Recommended Template for Portfolio

23rd December 2025

Tasks: 1) Forming group, 2) Determine project

Achievements:

1) A group is formed. The members are:

   Name and ID of member 1 (group leader)

   Name and ID of member 2

   .....

2) Title of project:

3) Shor description of the project:

Gaps between tasks and achievements:

24th December 2025

Tasks: Identify stakeholders

Achievements:

1) Stakeholder 1: [name]. Description: [role in project]

2) Stakeholder 2: [name]. Description: [role in project]

Gap: between tasks and achievements.

25th December 2025

Tasks: Identify stakeholders

Achievements:

1) Stakeholder n: [name]. Description: [role in project]

2) Stakeholder (n+1): [name]. Description: [role in project]

   ....

Gap: between tasks and achievements.

26th December 2025

Tasks: Identify requirements

Achievements:

1) Requirement type 1: [name]. source: [stakeholders' name]

2) Requirement type 2: [name]. source: [stakeholders' name]

   ....

Gap: between tasks and achievements.

27th December 2025

Tasks: Identify requirements

Achievements:

1) Requirement type n: [name]. source: [stakeholders' name]
2) Requirement type (n+1): [name]. source: [stakeholders' name]

....

Gap: between tasks and achievements.

28th December 2025

Tasks: Refine requirements

Achievements:

1) Refined requirement 1: [name]. Description: [is it measurable?]
2) Refined requirement 2: [name]. Description: [is it measurable?]

....

Gap: between tasks and achievements.

29th December 2025

Tasks: Success metrics

Achievements:

Success metrics description

30th December 2025

Task: PPT