**Unit 3 Digital Portfolio**

As part of my BTEC coursework I have been asked to create a digital portfolio for a local company called Konnekted who employ IT apprentices. The portfolio should include a range of my work to enable them to see the type of work that I can produce.

The digital portfolio needs to impress the people at **Konnekted** and, if necessary, other employers. As there will be other people applying for the apprentice positions, it is important that the portfolio showcases my IT skills to show my suitability for the role of apprentice.

Before creating the portfolio, I had to plan out a design. Firstly, a project timeline was created to predict the dates and time that the portfolio would be finished. Secondly, design documents were created before implementing the plan this included a page layout plans for eight pages, a site diagram showing how users can navigate through the portfolio and an asset list of resources to be used.