



The PortfoliU Project

04.21.2022

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Claudia Cervantes, Product Specialist/Researcher

Dylan Nierman, Developer/Web Designer

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1 Final Project Report



1.1 Final Project Report

1.1.1 Overview

The purpose of the PortfoliU Project was to produce a free open-source repository with resources, documentation, and information to help students create their own portfolio webpage from available templates.

There are many students and incoming people entering the software and information systems business industries. Most companies in the software and information system industries look for and are more likely to interview individuals with personal websites and developed projects. Because these individuals are entering these industries with limited knowledge, they commonly lack the resources and information to do so. Having a personal portfolio website allows for an individual to present information to a potential employer that would otherwise not be known from simply reading their resume.

By creating a free open-source repository with all the resources, documentation, and information needed to help students create their own portfolio webpage, we will be giving students from CSU and beyond the ability to showcase their skills in a meaningful way. By working on this project, members of this team will be able to develop their own portfolio website and gain experience in creating and managing a project with a real-world impact.

The project manager, Elita Danilyuk, was chosen for a few main reasons:

- The initial project proposal was her idea
- The team had confidence in her ability to lead the project toward success
- She has previous knowledge and experience in project management
- She has previous experience with creating GitHub repositories
- She has hopes to continue a career in Project Management

1.1.2 Project Deliverables

The team completed all of the project deliverables. We created a GitHub repository and structured it in a simplistic way for new users to navigate through it easily:

The screenshot shows a GitHub repository page for 'PortfoliU Project'. The repository has 1 branch and 3 tags. The main README.md file was updated 7 days ago by elitadanilyuk. The repository has 135 commits. The repository structure includes 'Resources', 'Team', 'Templates', and 'README.md' files. The 'About' section describes the repository as a free open-source resource for creating personal website portfolios. It includes links to 'Readme', '1 star', '1 watching', and '0 forks'. The 'Releases' section shows a 'Beta Release' (Latest) from 11 hours ago and 2 releases. The 'Packages' section indicates no packages published. The 'Contributors' section lists 5 contributors with small profile icons. The 'Languages' section shows a breakdown: CSS 31.1%, SCSS 29.9%, HTML 18.4%, JavaScript 16.6%, PHP 4.0%, and Ruby 0.0%.

Within the repository, we developed and acquired source code for various templated personal website portfolios:

The screenshot shows a GitHub repository page for 'CIS320-Team-3 / Templates'. The repository has 1 branch and 3 tags. The 'Templates' folder contains files related to 'hydejack - deleting unnecessary info', 'Complex Themes', 'HTML5up Themes', 'Simple Themes', and 'README.md'. The 'README.md' file describes the templates available. It categorizes them into 'Simple Themes' and 'Complex Themes'. 'Simple Themes' are described as easy to use with only HTML and CSS. 'Complex Themes' utilize Javascript and frameworks like Hydejack. Both categories have links to their respective index.html files.



All templates within the repository have screenshots to preview what the template looks like:

The screenshot shows a GitHub repository interface. At the top, the path 'CIS320-Team-3 / Templates / Simple Themes / Clean-Minimal /' is visible. Below the path, there's a list of files with their last modified times: LICENSE (2 months ago), README.md (2 months ago), index.html (9 days ago), script.js (2 months ago), and styles.css (2 months ago). The README.md file is expanded, showing its content. The content includes a title 'Cleanfolio Minimal' and a subtitle 'A clean and simple portfolio template built with plain HTML, CSS and JavaScript.' Below this is a 'Preview' section containing a screenshot of a web browser displaying the portfolio template. The template has a dark blue background with white text. It features a header with the name 'Raj Shekhar' and a navigation bar with links for 'projects', 'skills', 'contact', and a profile icon. The main content area displays the text 'Hi, I am Raj Shekhar.' and 'A Front end Developer.'

Furthermore, all of the Simple Themes contain additional commentary on how and where to edit HTML code for users to have an easier time creating their personal portfolios.

We also listed existing and developed additional tutorials and documentation to walk individuals through the process of creating their websites. This can be found under the Resources directory on the homepage of our repository:

The screenshot shows a GitHub repository page for 'CIS320-Team-3 / Resources / README.md'. The page title is 'Resources & Tutorials'. Below the title, there is a section titled 'Tutorials' which contains a bulleted list of links to various web development resources. There is also a section titled 'External Resources' with its own list of links.

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Resources & Tutorials

Tutorials
• CS Student Free Website Hosting Tutorial
◦ If you are a Colorado State University student in the computer science department, this goes over how to host your own website, complete with commands and tips.
• WordPress Online Portfolio Tutorial
◦ This goes over the basics of WordPress and how to make a free website using it. With a focus on how to create portfolios using it, this is a valuable resource to check and use.
• How to Create and Host a Webpage on Github with Github Pages
◦ For those unfamiliar with Github or Github Pages, this is a step-by-step tutorial on how to create and host your webpage on the site.
• Beginner's Guide to CodePen Tutorial
◦ The tutorial here goes over the basics of CodePen. CodePen is a good resource that is free to use and helpful when editing your online code.
• HTML for Beginners Tutorial
◦ If you are unfamiliar with HTML, this tutorial will help you understand how to read and edit it.
• CSS for Beginners Tutorial
◦ For those who are not experience in CSS, this tutorial will give you some helpful, basic tips on what you need to know.

