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## Portfolio Planning Template & Project Selection Guide

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### Purpose of This Document

This worksheet helps you **plan, select, and structure portfolio projects** that align with your major and career goals. Use it before building or updating your portfolio.

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### 1. Recommended Portfolio Size by Major

Major Category	Ideal Number of Pieces
Creative (Design, Art, Film)	8–12
Writing & Communication	5–8
STEM & Technical	4–6
Business & Economics	5–7
Humanities & Social Sciences	6–8

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### 2. Portfolio Project Selection Checklist

Use this checklist before including any project:

- Demonstrates a skill employers care about
- Is one of your strongest examples (not just “okay”)
- Shows a different skill than other pieces
- Can be explained clearly in simple language
- Looks professional when presented
- You understand every part of the work

If you check **fewer than 4 boxes**, do not include the project.

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### 3. Portfolio Gap Analysis

List the **skills your target role requires**, then check whether your portfolio proves them.

**Skill Needed Do I Have Proof? (Yes/No) Which Project Shows It?**

Any skill marked **No** = a new project you need to create.

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#### **4. Case Study / Project Description Template**

Use this exact structure for **every portfolio piece**.

**Project Title:**

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**Problem / Objective:**

What challenge was being solved? What was the goal?

**Your Role:**

What did you specifically do? (Be clear in group work.)

**Process:**

Steps, methods, tools, or frameworks you used.

**Outcome / Result:**

What was produced or achieved? Add numbers if possible.

**Skills Demonstrated:**

List 3–5 concrete skills.

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#### **5. Academic Work → Portfolio Conversion Checklist**

- Removed academic phrases (e.g., “This assignment required...”)
- Added real-world or industry context
- Clarified personal contribution
- Improved formatting and visuals
- Structured as a case study, not an essay

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#### **6. Semester-Based Portfolio Planning Timeline**

##### **Semester 1**

- Identify target career roles
- Review skill requirements
- Start 1 portfolio-focused project

##### **Semester 2**

- Add 1–2 strong projects

- Rewrite descriptions professionally
- Get feedback from mentor or peer

### **Semester 3**

- Replace weaker work
- Fill skill gaps intentionally
- Prepare final portfolio structure

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