1.) Concept	Portfolio Piece 1					Facebook			
	Website build/hosting	1		2.) Execution	Portfolio Piece 2					Twitter			
	Prep portfolio files	3		3.) Prep files	Portfolio Piece 3					Dribbble			
	Write content for each				Portfolio Piece 4					SnapChat			
	Brand identity files	1			Portfolio Piece 5					Instagram			
	Clean up digital presen				Portfolio Piece 6					Personal Website blogs	\$		
	Prep Application	1			Portfolio Piece 7					LinkedIn			
	Launch		1 12/31/2019		Portfolio Piece 8 Portfolio Piece 9					YouTube Other			
					Portfolio Piece 9 Portfolio Piece 10					Other			
					FORIOIO FIECE 10					ound			

This is a road map to building your portfolio

or a checklist for a portfolio facelift

fx	· ~ ➡ ➡ 100% ·		23 - Arial -	¹⁸ ▼ B <i>I</i> S	A ♦ ⊞ 53 +			2					
,,,,	A	В	с	D	E	F	G	н	I	J	к	L	
1	Inspiration		Schedule		Inspiration							NA	
2	Inspiration 1				Inspiration 1	How to write a case	study	https://www.vanschneider.co	om/write-project-cas				
3	Inspiration 2	Catarranized Ma	n auturur naiaet alan ta m	aat waxe lawaah data	Inspiration 2	How to build a navig	ation	https://mayecreate.com/blog	/sitemaps-made-si	mple-how-to-outline			
4	Inspiration 3	Get organized. Ma	ap out your project plan to m	eet your launch date.	Inspiration 3	How to build a webs	ite	Other mentor group syllabus	1				
5	Notes				Notes	Notes							
6	Direction		Milestones		Brand Identity			Digital Portfolio			Digital Presence		
7	Make your Brand	Milestone	Days	Date	Checklist	Checklist	Finalized artwork	Mockups/Photography	Content	Portrayed Skills	Checklist	Edit Public Co	
8	Stay consistent with key words describing what you represent and a briefly define your brand.		Be realistic with your time. Estimate how many days it will take to complete a task.	Complete milestone by this date	What is your brand? How is it displayed?	Replace "Portfolio Piece #" with the name of your artwork	Are there any tweaks you need to make? Is the artwork complete?	Gather mockups, prep video files, or set up photography session for artwork	Write with a consistent voice. Spellcheck and have another set of eyes read this.		Update public information. Employers will be looking at this prior to reaching out to you		
9		Admin/Direction		10/01/2019	1.) Concept	Portfolio Piece 1					Facebook		
10		Website build/hosting	10	10/11/2019	2.) Execution	Portfolio Piece 2					Twitter		
11		Prep portfolio files	30		3.) Prep files	Portfolio Piece 3					Dribbble		
12		Write content for each p		11/30/2019		Portfolio Piece 4					SnapChat		
13		Brand identity files	10	12/10/2019		Portfolio Piece 5					Instagram		
14		Clean up digital presend		12/20/2019		Portfolio Piece 6					Personal Website blogs	8	
15		Prep Application	10			Portfolio Piece 7					LinkedIn		
16		Launch	1	12/31/2019		Portfolio Piece 8					YouTube		
17						Portfolio Piece 9					Other		
18 19						Portfolio Piece 10					Other		
20													
20													
2	Duplicate the "	Example" Tab	and title the ne	w tab with your	name: to do this, righ	t click on the tab and							
25													
26													
27													
28													
29													
30													
31													



Directions & Milestones

What are your example portfolios? What are your goal dates?

	1						
Inspiration		Schedule		Inspiration			
Inspiration 1				Inspiration 1	iration 1 How to write a case study		
Inspiration 2			and some lasers to date	Inspiration 2	How to build a navig	gation	https
Inspiration 3	Get organized. Ma	p out your project plan to m	ieet your launch date.	Inspiration 3	How to build a webs	site	Othe
Notes				Notes	Notes		
Direction		Milestones		Brand Identity			Dig
Make your Brand	Milestone	Days	Date	Checklist	Checklist	Finalized artwork	Mod
Stay consistent with key words describing what you represent and a briefly define your brand.	Map out large milestones of your project to avoid scope creep.	Be realistic with your time. Estimate how many days it will take to complete a task.	Complete milestone by this date	What is your brand? How is it displayed?	Replace "Portfolio Piece #" with the name of your artwork	Are there any tweaks you need to make? Is the artwork complete?	Gathe or set artwor
	Admin/Direction		10/01/2019	1.) Concept	Portfolio Piece 1		
	Website build/hosting	10	10/11/2019	2.) Execution	Portfolio Piece 2		
	Prep portfolio files	30	11/10/2019	3.) Prep files	Portfolio Piece 3		
	Write content for each p	i 20	11/30/2019		Portfolio Piece 4		
	Brand identity files	10	12/10/2019		Portfolio Piece 5		
	Clean up digital presenc	10	12/20/2019		Portfolio Piece 6		
	Prep Application	10	12/30/2019		Portfolio Piece 7		
	Launch	1	12/31/2019		Portfolio Piece 8		
					Portfolio Piece 9		
					Portfolio Piece 10		



