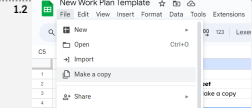


### Step 1 Make a Copy of the Sheet

1.1 Click on File-->click on Make a copy



1.3 Now you can edit the sheet and complete the Work Plan

### Step 2 Set the goals

2.1 Go through the Overview of the Mentorship

2.2 Visualize the final output required for the Mentorship

2.3 Write down the skills that you will learn by the completion of the Mentorship. Eg. - "Market Research", "Data Visualisation".

2.4 Add the learnings you want by the completion of the Mentorship. Eg. - "Learn how to create a content calendar for a social media campaign"

### Step 3 Describe the major constraints

3.1 Add the major constraints in completing the mentorship. Eg. - "How to create a automated dashboard for orders received on a customer form"

3.2 Breakdown the constraints in smaller sections. Eg. - 'How would you handle missing values in a dataset?'

3.3 Get assistance on overcoming the constraints in the Mentor Sessions

3.4 Add resources (online links, videos, etc.) to resolve constraints

3.5 In case you are not able to locate a resource you can request the mentor to provide the resource

3.6 You can update the workplan regularly, add newer constraints and resources. They will help you execute similar tasks in the future

### Step 4 Set the schedule for completing the Mentorship

4.1 Add the start date for the Mentorship

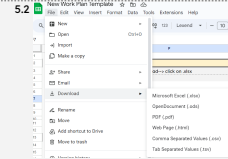
4.2 Check the deadlines for the components and add reminders on your calendar

4.3 Mark the deadlines as they are completed

4.4 Technical Mentorships require approx. 25 working hours & non-technical mentorships require 15-20 working hours to complete

### Step 5 Download the Workplan

5.1 Click on File-->click on Download--> click on .xlsx



### Watch the Tutorial Video

[Click Here](#)

### Why to create the Work Plan?

Crafting your personal work plan is like charting a thrilling adventure ! Set goals that spark excitement, prioritize tasks for maximum impact , and dance through deadlines with organized flair . This dynamic roadmap ensures your personal success journey is both exhilarating and victorious!

**Watch the Tutorial Video**

### How to use the Work Plan?

Regularly refer to the work plan to assess progress against set timelines and goals.

Use it as a benchmark to identify areas of achievement and potential adjustments needed.

Use the resources to execute similiar tasks

[Click Here](#)

**Let's get started!**

1

Set the Goals	
Define the output you want to create in a couple of sentences	
Add the skills that you want to learn by the end of the menternship	
1	2
3	4
Add the key learnings you want	
1	
2	
3	

2

Major Constraints	
Add the constraints you face in working on the tasks mentioned in the menternship (for example: data cleaning, creating a content calendar)	
1	
2	
3	
Find resources on your own that can help you and add below	
1	2
3	4
5	6

3

Add the schedule		
Add the Schedule Below		
Stage	Add the deadline by when you want to complete the corresponding steps	Tick when completed
Start of the Menternship		<input type="checkbox"/>
Complete the Workplan and Submitted		<input type="checkbox"/>
Component 2		<input type="checkbox"/>
Component 3		<input type="checkbox"/>
Component 4		<input type="checkbox"/>
Component 5		<input type="checkbox"/>
Completed the Menternship		<input type="checkbox"/>
Recieved the Feedback over email		<input type="checkbox"/>
Submitted the Final Draft		<input type="checkbox"/>
Add the Schedule for Mentor Sessions you want to attend		
Stage	Date (Double click on the cell below and add a date)	Tick when completed
Mentor Session 1		<input type="checkbox"/>
One on One Call (Book one when you have specific queries)		<input type="checkbox"/>
Mentor Session 2		<input type="checkbox"/>
Mentor Session 3		<input type="checkbox"/>
One on One Call (Book one when you have specific queries)		<input type="checkbox"/>
Mentor Session 4		<input type="checkbox"/>
	Do not alter	
	You need to fill	

1

Set the Goals

Define the output you want to create in a couple of sentences

Create a report on consumer patterns which includes important metrics along with visual representation,. The report must have a hypothesis backed by data and explained simply yet persuasively.

Add the skills that you want to learn by the end of the menternship

1. Data Analysis

2. Data Visualisation

3. Report Writing

4. Google Slides

Add the key learnings you want

1. Learn how to create charts that are easily understandable

2. Learn how to analyse huge datasets with techniques

3. Create a presentation which is visually attractive

2

Major Constraints

Add the constraints you face in working on the tasks mentioned in the menternship (for example: data cleaning, creating a content calendar)

1. Have not worked with huge datasets in the past

2. Managing time along with college classes and assignments

3. Don't know how to use Google Slides/Presentation Software

Find resources on your own that can help you and add below

1. [How I plan my project?](#)

2. [How to analyse data sets in Google Sheets?](#)

3. [How to make a professional presentation?](#)

4.

