

Lesson 4: Build Your Google Drive Portfolio

Objective: Structure, name, and organise your digital portfolio to showcase your delivery capability with clarity and professionalism.

WHAT YOU'LL DO IN THIS LAB:

In this session, you'll create a **professional project delivery portfolio** using Google Drive. This portfolio will be the **evidence base** for your narrative, LinkedIn profile, recruiter slide deck, and interview conversations.

⚠ If you don't currently have a Gmail account, you will need to create one to access Google Drive. Visit: <https://accounts.google.com/signup>

DELIVERABLES FROM THIS LAB

- A fully organised **Google Drive portfolio** with proper folder structure
- Subfolders for each project lifecycle phase
- Relevant artefacts added to each folder
- Simple, clear **README commentary** in each folder
- A **view-only shareable link** to your portfolio
- The link saved with your Professional Narrative document from Lesson 1

STEP-BY-STEP INSTRUCTIONS

📁 Step 1 – Create Your Main Portfolio Folder

Open Google Drive and create your top-level portfolio folder using this format:

[YourFullName]_ProjectDeliveryPortfolio_[ProjectName]

✦ Example: AdeyinkaBadmus_ProjectDeliveryPortfolio_EHRUpgrade

📁 Step 2 – Create the Internal Folder Structure

Inside your main folder, create a single subfolder titled:

Portfolio_Artefacts

Then create the following 6 lifecycle folders within Portfolio_Artefacts:

- 01 – Initiation & Planning
- 02 – Launch & Governance
- 03 – Execution Tracking
- 04 – Change & Risk Control
- 05 – Comms & Engagement
- 06 – Closure & Lessons

📄 Step 3 – Upload Your Artefacts

- Add your selected artefacts to the appropriate folder(s)
- Use clear filenames:
- [YourName]_DocumentType_[ProjectName].ext

📌 Examples:

- AdeyinkaBadmus_ProjectCharter_EHRUpgrade.docx
- AdeyinkaBadmus_RAIDLog_EHRUpgrade.xlsx

📄 Step 4 – Add a README to Each Folder

Each of the 6 folders must contain a short README note (2–3 lines) that explains:

- What's in the folder
- Why it matters in the project lifecycle
- Your contribution or key decisions

📌 Use the Builder structure in the README Template provided

Step 4b – Alignment to Responsibilities (Cross-reference to Lab 2)

Your README should not be generic it should **reinforce your role and contribution**.

To do this:

1. Go back to **Step 4 of your Lab 2 Mapping Table**
 - Review your “Responsibility Notes” for each artefact
2. Use those notes to:
 - Improve the clarity and strength of your README.txt entries
 - Make sure your commentary reflects the actual artefacts you included
 - Use confident, action-oriented phrasing (own your work)
3. Confirm alignment:
 - If your Lab 2 note said:
“Tracked stakeholder approvals through the RAID log and captured early escalation routes”
Your README should **echo or reinforce that insight**, not just list filenames.

Quick Rewrite Example (Weak vs Strong)

Weak README:

This folder has my RAID log and issue tracker.

Strong README:

This folder contains my updated RAID Log, Issue Tracker, and Escalation Register. These artefacts demonstrate how I tracked evolving delivery risks, escalated key blockers to governance, and maintained transparency through regular updates.


Step 5 – Share Your Portfolio Link

1. Right-click your top-level folder → "Get link"
2. Set access to: **Anyone with the link can view**
3. Copy the shareable link

Step 6 – Save Your Portfolio Link

Save it in your Professional Narrative Document

Open the Positioning Statement document you created in Lab 1. At the bottom of the file, paste your portfolio link under a new heading like this:

 Project Portfolio Link

[PASTE YOUR GOOGLE DRIVE VIEW-ONLY LINK HERE]

This ensures your professional narrative and evidence base stay together ready for use in onwards evidence creation.

COMPLETION CHECKLIST

Before sending, confirm:

- ☐ 6 lifecycle folders created
- ☐ Artefacts uploaded with clean filenames
- ☐ README included in each folder
- ☐ Link set to "Anyone with the link can view"
- ☐ Link saved with your Professional Narrative Document **(The Document you created in Lab 1)**

NB: NO UPLOAD REQUIRED