**PROJECT PLAN**

**Major Team Project**

Use this template to get started on your team project. With your team, carefully consider each aspect of your collaboration and project activities then fill out the fields with specific detail.

1. **PROJECT OVERVIEW**

Describe your project by filling out the fields below.

|  |  |
| --- | --- |
| **Project Title**  **Project Due** | Social Networking and the Job Search in a Connected World  April 02 2025 |
| **Project Objectives:**  (What is your goal?) | Our goal is to create a comprehensive slidedoc report that provides an overview of personal branding strategies relevant to our career field and highlights the most beneficial social networking tools for job searches in today’s connected world. |
| **Project Rationale**  (Why are you chosen this topic?) | We chose this topic to explore how modern job seekers use social networking tools to create impactful professional profiles and enhance their employability. As the job market increasingly shifts online, understanding these tools is crucial for career success. |
| **Project Deliverables**(What will your team create?): | * Detailed Slidedoc Report: Includes comprehensive personal branding strategies tailored for job seekers. * Success Story Case Studies: Features examples of unconventional job searches in our field, avoiding overused examples. * Curated List of Social Networking Tools: Highlights platforms like LinkedIn, infographic resumes, and social mentoring networks. * Interview Insights: Summarizes key points from an interview with a professional, offering real-world perspectives on networking. |
| **Project Benefits**  (Think beyond the grade!): | * Provides valuable knowledge on digital personal branding. * Enhances familiarity with innovative job search methods. * Encourages mastery of social media tools for professional growth. * Strengthens teamwork, research, and presentation skills. |

1. **REPORT OUTLINE AND REFERENCES**

**Please insert the outline and references here!**

Use your preliminary research into your topic to create an outline for your project report. Use the outline to map out the introduction, background, details, and conclusion, along with the visuals to be incorporated into the report.

**Outline:**

1. **Introduction**
   1. Purpose of the Report
   2. The growing importance of social networking in the job market.
2. **Background**
   1. History and evolution of job search methods.
   2. Overview of popular social networking platforms for job seekers.
3. **Personal Branding Strategy**
   1. Essential elements of a personal brand.
   2. Steps to develop a strong online professional presence.
4. **Success Stories**
   1. Notable examples of professionals using digital networks to land jobs.
5. **Job Search Tools**
   1. Infographic resumes and visual portfolios.
   2. LinkedIn profiles and professional networking features.
   3. Social mentoring platforms (e.g., Ten Thousand Coffees, Mentorcity).
6. **Interview Insights**
   1. Key takeaways from our interview with an industry professional.
7. **Conclusion and Recommendations**
   1. Summary of findings.
   2. Practical recommendations for job seekers.

Website: <https://grabjobs.co/resources/career-resources/job-search/personal-branding-job-seekers>

Use your preliminary research into your topic to create an outline for your project

report. Use the outline to map out the introduction, background, details, and conclusion, along with the visuals to be incorporated into the report.

**3.COMMUNICATION AND ORGANIZATION**

TEAM NAME: Job Hunters

|  |  |  |
| --- | --- | --- |
| Names And Roles | Contact Information  (email; chat tool, etc) | Meeting Details, Location (list the planned meeting dates and times for the next six weeks): |
| Team Leader: Md Asif Karim | Google Meet, WhatsApp | 1. 14 Jan 2025  2. 24 Jan 2025 |
| Tajdeep Brar | Google Meet, WhatsApp | 3. 08 Feb 2025  4. 25 Feb 2025 |
| Meet ManojBhai Gohil | Google Meet, WhatsApp | 5. 10 Mar 2025  6. 15 Mar 2025 |
| Priya Thevakanthan | Google Meet, WhatsApp | 7. 26 Mar 2025  8. 30 Apr 2025 |

**4. RESPONSIBILITIES**

**Place your team time/responsibilities chart HERE!**

Create a chart using Excel or Tables in Word to outline the tasks, deadlines, and persons responsible for the project activities.