External Resources
• More Free and Open-Source Website templates
◦ This shows a variety of free, open-source website templates that you can use, along with examples of said sites and their appearances.
• Portfolio Website — The Beginners' Way!

```

1.2 Project Success

This project was certainly a success. As stated by the team scope statement, the 'Project Success Criteria' was: "An open-sourced repository with the resources, documentation, and information that allows students to create a simple personal website portfolio." The team agreed to focus on completing the project deliverables and following the project contract to determine whether the project was a success or not. The project sponsors' final assessment of the project further proved that the project was a success. The project sponsor was Elita Danilyuk, as she pitched the idea and plans to continue its work. She was very happy with the final outcome of the GitHub repository. She was especially impressed by the quantity and quality of the templates, tutorials, and documentation.

To see the team contract, which the team followed throughout the project, see page 33.

1.2.1 Retrospective

Overall, the entire team agreed that we worked together well. We met together regularly and were able to vocalize what we needed from one another to make the project a success. The team contract also helped guide the team toward a common goal with its agreed guidelines. Furthermore, according to an anonymous survey, to allow transparency and honesty, the team members agreed that Elita Danilyuk did a good job at leading the team.

All team members learned a lot in different aspects, due to their previous knowledge and their roles within the project. Here are some areas and skills that team members learned by working on this project:

- How to manage a project and team
- How to work on a remote team more efficiently
- How to making online portfolios and github
- How people use project management when going about an actual project
- How to adequately use GitHub
 - Compile and create an open-source repository
 - How README documents are used
 - How to structure a repository
- Programming languages: CSS, HTML, JavaScript, and Markdown

1.2.1.1 What went right

As a team of six, we were all pleasantly surprised to find that we worked very well together. All team members were able to meet consistently and build the required skills they needed for their assigned roles. We were able to achieve our defined tasks and goals on time as

well as efficiently allocate tasks. All team members completed their assigned tasks with top quality and on time.

1.2.1.1 What went wrong

The team had a difficult time pinpointing specific roadblocks and issues that occurred during the project. Some general issues the team faced during this project were: initial difficulty scheduling times to meet and giving each other constructive feedback on individual pieces of work.

1.2.2 Project Hours

The draft schedule and estimated hours were remarkably close to the actual schedule and actual hours worked. The only time the project schedule and gantt chart were changed was in the event that deadlines were changed by the instructor. This did not change the actual hours worked, although it did give the team a larger project buffer to complete the project on time.

1.2.3 Project Management Tools & Documentation

We used multiple project management tools and documentation to allow us to provide a quality product and achieve our goals. The most important tool we used was GitHub, a Internet hosting provider for software development and version control. GitHub allowed the team to use its functionalities to create, develop, and maintain our PortfoliU Project repository free of cost. We also used an internal feature of GitHub called Projects. GitHub Projects allowed us to create a scrum board to allow us to better visualize the project requirements and tasks.

The project manager also used TeamGantt, a cloud-based Gantt chart and project planning application. She decided to use TeamGantt because of its easy access, simplicity, and use due to other previously known limitations of Microsoft Project.

The team also used vast resources and documents online to contribute to the PortfoliU Project. These resources and documents consisted of existing portfolio templates, programming language tutorials, and server hosting tutorials.

Lastly, the team largely used Google Workspace. The team created a Google Drive to work on any/all collaborative documents. Within Google Drive, we used:

- Docs: created and edited documents
- Sheets: created checklists to assign tasks
- Slides: created and worked on powerpoints/presentations

1.3 Moving Forward

The deliverables and goals of this project have been met, however, Elita Danilyuk, the project sponsor and project manager, will continue working on the project. The PortfoliU Project was a passion project for Elita and she has always hoped to create a free open-source resource that will help many people in the future. She will continue to add to the repository and maintain it. All team members will maintain access to the project to put it on their own portfolios/resumes as well as continuing contributions, if they would like.