5.

6.

3

Add the schedule

Add the Schedule Below

Stage	Date (Double click on the cell below and add a date)	Tick when completed
Start of the Menternship	July 17, 2024	<input checked="" type="checkbox"/>
Complete the Workplan and Submitted	July 20, 2024	<input type="checkbox"/>
Component 2	July 22, 2024	<input type="checkbox"/>
Component 3	July 24, 2024	<input type="checkbox"/>
Component 4	July 26, 2024	<input type="checkbox"/>
Component 5	July 28, 2024	<input type="checkbox"/>
Completed the Menternship	July 30, 2024	<input checked="" type="checkbox"/>
Recieved the Feedback over email	August 4, 2024	<input type="checkbox"/>
Submitted the Final Draft	August 11, 2024	<input type="checkbox"/>

Add the Schedule for Mentor Sessions you want to attend

Stage	Date (Double click on the cell below and add a date)	Tick when completed
Mentor Session 1	February 15, 2024	<input checked="" type="checkbox"/>
One on One Call (Book one when you have specific queries)		<input type="checkbox"/>
Mentor Session 2	February 22, 2024	<input type="checkbox"/>
Mentor Session 3		<input type="checkbox"/>
One on One Call (Book one when you have specific queries)		<input type="checkbox"/>
Mentor Session 4		<input type="checkbox"/>

Do not alter

You need to fill

1

<b>Set the Goals</b>	
Define the output you want to create in a couple of sentences	
Create a robust Java Spring Boot-based backend for a CRM tool, integrating RESTful APIs, a robust database, and customer interaction management, with detailed documentation.	
<b>Add the skills that you want to learn by the end of the menternship</b>	
1 Java Spring Boot Development	2 API Design and Implementation
3 Version Control with Git	4 Documentation and Technical Writing
<b>Add the key learnings you want</b>	
1 Learn how to design and implement RESTful APIs using Java Spring Boot.	
2 Understand and apply best practices in relational database design and management.	
3 Learn how to deploy and manage applications on cloud platforms.	

2

<b>Major Constraints</b>	
Add the constraints you face in working on the tasks mentioned in the menternship (for example: data cleaning, creating a content calendar)	
1 I have limited experience with backend development using Java Spring Boot.	
2 I lack familiarity with cloud deployment platforms.	
3 I have limited experience in writing comprehensive API documentation.	
<b>Find resources on your own that can help you and add below</b>	
<a href="#">Spring Boot Docs</a>	<a href="#">RESTful API Design</a>
<a href="#">Pro Git</a>	<a href="#">Swagger Documentation</a>
<a href="#">Postman Documentation</a>	<a href="#">Entity Relationship Diagram (ERD) Tutorial</a>

3

<b>Add the schedule</b>		
<b>Add the Schedule Below</b>		
Stage	Add the deadline by when you want to complete the corresponding steps	Tick when completed
Start of the Menternship	August 6, 2024	<input checked="" type="checkbox"/>
Complete the Workplan and Submitted	8/7/2024	<input checked="" type="checkbox"/>
Component 2	8/10/2024	<input checked="" type="checkbox"/>
Component 3	8/25/2024	<input checked="" type="checkbox"/>
Component 4	8/28/2024	<input type="checkbox"/>
Component 5	8/31/2024	<input type="checkbox"/>
Completed the Menternship	September 1, 2024	<input type="checkbox"/>
Recieved the Feedback over email		<input type="checkbox"/>
Submitted the Final Draft	September 15, 2024	<input type="checkbox"/>
<b>Add the Schedule for Mentor Sessions you want to attend</b>		
Stage	Date (Double click on the cell below and add a date)	Tick when completed
Mentor Session 1	August 8, 2024	<input type="checkbox"/>
One on One Call (Book one when you have specific queries)		<input type="checkbox"/>
Mentor Session 2	August 15, 2024	<input type="checkbox"/>
Mentor Session 3		<input type="checkbox"/>
One on One Call (Book one when you have specific queries)		<input type="checkbox"/>
Mentor Session 4		<input type="checkbox"/>
	<b>Do not alter</b>	
	You need to fill	
<b>BOLD</b>	Program Deadlines	