
Portfolio Planning Template & Project Selection Guide

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.

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

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.

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.

4. Case Study / Project Description Template

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

Project Title:

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.

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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