2 Final Presentation

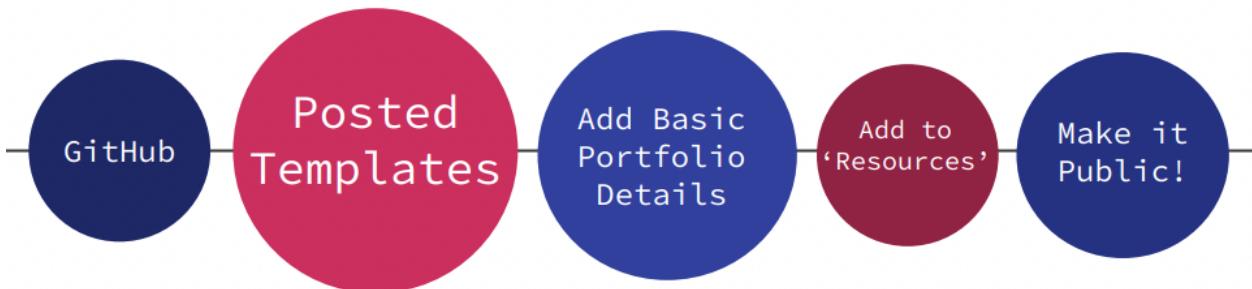


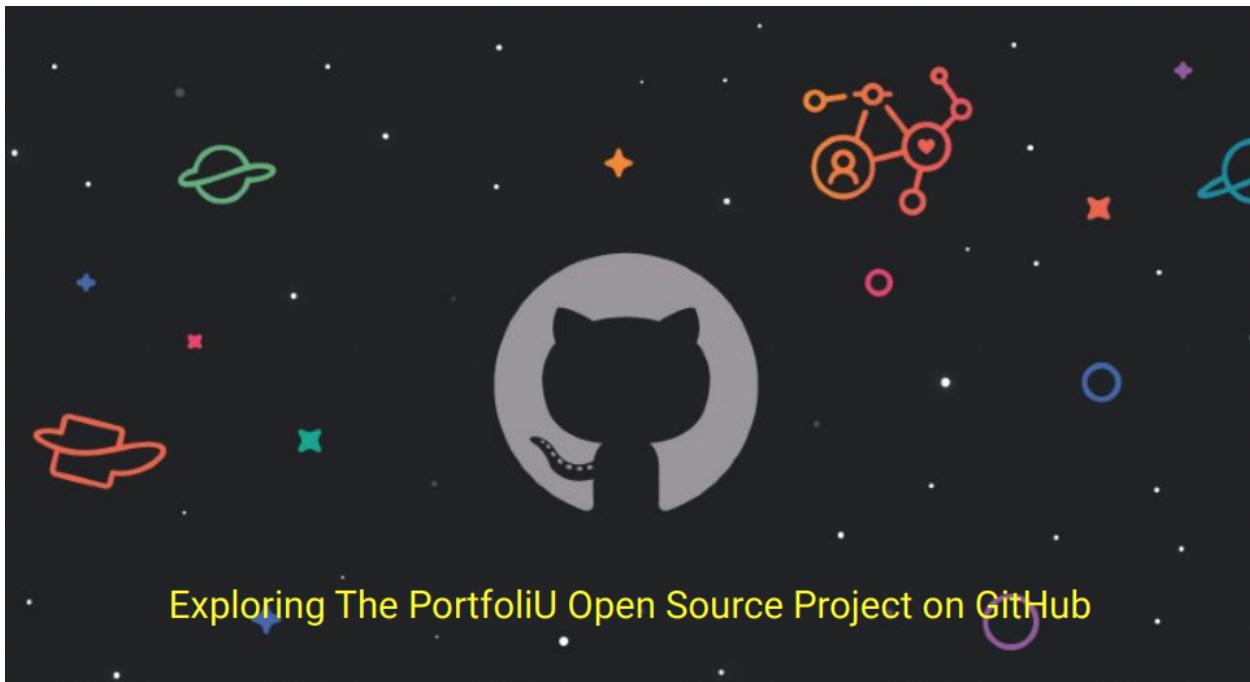
This presentation can also be reached at:

https://docs.google.com/presentation/d/1ut86LsI_s2BvN7krsCdKOO4wV63V_XUjPgW130sl-HI/edit?usp=sharing



Deliverables





The screenshot shows the GitHub repository for PortfoliU. The repository icon is a large gray cat head silhouette. The repository name is "Exploring The PortfoliU Open Source Project on GitHub". Below the repository information, there's a navigation bar with links: HOME (highlighted), ABOUT, SKILLS, HIGHLIGHTS, PORTFOLIO, PICTURES, and REFERENCES.

MARTIN

INTRODUCTION

I'm Eric, a Computer Science Student

I am a returning student working on my 2nd bachelors degree at Colorado State University. I am studying Computer Science at Colorado State University with a concentration in Software Engineering. Alongside the software engineering classes, I am taking modern cybersecurity classes in order to gain the insight and perspective needed to develop secure software by design. With this combination, I am able to bring a test-driven approach to development alongside a knowledge of the OWASP security framework to software development to create software that is both secure and maintainable by design.

7+	1+	11+
CHEMISTRY: YEARS OF EXPERIENCE	COMPUTER SCIENCE: YEARS OF EXPERIENCE	PROJECTS COMPLETED

[BROWSE EXPERIENCE ↗](#)



Cate Wardlow
Software Engineering Sophomore
[View my portfolio here!](#)

Hi! I'm Cate Wardlow, and I'm a sophomore at Colorado State University in Computer Science, with a focus in Software Engineering. Here you can find my portfolio as well as various places to contact me!

[Portfolio](#) [LinkedIn](#) [Email](#) [GitHub](#)





Hi, I am Dylan Nierman.

A Software Engineer.

I study Computer Science with a concentration on Software Colorado State University. The enjoyment I get out of studying

PROJECTS

The Portfoliu Project

Created an open-source portfolio project repository with a team for new computer science and information systems students to have their own portfolio website. This contains tutorials and templates for students to use.

[HTML](#) [CSS](#)

CS314 Trip Planner

This project was a semester long project using languages such as Java and JavaScript with the Reactstrap framework. We used a RESTful API with a MySQL database. The project was a trip planner which allowed for any location on the map to be clicked and added to an itinerary, or you could search the database for airports or heliports.

[Java](#) [JavaScript](#) [React](#)

Raspberry Pi Face Detection

As a team, we created a Python program that enabled a Raspberry Pi camera and would show a live feed. This live feed would show a rectangle around every face in view and take a picture. These pictures would be emailed to a set email address.

[Raspberry Pi](#) [Python](#) [OpenCV](#)

About Projects Contact

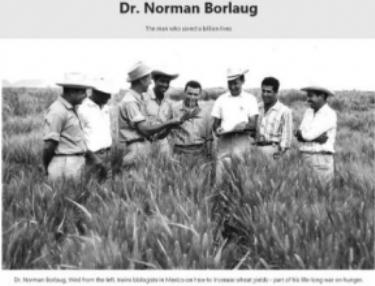
Hello, I'm Elita Danilyuk

an aspiring software engineer

About Projects Contact

These are some of my projects

Dr. Norman Borlaug
The man who saved a billion lives



Dr. Norman Borlaug. Used from the MLI website linking to his biography in respect of their public part of his life-long war on hunger.

[Tribute Page](#)

Show all >

About Projects Contact

Let's work together...

How do you take your coffee?

[GitHub](#) [LinkedIn](#) [Email](#)

**This portfolio is still a work in progress.

GitPages Tutorial

GitPages Tutorial

- Create a template**
Go to GitHub repository. There is a wide variety of sample themes to choose from ranging from simple to more complex. Once you have found a template you would like to replicate as your own portfolio, you can start on the next step.
- Create a GitHub repository**
Create a new repository named "username.github.io", where "username" is your GitHub account name or GitHub.
- Create an index.html file in your new repository**
Create a new file in your repository named "index.html".
- Edit index.html file**
To edit your new "index.html" file, you will copy and paste all contents of the index.html file from the template that you had chosen in step 1. There will be several files within the template but, in this step, you will only be using the file "index.html".
- Create a file for the style in your repository**
Within your repository, create a new file and title it the exact same as the style file in your template, which will be the file ending in ".css".
- Edit ".css" file**
To edit your new ".css" file, you will copy and paste all contents from the ".css" file in your chosen template into your own file.
- Commit and publish all files as you make changes in your repository**
- Edit the index.html file and begin customizing the html**
In many templates, there will be comments within the html to direct you where to input your information, such as "Enter name here". Otherwise, most of the html is there for you to edit in this step. Feel free to delete any aspects of the template that you do not want to include in your portfolio.
- Enjoy your new portfolio website!**

[Portfolio Project](#)



projects skills contact

Hi, I am Karalyn Tool.

An Accounting and Computer Information Systems student.

