

Team Portfolio Layout

Front Page

- Document Heading (Team Portfolio)
- Group number / name.
- List all the members in your group including their student numbers.
- Version number of the document.

Change Log/History

This is useful for tracking changes made for each version of the doc (date, doc version, description, updated by). The first version will most likely only have a “Document created” entry.

Table of contents

1 Introduction

What is the purpose of the document?

2 Rest of the pages

A single page portfolio / CV for each member that includes:

- Photo (head shot)
- Name
- Surname
- Contact information (email & phone number)
- Field of Study / Qualification
- Skills
- Work experience
- Anything else you want to add (like languages, strengths, personality etc.)

When creating the document, keep the following in mind:

- Remember page numbers
- Keep everything uniform:
 - Style which info is displayed (are the fonts, colours, headings similar for each person?)
 - Content of info (does everyone have a skills heading?)
 - Photos (does the photos look similar?)
- Keep it professional. The final document should be a pdf.