


Week 3 – Burn Up List

Week 3 – Burn Up List Priority	
<p>Highest Priority</p>  <p>Lowest Priority</p>	GoToTraining Session
	Burn Up List
	Project and Portfolio
	Call to Action – Growth! Discussion
	SWOT Follow-Up
	Industry Reflection Discussion
	Being Paid for Your Work Spreadsheet
	Month in Review

Burn Up List – Weekly Breakdown:

- **Monday (2-22-16):**
 - **GoToTraining Session**
 - Review the GoToTraining Archive or attend live session.
- **Tuesday (2-23-16):**
 - **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 (2-24-16):**
 - **Call to Action – Growth! Discussion**
 - Post a quote or expression that reminds you to never stop learning and explain why you choose it.
 - Respond to two classmates in discussion board.
- **Thursday (2-25-16):**
 - **SWOT Follow-Up**
 - Complete SWOT evaluation.
 - **Industry Reflection Discussion**
 - Discuss the importance of personal branding.
- **Friday (2-26-16):**
 - **Being Paid for Your Work Spreadsheet**
 - Determine the estimated cost and actual cost using the time estimation spreadsheet.
 - **Month in Review Discussion**
 - Reflect and discuss this past month.
 - Respond to two classmates in discussion board.
- **Saturday (2-27-16):**
 - **Course Evaluation**

- Complete the course evaluation.

Prioritization:

The prioritization of work was achieved by redistributing work throughout the week to be manageable. This was achieved by taking into account all of the due dates and seeing open slots, I filled those open slots to accommodate the other assignments, so that all of the assignments would be completed before or on their due date.

How SWOT Effects Week:

My strength this week was my time management of my assignments. My weakness this week was not following the assignment guidelines. My opportunity this week is interviewing for a freelance web design and development project. My threats this week are the competitors applying for the same freelance opportunity.