I am currently finishing my second year at Colorado State University pursuing Accounting and Computer Information Systems concentrations. After undergrad I am planning on attending the Macc program at CU to obtain my Masters of Accountancy as well as the 100 hours needed to sit for the CPA exam.

[Resume](#) [CV](#) [LinkedIn](#)

LEADERSHIP AND INVOLVEMENT

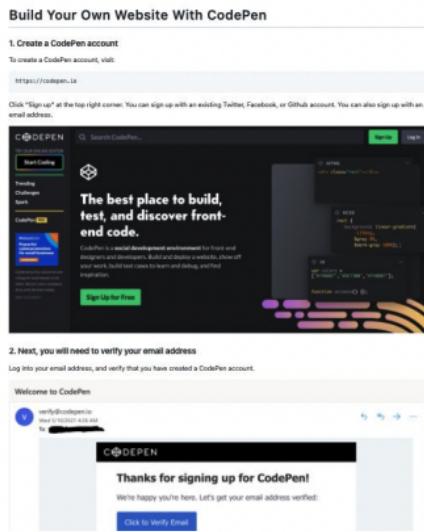
Beta Alpha Psi
Jan 2022 - Present

Beta Alpha Psi is a nonprofit international honorary service organization for accounting, finance, and information systems students at more than 200 accredited universities. Beta Alpha Psi provides opportunities for development of technical and professional skills to complement university education; participation in community service and interaction among students, faculty, and professionals.

Academic Council
May 2017 - May 2020

Academic Council is a leadership organization requiring multiple interviews, written recommendations, and yearly application. Academic Council is a group of students who executed multiple fundraising and community events. I fostered interconnectivity between all high school honor societies, and thrived in a team environment to allocate funding to successfully reach goals and deadlines.

CodePen Tutorial



Claudia Cervantes

This is my personal website

I have learned how to create my own personal website through helpful tutorials from the Portfolio project created by Ryan, Tyler, Kaitlyn, Eric, and Cathey.

I am a student at Colorado State University. Some of my interest include biking, traveling, drawing, and spending as much time with my family as I can. To expand on my love for traveling, here are a couple of my favorite places that I have traveled to:

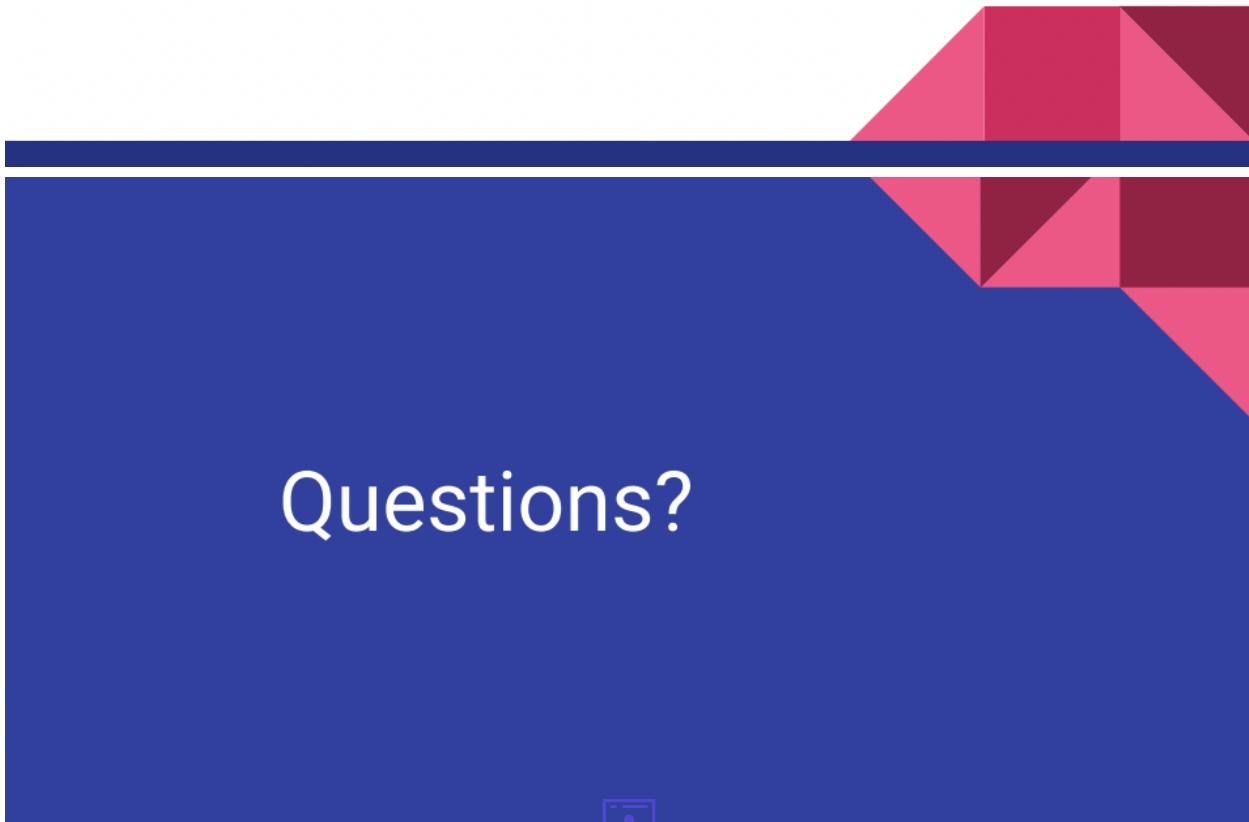
TRAVEL

Wyoming 2017
In 2017, my friend Christian and I spontaneously decided to take a road trip to Wyoming. We had been planning a trip to a different state for a while, but when we found out about the 4th of July weekend, we decided to go to Wyoming instead.

France 2016
In 2016, I took a trip to France with a couple of students in my high school. We visited many places such as the Eiffel Tower, the Notre Dame cathedral, and the Louvre. It was a great trip and I would like to go back again.

Closing & Moving Forward

- Team feedback/closing
- Team portfolios/resumes
- Make repository public
 - Contributors Page
 - Repository Name
- Work to be continued by project sponsor



3 Final Documents



3.1 Final Project Charter

02/17/22

Team Number: 3		
Project Title: PortfoliU Project		
Project Start Date: 1/27/2022 Projected Finish Date: 4/25/2022		
Budget Information: All resources are in the public domain and all team members are volunteering their time to this open-source project.		
Project Manager: Elita Danilyuk, (540) 383-6521, Elita.Danilyuk@colostate.edu		
<p>Project Objectives:</p> <ul style="list-style-type: none"> - Develop/acquire the source code for simple personal website portfolios - Create tutorials to aid users through the process of creating their site - Compile resources detailing how to build, maintain and individualize their site - Open the repository to the public and market via word of mouth 		
Roles and Responsibilities		
Name	Role	Contact Information
Elita Danilyuk	<i>Project Manager</i>	Elita.Danilyuk@colostate.edu
Claudia Cervantes	<i>Product Specialist/Researcher</i>	Claudia.Cervantes@colostate.edu
Dylan Nierman	<i>Developer/Web Designer</i>	Dylan.Nierman@colostate.edu
Cathryn Wardlow	<i>Developer/GitHub Organizer</i>	Cathryn.Wardlow@colostate.edu
Eric Martin	<i>Developer/Researcher</i>	Eric.Burton.Martin@colostate.edu
Karalyn Tool	<i>Product Specialist</i>	Karalyn.Tool@colostate.edu
Comments: (Handwritten or typed comments from above stakeholders, if applicable)		
N/A		

3.2 Final Scope Statement

Team Number: 3

Project Name: PortfoliU Project

Scope Statement:

Build and develop a free open-source repository with the resources, documentation, and information that allows students to create a simple personal website portfolio.

Product/Service Characteristics and Requirements

A GitHub repository with various resources which include documentation and code to allow students to create individual personal website portfolios.

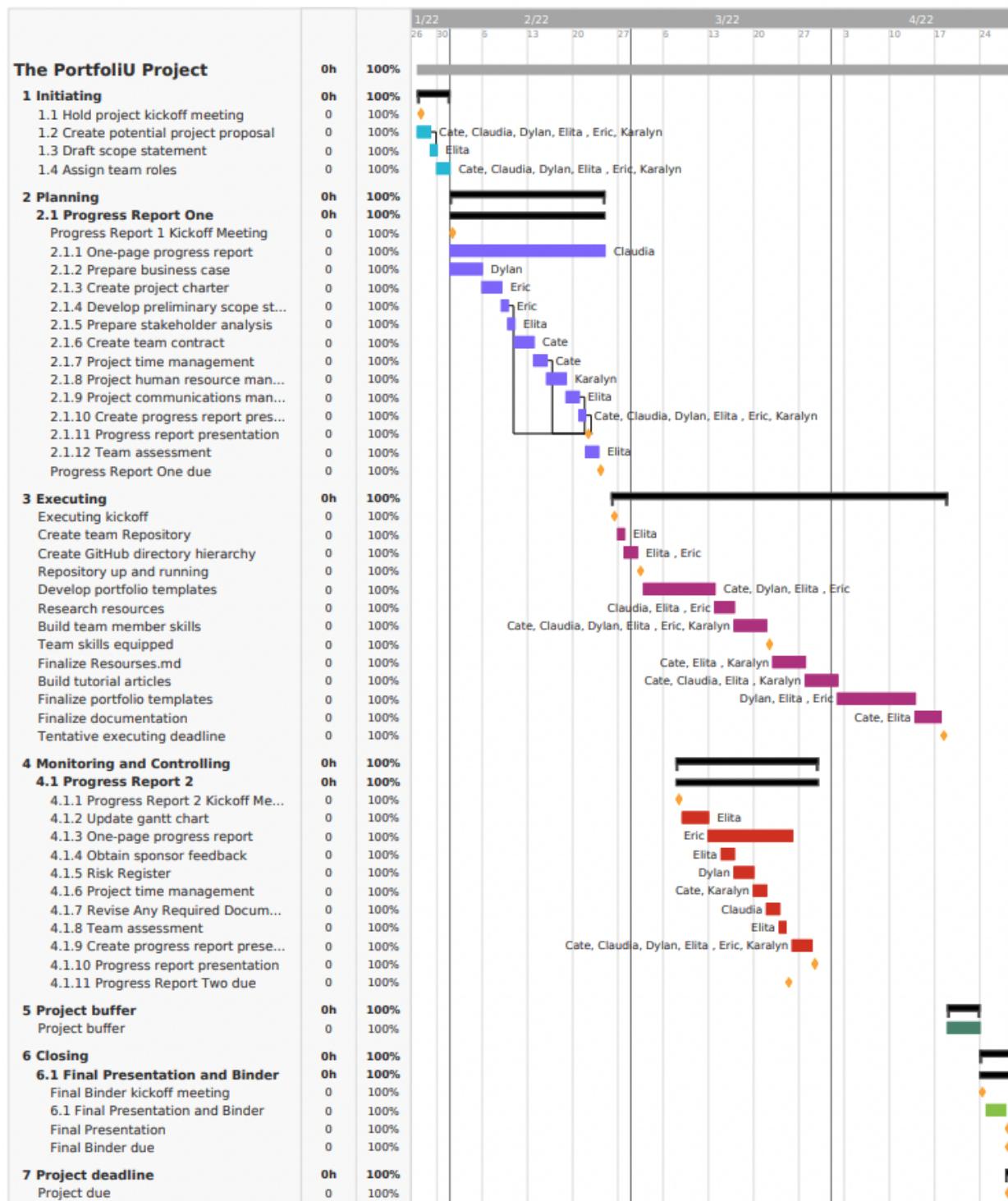
Deliverables

- **Project Management-Related Deliverables**
 - Develop/acquire the source code for simple personal website portfolios
 - Find resources and supplemental documentation for users to learn more about HTML and CSS
 - Design the layout, usability, and visual appearance of the site
- **Product/Service-Related Deliverables**
 - List resources for individuals on how to build, maintain and individualize their site
 - Create documentation to walk individuals through the process of creating their site
 - Have the source code listed for users

Project Success Criteria

An open-sourced repository with the resources, documentation, and information that allows students to create a simple personal website portfolio.

3.3 Final Gantt Chart



4 Progress Report 1



4.1 Progress Report

02/22/22

Team Number: 3

Project Name: PortfoliU Project

Reporting Period: 01/27/22 - 02/24/22

