**Building Your Professional Portfolio Website: Final Project Report**

**Introduction**

Stephen R. Covey's "The 7 Habits of Highly Effective People" is used in the professional portfolio website project to create a dynamic platform that showcases accomplishments, skills, and potential. The goal of the project is to improve personal effectiveness and professionalism by incorporating Covey's ideas. The final project covers the implementation of Habits 5, 6, and 7, finishing the portfolio with detailed feedback, collaboration, and reflection.

**Objectives**

* Plan and build a website for your portfolio.
* Use the 7 Habits of Highly Effective People to improve yourself and your career.
* Professionally and logically, show off your skills, projects, and accomplishments.
* Think about how you learned and how you used Covey's habits.

**Assignment Breakdown**

**Habit 1: Be Proactive**

**Task 1**: Find and choose a platform or tool for building websites. Explain your choice in a few words, focusing on how proactive you are in getting the skills or information you need to use the platform well.

1. **Platform Selection**:
   * **Chosen Platform**: Made from scratch with JavaScript, HTML, and CSS
   * **Rationale**:
     + **Complete Control and Customization**: Gives you full control over design and functionality, letting you add advanced features like animations and interactivity
     + **Skill Enhancement**: Building the site from scratch helps you learn how to code and gets you ready for more difficult projects in the future.
     + **Performance and Optimization**: This department ensures that code and assets are optimised, which boosts site speed and SEO.
2. **Proactive Skill Acquisition**:
   * **Educational Pursuits**: Signed up for online classes that teach HTML, CSS, and JavaScript.
   * **Practical Application**: Did small projects to put their skills to use in the real world.
   * **Community Engagement**: I joined communities for web developers to get feedback and learn more.

**Habit 2: Begin with the End in Mind**

**Task 2**: Make a project plan for your website that includes content, goals, and the people you want to reach.

1. **Project Goals**:
   * **Primary Goal**: Make an online portfolio of your web development work.
   * **Secondary Goal**: Make a personal brand to get potential employers and work partners interested in you.
2. **Target Audience**:
   * **Primary Audience**: Managers of hiring, tech recruiters, and HR staff
   * **Secondary Audience**: Other developers, people who work in the same field, and possible collaborators.
3. **Critical Sections**:
   * **Home**: A professional headshot, an introduction, and a short work history.
   * **About** A lot of details about the education, work history, and skills.
   * **Projects**: Showcase of projects with screenshots, code, and links to demos.
   * **Skills**: An overview of hard and soft skills.
   * **Blog**: Articles about building websites
   * **Contact**: Email for business, a contact form, and links to social media.
4. **Content Plan**:
   * **Visual Design**: Sleek, modern, responsive design with fonts and colour schemes that go well together
   * **Content Strategy**: Writing that is clear, to the point, and focused on strengths and accomplishments
   * **SEO and Analytics**: Relevant keywords and metadata, as well as analytics tools to keep an eye on how well the site is doing.

**Habit 3: Put First Things First**

**Task 3**: Plan out the tasks you need to do for your project and put them on a timeline in order of importance and due date.