Once you have created your chart, import it to your project plan. Your plan must include responsibilities, tasks, and deadlines for the following project phases:

|  |  |  |
| --- | --- | --- |
| |  | | --- | | **1.Research and Planning** |  * Everyone * Research about an overview of personal branding strategies relevant to our career field * 20 Jan 2025 | **2.Interview**   * Tajdeep Brar * Make a list of interview questions, set the interview appointment, and record the interview * 24 Jan 2025 |
| **3.Meetings**   * Everyone * Discuss and share information about research and solutions. Fill out the project plan and make slidedoc. * • Every Friday 4pm | **4.Drafting**   * Everyone * Fill out the project plan by June 23,2020 * Make Slidedoc for project report by   08 Feb 2025 |
| **5.Slide report design**   * Priya Thevakanthan * Design the Slide report into Final version by 10 Mar 2025 | **6. Revision**   * Priya Thevakanthan * Revise the Slide report by   15 Mar 2025 |
| **7.Source and Citation Checking**   * Meet ManojBhai Gohil * Check the source and citation are written in right form by 26 Mar 2025 | **8.Final Edit**   * Md Asif Karim * Do the final edit of Slide report by   30 Apr 2025 |

**5. TEAM MANAGEMENT AGREEMENT**

Keep in mind that this course has implemented the zero tolerance, "You're Fired!" policy for those who do not fulfill their project responsibilities.

**Team Management Policy:**

**You may "fire" any team member who does not fulfill his/her responsibilities to the team.** While **you cannot fire a team member due to interpersonal conflict,** which you must learn to resolve, you may fire a team member if he/she does not attend meetings or does not complete the work assigned by the group. Document the situation: keep copies of email/chat communications. You will also have to provide the team member a chance to meet with the team and to do the work required. To do this, send

an email to him/her explaining the action required within a reasonable timeframe. Send a copy of the email to your professor. If the team member does not do the work or attend the meeting, send a follow up email firing the group member (send a copy to your professor). Students fired from a group must follow up with the professor.

Consider conflict resolution/decision- making process, honesty/integrity, roles, responsibilities, time restrictions, etc. How will your team deal with **routine team challenges? Be** specific.

|  |
| --- |
| **Agreements for handling team challenges** |
| 1. If a group member misses the regular group meeting without an excuse for the first time, there will be a warning message in WhatsApp. |
| 2. If a group member misses the regular group meeting without an excuse for the second time, there will be a warning e-mail. |
| 3. If a group member misses the regular group meeting without an excuse for the third time, the group member will be fired and reported to the Professor. |

**Signatures**

Please print/type your name and provide your signature.

Signing this project plan indicates that you agree with the terms set out in the responsibilities and actions sections. Furthermore, it indicates your agreement that the entire team shares the mark attributed to the project. According to Academic Policy, should any plagiarized material appear in any part of the assignment, the team will receive "O" for that assignment.

**TEAM NAME: Job Hunters**

|  |  |
| --- | --- |
| Name | Signature (change fonts for each team member) |
| Md Asif Karim | Md Asif Karim |
| Tajdeep Brar | Tajdeep Brar |
| Meet ManojBhai Gohil | Meet ManojBhai Gohil |
| Priya Thevakanthan | Priya Thevakanthan |
|  |  |

General Networking and Job Search Questions:

1. Can you describe your experience with job searching in a digital, media-rich environment?
2. How important do you think personal branding is when it comes to job searching in today’s world?
3. What role has social networking played in your career progression?
4. Which social networking platforms do you consider the most valuable for building a professional brand? Why?
5. How effective is LinkedIn in showcasing your professional skills and connecting with recruiters? Are there any specific strategies you use?
6. Have you used any job search tools like infographic resumes, portfolio websites, or professional communities (e.g., GitHub for developers)? If so, what was your experience?
7. Have you participated in mentoring or networking platforms like Ten Thousand Coffees, MentorCity, or other professional groups? How did they help in your job search or career growth?
8. How do you define your personal brand, and how has it evolved throughout your career?
9. What advice would you give to someone trying to create a personal brand in your field?
10. What are some common mistakes job seekers make when building their online presence?