Work completed this reporting period:

For this reporting period, we have:

- Created a GitHub account and created a repository for our group.
- We obtained videos and resources to have our team familiarized with GitHub.
- We created a project name and logo.
- We assigned roles to each person based on their capabilities and strengths that will help them in completing their specific tasks.
- We also have a README (source code) resource, where we have sample code for simple and complex portfolio templates.

Work to complete next reporting period:

Next reporting period we must familiarize ourselves with the tools necessary to start our project. This includes familiarizing with GitHub and finding good resources online to aid us in the project's success.

What's going well and why:

Team members have been very willing to meet. Everyone has shown up and has brought comments/questions/concerns to our meetings in regards to their progress or project as a whole. We have helped each other navigate through GitHub since it is new to some team members. Everyone has been respectful with one another and many have offered help to those who need it or to those who have questions about the project tasks. We have created a scheduled weekly meeting where we discuss progress, tasks, and concerns.

What's not going well and why:

Something we can improve on for the next reporting period is to become more comfortable with GitHub, especially team members who are new to the site. Making everyone comfortable with GitHub will result in an easier and clearer path in order to reach project completion and success.

Project changes:

Currently, there have been and are no project changes.

4.2 Business Case for Portfoliu Project

02/20/22

Team Number: 3

Project Name: Portfoliu Project

1.0 Introduction/ Background

Several companies look for and are more likely to interview individuals with personal websites and developed projects, but as students enter the software and information systems industry, they do not have the resources and knowledge to create these projects. This is the motivation for the open-source portfolio project

2.0 Business Objective

Build and develop a free open-source repository with the resources, documentation, and information that allows students to create a simple personal website portfolio

3.0 Critical Assumption and Constraints

Every team member will be able to complete tasks that fit into their role in the team. There will be weekly team meetings to go over the project and issues we are facing. The amount of time to complete the project is a constraint.

4.0 Analysis of Options and Recommendations

The project can be approached from several directions without dependencies. This being said, we recommend team members work on their individual tasks while updating the team on their progress to allow others to provide any required documentation and/or tutorials.

5.0 Budget Estimate and Financial Analysis

All of the resources we are using are open-source and the only thing the team members are required to give is their time

6.0 Schedule Estimate

This project's schedule estimate will be approached through seven basic phases: Initiating, Planning, Executing, Monitoring and Controlling, Project Buffer, Closing, and Deadline. We have completed the Initiating phase and are close to completing the planning phase. The Executing and Monitoring and Controlling phases will be the longest in duration as the majority of work will be completed then. We also accounted for a Project Buffer phase prior to Closing to allow for any possible roadblocks. Finally, the Closing phase will consist of final touches in documentation, resources, and the repository before the Deadline phase/date.

7.0 Potential Risks

Potential risk is not getting the project finished in the time frame we have.

The project may not end up as expected. Features will change as deadlines approach.

4.3 Project Charter

02/17/22

Team Number: 3

Project Name: PortfoliU Project

Project Start Date: 01/27/2022

Projected Finish Date: 04/25/2022

<p>Budget Information: All resources are in the public domain and all team members are volunteering their time to this open-source project.</p>		
<p>Project Manager: Elita Danilyuk, (540) 383-6521, Elita.Danilyuk@colostate.edu</p>		
<p>Project Objectives:</p> <ul style="list-style-type: none"> - Develop/acquire the source code for simple personal website portfolios - Create tutorials to aid users through the process of creating their site - Compile resources detailing how to build, maintain and individualize their site - Open the repository to the public and market via word of mouth 		
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Cathryn Wardlow	Developer/GitHub Organizer	Cathryn.Wardlow@colostate.edu
Eric Martin	Developer/Researcher	Eric.Burton.Martin@colostate.edu
Karalyn Tool	Product Specialist	Karalyn.Tool@colostate.edu
<p>Comments: (Handwritten or typed comments from above stakeholders, if applicable) N/A</p>		

4.4 Team Meeting Minutes & Communications Summary

02/20/22

Team Number: 3

Project Name: PortfoliU Project

Team Meeting Minutes:

60 minutes per week; totaling 180 minutes, thus far