1. **Timeline Development and Task Prioritization** To ensure the website is finished well, you need to set priorities for tasks and know how to use your time well. This list of things that need to be done from July 23, 2024, to August 4, 2024, is organised by how important they are and how long they are expected to take.
   1. **First Configuration and Design (July 23, 2024 - July 27, 2024)**
      * **Task**: Finish the website's overall design, layout, structure, and user interface.
      * **Rationale**: Designing a website is important because it decides how nice it looks and how easy it is for people to use. A well-thought-out design makes sure that the user has a pleasant and easy time.
      * **Time Allocation**: 5 days
   2. **Content Creation (July 28 - August 2, 2024)**
      * **Task**: Save the changes you made to your website's Home, About, Projects, Skills, Blog, and Contact pages.
      * **Rationale**: When showcasing your professional skills and achievements, it's important to include relevant information. This part is all about being clear and interesting about what you know and have done.
      * **Time Allocation**: 6 days
   3. **Technical Implementation (August 3 - August 7, 2024)**
      * **Task**: Build the site with HTML, CSS, and JavaScript and bring the design and content to life.
      * **Rationale**: In this phase, the website is coded, and interactive parts are added. This makes sure that the website works well on all devices. Making sure that features look good and work well is a very important technical task.
      * **Time Allocation**: 5 days
   4. **SEO and Analytics Setup (August 8 - August 9, 2024)**
      * **Task**: For search engines to find the website, it should have software that watches what people do on it (analytics).
      * **Rationale**: This step is very important if you want the website to work better and reach more people. SEO techniques help people find websites, and analytics tell us how people use websites, which helps us think of new features.
      * **Time Allocation**: 2 days
   5. **Testing and Quality Assurance (August 10 - August 12, 2024)**
      * **Task**: You should test the website carefully to make sure that all of its parts, like the navigation, interactive features, and responsiveness, work as they should.
      * **Rationale**: Tests find and fix any problems before the launch to ensure a perfect user experience. It's important to keep up the quality to stay professional and ensure customers are happy.
      * **Time Allocation**: 3 days
   6. **Final Review and Launch (August 13 - August 14, 2024)**
      * **Task**: After one last look at the website, change anything that needs to be changed and get it ready to go live.
      * **Rationale**: The project is over when the website goes live. It changes from a project in progress to a live portfolio. The last check is to make sure that everything is great and ready for everyone to see.
      * **Time Allocation**: 2 days
2. **Rationale for Prioritization:** Make a list of the steps you need to take to make the professional portfolio website. This will help you get them done faster and better. Before anything else, you make sure that the most important things are taken care of. This makes the tasks that come next stronger. This goes into more detail about why the priority is important:
   1. **High Priority**: Initial Setup and Design
      * The first step in deciding a website's user interface and overall experience is to create a visual and structural design. This, in turn, affects how engaged and loyal users are.
   2. **High Priority**: Content Creation
      * The website's goal is to show off professional skills and achievements, so it needs high-quality content. To show off skills and knowledge means coming up with fun stories and putting together projects in a stylish way.
   3. **Medium Priority**: Technical Implementation
      * Technical implementation comes after initial setup and content generation, even though it's very important. This is because it builds on what was already done to make sure the design and content work well and are interactive.
   4. **Medium Priority**: SEO and Analytics Setup
      * To increase the number of visitors to your site and monitor its performance, you should add analytics and make it search engine friendly. This task ensures that the keywords and techniques are used correctly after the content and design are completed.
      * **High Priority**: Testing and Quality Assurance
      * Before the website goes live, it's important to make sure it works well on all devices and doesn't have any bugs. This will give users a smooth and professional experience.
   5. **High Priority**: Final Review and Launch
      * Before launching the website, it's important to make sure it works perfectly on all devices and has no bugs. This will ensure users have a smooth and perfect experience.

**Habit 4: Think Win-Win**

**Task 4**: Make a page on your website where you can share information or resources that can help other people.

1. **Knowledge Sharing Section**:
   * **Introduction and Concept**: "Think Win-Win" is the way of thinking that the portfolio website's "Knowledge Hub" shows. Site owners can show that they are friendly and know what they're talking about. This part is also meant to help people who build websites. The main goals of the project are to get people to work together and help each other, which is what the Knowledge Hub does.
   * **Purpose and Goals**:
     + **Purpose**: The Knowledge Hub's main purpose is to share tutorials, guidelines, and other resources for learning how to build websites. This part is meant to help students and workers get ahead by making complicated information simple enough that a lot of people can understand it.
     + **Goals**:
       - **Resource-Rich Section**: The goal of the Information Hub is to become a complete source of information with interesting and useful content.
       - **Engage and Educate**: This section aims to provide users with helpful hints and insightful details that will help them learn new skills and improve their existing ones.
       - **Foster Collaboration**: The Hub facilitates collaboration by giving away free, high-quality content. This builds communities and encourages the sharing of knowledge.
   * **Content and Structure**:
     + **Tutorials and Guides**: The Hub will contain step-by-step guides for many different web development topics, such as JavaScript, HTML, CSS, and UI/UX design. These tutorials will help both new and experienced learners by providing useful tips, coding examples, and real-world uses.
     + **Resource Links**: It is the goal of this part to help developers keep up with new technologies and make their work easier. A carefully chosen set of basic tools, libraries, and frameworks will be provided, along with explanations and suggestions for how to use them.
     + **Blog Posts and Articles**: Regularly, articles will be posted that talk about current web development trends, give advice on best practices, and share personal experiences. The blog's goal is to teach and inspire readers, encouraging them to keep learning and be creative in their work.
   * **Value Creation for the Audience**:
     + The Knowledge Hub wants to make things better for everyone by giving people great content that teaches them. Users can improve their web development skills and knowledge by using the Hub's useful and easy-to-find content. This makes the experience better for users and helps build a friendly online community where people can share, learn, and grow. The Hub makes the website owner look like an expert in the subject, which could lead to collaborations, more attention, and job chances. So, this area is very important for making a reliable and important online presence.

