

Portfolio Project Planner

Plan one small project you can finish and show.

Name: _____ Start date: _____

How to use this: A portfolio is proof that you can do something, not a list of things you've learned. One finished small project beats five half-finished big ones. Keep it small enough to complete in 5 days, and write short answers.

PART 1

Project snapshot

Project title (a working title is fine)

What is it, in one or two sentences?

What will you make, analyse, design, write or build?

Who is it for?

A real or imagined client, an employer, your community, yourself

Which two skills does it combine?

For example: Accounting + Data, Design + Marketing, Medicine + Research

PART 2

The problem and the goal

What problem or question does this project deal with?

What will be different or clearer once it's done?

What will it prove about you?

The skill, the way you think, how you finish things

Tip: Pick a project from something you already know. Your degree, your job, a hobby or a business you've seen. It's easier and more convincing.

PART 3**Keep it small**

Decide what's in and what's out before you start.

In (must do)	Out (not this time)

How will you know it's finished?

One clear finish line, for example "A 1-page report with 3 charts"

PART 4**What you'll need**

Tools or software	Materials or data	Skills to learn first

Who can give you feedback or help?

A lecturer, a friend in the field, a mentor, an online community

PART 5**Your 5-day plan**

One focused task a day. Keep each one doable in one sitting.

Day	Task	Time	Done
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			

Tip: Suggested order: Day 1 plan and set up. Days 2 and 3 do the main work. Day 4 improve it. Day 5 write it up and share it.

PART 6**Show your work**

A project only counts if someone can understand it in a minute. Tick these off as you add them.

[]	Clear title
[]	One-sentence summary of the problem
[]	Who it's for
[]	What I did, in 3 to 5 steps
[]	The result (screenshot, photo, chart or file)
[]	What I learned or would do differently
[]	Tools or skills used
[]	A link or file people can open

PART 7**Review before you share**

In one sentence, what does this project show?

What would a stranger find confusing?

What is one thing I'd improve if I had another day?

PART 8**Where it will live**

Place	Tick	Link or note
LinkedIn (Featured section or post)	[]	
Portfolio page or website	[]	
Google Drive or Notion link	[]	
CV (one line under Projects)	[]	

The next project I'd like to do:

Want a push? Try the 5-Day Portfolio Challenge at Ajira Ready.