Summary of Communications with the project sponsor and instructor:

- Project Sponsor:

- The project sponsor is the project manager. Therefore, the documented meeting minutes are a subset of the team meeting minutes, approximately 120 minutes. This being said, there has not been any email correspondence with the project sponsor (project manager).

- Instructor:

- The team has met with the Instructor in class for, give or take, 5 minutes. There has also been some email correspondence between the project manager and the instructor.

4.5 Scope Statement Version 1.0

02/21/22

Team Number: 3

Project Name: PortfoliU Project

Scope Statement:

Build and develop a free open-source repository with the resources, documentation, and information that allows students to create a simple personal website portfolio.

Product/Service Characteristics and Requirements

A GitHub repository with various resources which include documentation and code to allow students to create individual personal website portfolios.

Deliverables

- **Project Management-Related Deliverables**
 - Develop/acquire the source code for simple personal website portfolios
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- **Product/Service-Related Deliverables**
 - List resources for individuals on how to build, maintain and individualize their site
 - Create documentation to walk individuals through the process of creating their site
 - Have the source code listed for users

Project Success Criteria

An open-sourced repository with the resources, documentation, and information that allows students to create a simple personal website portfolio.

4.6 Stakeholder Analysis

02/23/22

Team Number: 3

Project Name: PortfoliU Project

Stakeholder	Role on project	Interest level	Influence level	Stakeholder expectations	Suggestions on managing relationship
Elita Danilyuk	Owner / Sponsor / Project Manager	High	High	A team that works together well and delivers a public repository with resources, tutorials, and code for students to create a personal portfolio website.	If there is any personal conflict, members should tell the project manager of any conflicts for possible resolution, especially in cases of miscommunication. Give frequent updates and engage with all the team members.
Team Members	Various Roles:	High	High	A well-organized team with clear processes, tasks, milestones, and project expectations.	Maintain weekly or bi-weekly meetings to discuss project progress and roadblocks. Team members should give and take feedback and constructive criticism objectively.
Students'	Consumers'	Low	High	A final product that is open-sourced, free, and easy to use.	Maintain a clean organized repository with tutorials, resources, and the source code to keep the consumers' satisfaction high.

4.7 Team Contract

02/17/22

Team Number: 3

Project Name: PortfoliU Project

Project Team Members' Names and Signatures:

- Elita Danilyuk *E. Danilyuk*
- Claudia Cervantes *Claudia C.*
- Dylan Nierman *Dylan Nierman*
- Cathryn Wardlow *Cathryn Wardlow*
- Eric Martin *Eric Martin*
- Karalyn Tool *Karalyn Tool*

Code of Conduct: As a project team, we will:

- Respect one another.
- Fulfill our respective tasks on time.
- Offer only our best work.

Participation: We will:

- Each team member will work on at least one significant portion of the project.
- Assist teammates with larger tasks or confusion about a task.
- Actively participate in working on the project.

Communication: We will:

- Meet at least once a week to discuss the project as a group.
- Be open with each other about any concerns or difficulties.
- Make sure to relay progress made to fellow teammates.

Meeting Guidelines: We will:

- Meet once a week for an hour over Microsoft Teams to discuss the project.
- Communicate any updates via the chat feature of Microsoft Teams.
- Respond to messages in a timely manner.

4.8 Draft Schedule



4.9 Summary of MBTI Types

02/21/22

Team Number: 3

Project Name: PortfoliU Project

MBTI Types:

Dylan Nierman: ISFP

- Adventurer- "Flexible and charming artists, always ready to explore and experience something new"
 - Spontaneous / introspective/ aware of others' emotions/ minimize conflict
 - Strengths: charming, sensitive, imaginative, passionate, curious, artistic
 - Push limits of social convention
 - Passion for discovery
 - Weaknesses: fiercely independent, unpredictable, easily stressed, overly competitive

Eric Martin: ENTP

- Debater - "Smart and curious thinkers who cannot resist an intellectual challenge"
 - Quick wit/ devil's advocate/ quest for knowledge/ questioning/ confident
 - Strengths: knowledgeable, quick thinkers, original, excellent brainstormers, charismatic, energetic
 - Straightforward expectations
 - Not tied to tradition
 - Weaknesses: argumentative, insensitive, intolerant, difficulty focusing, dislike practical matters

Cate Wardlow: INFP

- Mediator- "Poetic, kind and altruistic people, always eager to help a good cause"
 - Sensitive/ idealistic/ empathetic/ introspective/ compassionate/ non judgemental
 - Strengths: empathetic, generous, open-minded, creative, passionate
 - Called to help people around them
 - Desire to be of service
 - Weaknesses: unrealistic, self-isolating, unfocused, self-critical