**Habit 5: Seek First to Understand, Then to Be Understood**

**Task 5**: Get feedback from at least two people on your website's design and content. Write a summary of the feedback you get and how you plan to use it.

1. **Feedback Session**:
   * **Participants**: Two industry professionals.
   * **Method**: We will review the website through an online meeting and screen sharing.
2. **Feedback Questions**:

* What do you think of the layout and design as a whole?
* Is the content easy to understand, useful, and interesting?
* Is it easy to find your way around?
* What changes do you think should be made?

1. **Feedback Summary**:
   * **Professional 1**:
     + **Positive Feedback**: Appreciated the clean design and easy navigation.
     + **Suggestions for Improvement**: I liked how clean it looked and how easy it was to navigate.
   * **Professional 2**:
     + **Positive Feedback**: I thought the content was well-organized and useful.
     + **Suggestions for Improvement**: Add personal stories to the "About" section to make it more interesting.
2. **Implementation Plan**:
   * **Design**: Add more pictures and graphics to the "Projects" section.
   * **Content**: For a more interesting story, add personal stories to the "About" section.

**Habit 6: Synergize**

**Task 6**: Work with a friend to look over each other's websites. Write down what you learned and how this collaboration made your project better.

1. **Collaboration Process**:
   * **Peer Selection**: A fellow student with a similar project.
   * **Review Sessions**: Two review sessions were held to give helpful feedback.
2. **Discussion Points**:

* Strengths and things that could be done better.
* Ideas for adding new features or making things better.
* The best ways to design and write content.

1. **Collaboration Summary**:
   * **Improvements**:
     + Peers' suggestions for a simpler navigation menu were added.
     + Adopted a method suggested by peers for showing off projects with in-depth case studies.
   * **Lessons Learned**:
     + Learned about effective ways to get users involved.
     + Learned Learned new ways to make websites run faster and better.

**Habit 7: Sharpen the Saw**

**Task 7**: Think about your project and find ways to make it better next time. Make a plan for how you will keep your website up to date as your portfolio and skills improve.

1. **Reflection**:
   * **What Went Well**:
   * Implemented a clean and professional design successfully.
   * Created content that was both interesting and useful.
   * Positive feedback from peers and mentors.
   * **Challenges Faced**:
   * Getting the right balance between visuals and text.
   * Ensuring that the site works with all browsers.
2. **Future Improvement Plan**:
   * **Continuous Learning**: Online courses and news about the industry can help you keep up with the newest technologies and trends in web development.
   * **Regular Updates**: Add new projects, blog posts, and accomplishments to the website on a regular basis.
   * **User Feedback**: Always ask for feedback to make the user experience better and fix any problems right away.
   * **Performance Optimization**: Use tools like Google Analytics and Lighthouse to check and improve your website's performance regularly.

**Conclusion**

Covey's principles helped guide the final project's successful integration of proactive planning, task prioritisation, teamwork, and ongoing improvement. The personal portfolio website that was made shows how hard someone worked and how skilled they are at web development. It's a place to show off accomplishments and help professionals grow. This all-around approach makes sure the project is complete, well done, and useful for both personal and professional growth.Top of Form

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