Brand Identity

Play to your strengths. Visualize your brand

		Schedule		Inspiration				
				Inspiration 1	How to write a case	study	https://www.vanschneider.c	om/write
	Caterranized Ma	n aut vaux nyaiaat nlan ta m	aat vour lourah data	Inspiration 2	How to build a navig	ation	https://mayecreate.com/blog/sitema	
	Get organized. Maj	p out your project plan to m	eet your launch date.	Inspiration 3	How to build a webs	site	Other mentor group syllabus	
				Notes	Notes			
		Milestones		Brand Identity			Digital Portfolio	
	Milestone	Days	Date	Checklist	Checklist	Finalized artwork	Mockups/Photography	C
nt	Map out large milestones of your project to avoid scope creep.	Be realistic with your time. Estimate how many days it will take to complete a task.	Complete milestone by this date	What is your brand? How is it displayed?	Replace "Portfolio Piece #" with the name of your artwork	Are there any tweaks you need to make? Is the artwork complete?	Gather mockups, prep video files, or set up photography session for artwork	
	Admin/Direction		10/01/2019	1.) Concept	Portfolio Piece 1			
	Website build/hosting	10	10/11/2019	2.) Execution	Portfolio Piece 2			
	Prep portfolio files	30	11/10/2019	3.) Prep files	Portfolio Piece 3			
	Write content for each pi	20	11/30/2019		Portfolio Piece 4			
	Brand identity files	10	12/10/2019		Portfolio Piece 5			
	Clean up digital presenc	10	12/20/2019		Portfolio Piece 6			
	Prep Application	10	12/30/2019		Portfolio Piece 7			
	Launch	1	12/31/2019		Portfolio Piece 8			
					Portfolio Piece 9			
					Portfolio Piece 10			



Digital Portfolio

Finalize your designs, mock up presentations, prep your files.

	Inspiration							NA
	Inspiration 1	How to write a case	study	https://www.vanschneider.co	m/write-project-cas			
	Inspiration 2 How to build a navigation		ation	https://mayecreate.com/blog	/sitemaps-made-sir	nple-how-to-outline	-	
nch date.	Inspiration 3	How to build a website		Other mentor group syllabus	<u>i</u>			
	Notes	Notes						
	Brand Identity			Digital Portfolio			Digital	Presence
Date	Checklist	Checklist	Finalized artwork	Mockups/Photography	Content	Portrayed Skills	Checklist	Edit Pub
stone by this date	What is your brand? How is it displayed?	Replace "Portfolio Piece #" with the name of your artwork	Are there any tweaks you need to make? Is the artwork complete?	Gather mockups, prep video files, or set up photography session for artwork	Write with a consistent voice. Spellcheck and have another set of eyes read this.	What skills does this prove you have to potential employers?	Update public information. Employers will be looking at this prior to reaching out to you	Remove older longer describ
10/01/2019	1.) Concept	Portfolio Piece 1					Facebook	
10/11/2019	2.) Execution	Portfolio Piece 2					Twitter	
11/10/2019	3.) Prep files	Portfolio Piece 3					Dribbble	
11/30/2019		Portfolio Piece 4					SnapChat	
12/10/2019		Portfolio Piece 5					Instagram	
12/20/2019		Portfolio Piece 6					Personal Website blogs	5
12/30/2019		Portfolio Piece 7					LinkedIn	
12/31/2019		Portfolio Piece 8					YouTube	
		Portfolio Piece 9					Other	
		Portfolio Piece 10					Other	

Digital Presence

Clean up your social media.

					NA	Inspiration		
dy	https://www.vanschneider.co	om/write-project-cas				Inspiration 1		
n	https://mayecreate.com/blog	sitemaps-made-sir	mple-how-to-outline-			Inspiration 2		
	Other mentor group syllabus	3				Inspiration 3		
	Digital Portfolio			Digital	Presence	Applic	ation Process	
inalized artwork	Mockups/Photography	Content	Portrayed Skills	Checklist	Edit Public Content	Resume	Custom Cover Lette	
there any tweaks you ed to make? Is the vork complete?	Gather mockups, prep video files, or set up photography session for artwork	Write with a consistent voice. Spellcheck and have another set of eyes read this.	What skills does this prove you have to potential employers?	Update public information. Employers will be looking at this prior to reaching out to you	Remove older posts which no longer describe you.	Summary, Experience, Edu, Skills, Ref	Customize for job description/company goals	
				Facebook				
				Twitter				
				Dribbble				
				SnapChat				
				Instagram				
				Personal Website blogs	3			
				LinkedIn				
				YouTube				
				Other				
				Other				



Application

Visualize your application and proofread

					NA	Inspiration		
dy	https://www.vanschneider.co	m/write-project-cas				Inspiration 1		
n	https://mayecreate.com/blog	/sitemaps-made-sir	nple-how-to-outline-			Inspiration 2		
	Other mentor group syllabus	3				Inspiration 3		
	Digital Portfolio			Digital	Presence	Applica	ation Process	
inalized artwork	Mockups/Photography	Content	Portrayed Skills	Checklist	Edit Public Content	Resume	Custom Cover Letter	
there any tweaks you ed to make? Is the work complete?	Gather mockups, prep video files, or set up photography session for artwork	Write with a consistent voice. Spellcheck and have another set of eyes read this.	What skills does this prove you have to potential employers?	Update public information. Employers will be looking at this prior to reaching out to you	Remove older posts which no longer describe you.	Summary, Experience, Edu, Skills, Ref	Customize for job description/company goals	
				Facebook				
				Twitter				
				Dribbble				
				SnapChat				
				Instagram				
				Personal Website blogs	5			
				LinkedIn				
				YouTube				
				Other				
				Other				





Reach out on the Slack Channel for questions.

This is a complimentary tool for you to use at your own discretion.