Claudia Cervantes: ISFJ

- Defender- "Very dedicated and warm protectors, always ready to defend their loved ones"
 - Reliable/ dedicated/ humble/ ability to connect with others
 - Strengths: supportive, reliable and patient, imaginative, enthusiastic, loyal and hard-working, and good practical skills
 - Seek a frictionless environment
 - Want to help others
 - Weaknesses: humble/shy, overload themselves, too altruistic, reluctant to change

Elita Danilyuk: ENFJ

- Protagonist- "Charismatic and inspiring leaders, able to mesmerize their listeners"
 - Born leaders/ vocal about values/ authentic/ altruistic/ sensitive
 - Strengths: receptive, reliable, passionate, altruistic, charismatic
 - Foster equitable team environments
 - Search for common ground
 - Weaknesses: unrealistic, overly idealistic, intense, overly empathetic

Karalyn Tool: INFJ

- Advocate- "Quiet and mystical, yet very inspiring and tireless idealists"
 - Idealism/ integrity/ versatility/ altruism/ authenticity
 - Strengths: creative, principled, passionate, altruistic
 - Communication- warm, sensitive,
 - Take concrete steps to realize goals
 - Weaknesses: sensitive to criticism, perfectionistic, avoiding the ordinary, prone to burnout

Applied to the Team:

Each team member has a unique personality that comes with its own set of attributes and strengths. We can use this to foster an effective and collaborative team environment. Many personalities exhibited show distinct characteristics of wanting harmony and minimizing conflict amongst people. This will benefit the team because we have many people who will either try to avoid unnecessary conflict or work to resolve it whenever it presents itself. Elita, being the team leader, just happened to be known as a born leader who is receptive to alternate ideas and wants to create a level playing ground. She displays many attributes that correspond to leaders, so having her as the team leader puts her in a position where she is comfortable and able to use all of her strengths effectively. Everyone wants to help the people around them and each person has their own drives to get projects done, whether that be the pursuit of knowledge, exploration, discovery, self realism, helping others, etc. Understanding each member's strengths and weaknesses will help the team to determine which tasks are best allocated to whom and which may be better for others to focus on. This also affects team dynamics because members who are more straightforward like Eric may

take notice of members who have more sensitive personalities like Karalyn, Elita, Claudia, and Cate and adjust his direct approach for one that may be softer. Another example may be assigning Cate to work on an aspect of the project with someone else to avoid her personality type's disposition to "self-isolation". Eric may be assigned tasks that have more exploration as opposed to more mindless activities so that he may feel his strengths are benignly utilized. Dylan may also be assigned a similar task to account for his personality type's passion for discovery and pushing bounds. Claudia, Cate, and Karalyn's personality types tend to want to help others above anything, so they may not care as much about getting a specific task, as long as they are helping the team move forward.

5 Progress Report 2



5.1 Progress Report

03/25/22

Team Number: 3

Project Name: PortfoliU Project

Reporting Period: 2/28/2022 - 3/25/2022

Work completed this reporting period:

Completed Gantt Chart with detailed WBS, milestones, and task assignments.

Risk Register showing potential issues that may arise

Created a GitHub repository for the PortfoliU Project

- Added a repository of over 20 simple and complex portfolio templates
- Added short descriptions to each portfolio option
- Added Team mission statement and member info
- Added Resources page

Work to complete next reporting period:

- Add Wordpress website tutorials and information
- Add screenshots to each portfolio option for quick and easy visual assessments
- Add a link to a Codepen with each option for live demo's
- Add to the resources page
- Add more detail to each tutorial and make the front page README more detailed
- Start working on our team member portfolio websites

What's going well and why:

We have successfully found over 20 open source portfolio templates. Our repository has been created and is ready to be updated by all team members. A detailed Gantt chart has been created and deployed to help guide our project.

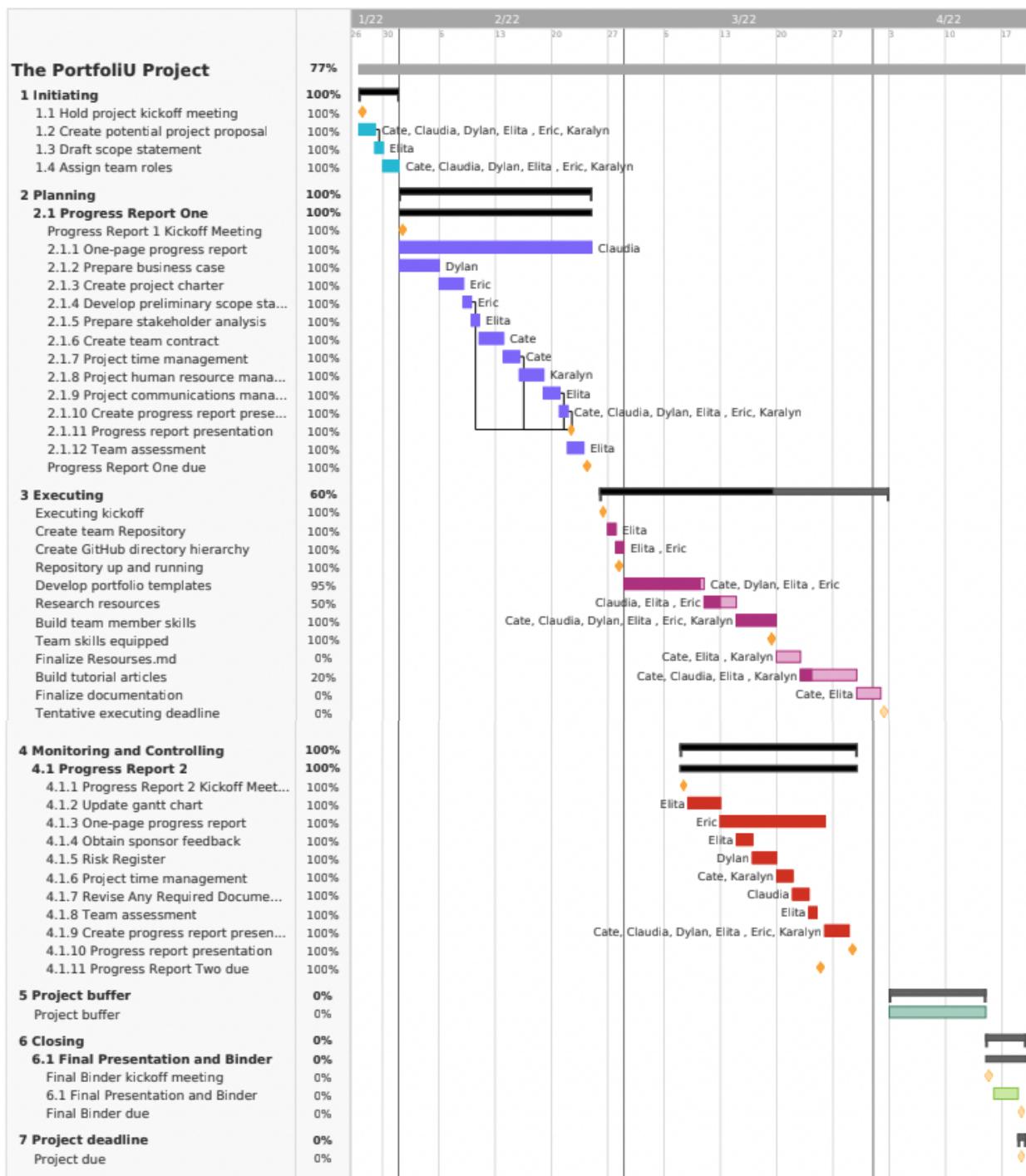
What's not going well and why:

Most team members have not begun creating their own portfolio templates which is an important step to have completed prior to the product release and demo. Since we are communicating the importance of a personal portfolio website and purporting our product supplies people with simple and easy to create websites it is important for each member to have a working portfolio.

Project changes:

There have been no project changes that have deviated from the initial goal and purpose of this project as of now. We are following our initial proposal and will assess potential changes as we continue along in product development.

5.2 Gantt Chart



