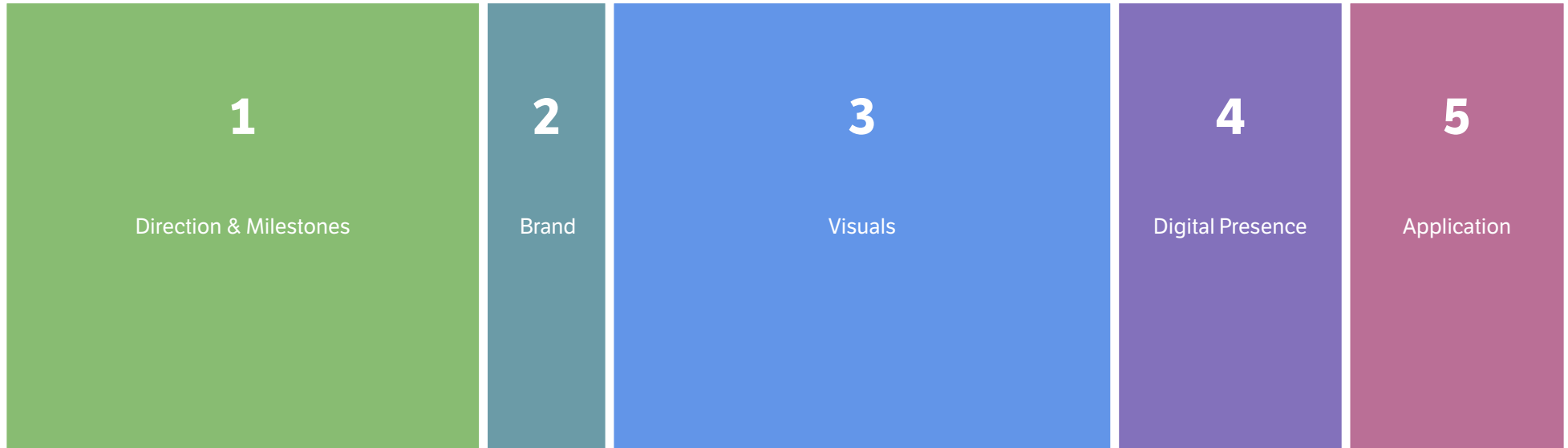


Google Shared Sheet

How to Build a Portfolio Project Plan



Inspiration		Schedule			Inspiration						NA		Inspiration	
Inspiration 1		Get organized. Map out your project plan to meet your launch date.			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 navigation		https://mayecreate.com/blog/sitemaps-made-simple-how-to-outline					Inspiration 2	
Inspiration 3					Inspiration 3	How to build a website		Other mentor group syllabus					Inspiration 3	
Notes					Notes	Notes								
Direction		Milestones			Brand Identity	Digital Portfolio					Digital Presence		Application 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	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
		Admin/Direction		10/01/2019	1.) Concept	Portfolio Piece 1					Facebook			
		Website build/hosting	10	10/11/2019	2.) Execution	Portfolio Piece 2					Twitter			
		Prep portfolio files	30	11/10/2019	3.) Prep files	Portfolio Piece 3					Dribbble			
		Write content for each pi	20	11/30/2019		Portfolio Piece 4					SnapChat			
		Brand identity files	10	12/10/2019		Portfolio Piece 5					Instagram			
		Clean up digital presenc	10	12/20/2019		Portfolio Piece 6					Personal Website blogs			
		Prep Application	10	12/30/2019		Portfolio Piece 7					LinkedIn			
		Launch	1	12/31/2019		Portfolio Piece 8					YouTube			
						Portfolio Piece 9					Other			
						Portfolio Piece 10					Other			

This is a road map to building your portfolio or a checklist for a portfolio facelift

Copy of Portfolio

File

Edit

View

Insert

Format

Data

Tools

Add-ons

Help

All changes saved in Drive

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Directions & Milestones

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

Inspiration	Schedule			Inspiration			
Inspiration 1	Get organized. Map out your project plan to meet your launch date.			Inspiration 1	How to write a case study		https
Inspiration 2				Inspiration 2	How to build a navigation		https
Inspiration 3				Inspiration 3	How to build a website		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?	Gather or set 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		



Brand Identity

Play to your strengths. Visualize your brand

Schedule				Inspiration				
Get organized. Map out your project plan to meet your launch date.				Inspiration 1	How to write a case study	https://www.vanschneider.com/write		
				Inspiration 2	How to build a navigation	https://mayecreate.com/blog/sitema		
				Inspiration 3	How to build a website	Other mentor group syllabus		
				Notes	Notes			
Milestones				Brand Identity	Digital Portfolio			
Milestone	Days	Date		Checklist	Checklist	Finalized artwork	Mockups/Photography	C
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	Write with voice. Sp have an eyes rea
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 date.	Inspiration 1	How to write a case study	https://www.vanschneider.com/write-project-cas					
	Inspiration 2	How to build a navigation	https://mayecreate.com/blog/sitemaps-made-simple-how-to-outline					
	Inspiration 3	How to build a website	Other mentor group syllabus					
	Notes	Notes						
	Brand Identity	Digital Portfolio					Digital Presence	
Date	Checklist	Checklist	Finalized artwork	Mockups/Photography	Content	Portrayed Skills	Checklist	Edit Public
Deadline 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 descriptions
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	
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.com/write-project-cas					Inspiration 1	
on	https://mayecreate.com/blog/sitemaps-made-simple-how-to-outline					Inspiration 2	
	Other mentor group syllabus					Inspiration 3	
Digital Portfolio				Digital Presence		Application Process	
Finalized artwork	Mockups/Photography	Content	Portrayed Skills	Checklist	Edit Public Content	Resume	Custom Cover Letter
Are there any tweaks you need 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			
				LinkedIn			
				YouTube			
				Other			
				Other			



Application

Visualize your application and proofread

				NA		Inspiration	
dy	https://www.vanschneider.com/write-project-cas					Inspiration 1	
on	https://mayecreate.com/blog/sitemaps-made-simple-how-to-outline					Inspiration 2	
	Other mentor group syllabus					Inspiration 3	
Digital Portfolio				Digital Presence		Application Process	
Finalized artwork	Mockups/Photography	Content	Portrayed Skills	Checklist	Edit Public Content	Resume	Custom Cover Letter
Are there any tweaks you need 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			
				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.

