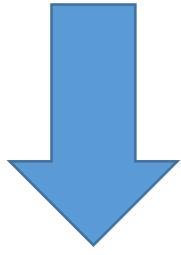


## Week 2 – Burn Up List

Week 2 – Burn Up List Priority	
Highest Priority	GoToTraining Session
	Burn Up List
	Project and Portfolio
	Call to Action – Encouragement! Discussion
	LinkedIn Discussion
	Communicating with Visual Tools
	Week 3 – Research
	Week 3 – Development
Lowest Priority	Communicating with Clarity

### Burn Up List – Weekly Breakdown:

- **Monday (2-15-16):**
  - **GoToTraining Session**
    - Review the GoToTraining Archive or attend live session.
- **Tuesday (2-16-16):**
  - **Burn Up List**
    - Create a burn up list.
  - **Project and Portfolio**
    - Submit the week in review summary, GitHub, anchor points, and reflect and connect.
- **Wednesday (2-17-16):**
  - **Call to Action – Encouragement! Discussion**
    - Post your favorite quote or expression and explain why you choose it.
    - Respond to two classmates in discussion board.
- **Thursday (2-18-16):**
  - **LinkedIn Discussion – Career Module I: Personal Branding**
    - Create a LinkedIn profile.
    - Respond to two classmates in discussion board.
- **Friday (2-19-16):**
  - **Communicating with Clarity**
    - Review the communicating with clarity.
  - **Communicating with Visual Tools**
    - Create a flowchart to determine if an item will be included in a portfolio.
- **Saturday (2-20-16):**
  - **Week 3: Research**
    - Review and work on the week 3 – research.
  - **Week 3: Development**
    - Review and work on the week 3 – development.

**Prioritization:**

The prioritization of work was achieved by taking into account all of the due dates for the assignments due this week. Seeing gaps with no project or assignment due, I equally redistributed the work to be more manageable throughout the week, so that all of the projects would be completed before or on their due date.

**How SWOT Effects Week:**

My strength this week was being able to effectively manage my assignments and tasks and complete them on time. My weakness this week is finding enough time to do things outside of my school work and working full time, in order to take advantage of other opportunities to keep growing in the web design and development field. My opportunity this week is working on a potential freelance web design and development project with my current employer. My threats this week are the other individuals applying for the same freelance opportunity.