5.3 Risk Register

03/25/22

Team Number: 3

Project Name: PortfoliU Project

Risk	Probability	Impact	Potential Responses	Status
Broken Templates	1	3	Check all templates for functionality	Open
Unclear tutorials	3	3	Get feedback from potential users	Open
Tutorials are incorrect	2	4	Try tutorial instructions on multiple machines	Open
Unfinished Product	1	5	Overestimate time to complete tasks	Open
Unknowingly missing tutorials	1	3	Make a checklist	Closed
Inaccurate (Shorter than needed) estimation time	2	2	Overestimate time to complete tasks	Open
Scope Creep	2	3	List all wanted requirements at a set date and stop adding	Open
Lack of communication	2	3	Stay updated on all tasks and notify team after completion	Open
Unplanned requirements	3	2	Full comprehension of tasks from team members	Open
Project Purpose not fully defined	1	4	Have meetings discussing project requirements	Open

5.4 Hours Spent, Team Meeting Minutes & Sponsor Feedback

03/25/22

Team Number: 3

Project Name: PortfoliU Project

Comparison and explanation of estimated vs actual hours to date:

We expect to spend a minimum of 36 hours on the project, and thus far we have completed about 18 of them total, both as a group and separately. Some of these hours are a result of our weekly team meetings where we update one another, reallocate tasks between the members, and work on group tasks. The rest of the hours are spent individually working, which vary depending on each member's position since some tasks need to be done before other members can begin later tasks. Overall, we are on track to complete our project on time.

Team meeting minutes:

60 minutes per week; roughly totalling 360 minutes thus far

Project sponsor feedback since the last progress report:

The team has been working diligently on uploading templates for website portfolios. Team members have taken the initiative to learn new skills and tools to help complete the project, such as understanding GitHub, HTML, and CSS. The team's next steps should be finalizing templates and beginning on documentation. Once the basic documentation and tutorials are complete, they should focus on final touches and cleaning the repository. On a final note, each team member should make an effort to choose a template and make their own website portfolio to show in the final project presentation.

5.5 Details on Revisions

03/25/22

Team Number: 3

Project Name: PortfoliU Project

So far, no major revisions have been made to this project. One small add-on for this project not mentioned in the project charter under project objectives, is the additional resources we will use to help someone create a personal website. In the project charter, under project objectives, we listed the following resources that would help someone create a personal website:

- Create tutorials to aid users through the process of creating their site
- Compile resources detailing how to build, maintain and individualize their site

We will not only provide video tutorials for our users to see step-by-step how to create their own portifoliU, we will be showing visuals such as screenshots, and pictures. We will try to provide every resource possible to help every person make their very own, unique website. The more resources we can provide (reading, screenshots, video tutorials), the more pleasant the user experience will be.

Not a revision, but a second add-on on our latest progress report has been the task for each member of our team to create their own websites. Creating our own website will help every team become an expert with our product, even if it is something they are not directly tied to. This way, they are not only helping others create their own website, but if asked, they too are able to make their own with the same resources they have provided for users.

6 Final Meeting Minutes & Sponsor Communications



6.1 Team Meeting Minutes

Team meeting Minutes:

60 minutes per week; roughly totalling 660 minutes total.

We expected to spend a minimum of 36 hours on the project, and ended up completing about 32 of them, both as a group and separately. Some of these hours are a result of our weekly team meetings where we updated one another, reallocated tasks between the members, and worked on group tasks. The rest of the hours are spent individually working, which vary depending on each member's position since some tasks need to be done before other members can begin later tasks. A number of the hours later into the project when working individually were spent preparing proper documentation and overviews of the work completed. Overall, we finished within our expected timeframe with a few hours to spare.

6.2 Communications with the Sponsor

The project sponsor is the project manager. Therefore, the documented meeting minutes are a subset of the team meeting minutes, approximately 660 minutes. This being said, there has not been any email correspondence with the project sponsor (project manager).

Elita was very happy with the final product. She is looking forward to continuing the work to grow PortfoliU Project. Overall, she was extremely impressed with the team's ability to take initiative and learn the new skills and tools necessary to fulfill their assigned roles.