**COMP3078 – Portfolio Development Project (10%)**

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| --- | --- |
| **Assigned Date** | Friday, Jan 11, 2019 |
| **Due Date** | Friday, Mar 15, 2019 (11:59pm) |
| **Team Members** | Individual |
| **Skills Required** | Research, work search preparation, documentation creation |

For this assignment, you are to work independently to construct a capstone portfolio. The deliverables for this assignment include four sections;

**Personal Data**

* Bio
* Resume
* Cover Letter
* Philosophy/Statement of Career Goal – “*We are the facilitators of our own creative evolution*” Bill Hicks. In no more than one or two paragraphs, engage excellent communication, critical thinking, and critical reflection synthesize your beliefs about your work (motivations, belief of self, belief of your role, etc.) – draw on past experience, current state, and future ambitions.

**Academic Credentials**

* Certificates/Degrees and Academic Awards
* Academic Record/Transcript
* Academic Work Samples (minimum 5)

**Capstone Project Summary**

* Project Vision
* Project/Business Requirements
* Project Plan
* Requirements Analysis and Design
* Wireframes/Mock ups
* Status Reports
* System Implementation

**Professional Summary (as applicable)**

* Professional Work Samples (2 or 3 preferred)
* Community Service/Volunteer Work
* Copies of Letters of Recommendation
* Copies of Awards and Recognition

Your portfolio is intended to become living document, one that documents past and current qualifications and experiences. It is to represent your collection of best work, and will act as a navigation aid in your future career aspirations and professional development.

**Create a website or mobile app for your portfolio.**

If your portfolio requires a repository, create a folder named :

**<FirstName>\_<initial of LastName>\_W19Portfolio,** to store the relevant files.

Upload the entire folder to blackboard as a compressed file.

**Sample Rubric for Portfolio Project**

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| --- | --- | --- | --- |
|  | **Needs Work**   * Missing elements or incomplete * Difficult to follow | **Good**   * Complete but uneven quality * Too much/too little detail * \*Sometimes difficult to follow | **Well Done**   * Complete * Appropriate Detail * Clear and easy to follow |
| **Section 1 - Personal Data** |  |  |  |
| Bio |  |  |  |
| Resume |  |  |  |
| Cover Letter |  |  |  |
| Philosophy/Statement of Career Goal (one – two paragraph(s)) |  |  |  |
| **Section 2 – Academic Credentials** |  |  |  |
| Certificates/Degrees and Academic Awards |  |  |  |
| Academic Record/Transcript |  |  |  |
| Academic Work Samples (minimum 5) |  |  |  |
| **Section 3 – Capstone Project Summary** |  |  |  |
| Project Vision |  |  |  |
| Project/Business Requirements |  |  |  |
| Project Plan |  |  |  |
| Requirements Analysis and Design |  |  |  |
| WireFrames/Mock ups |  |  |  |
| Status Reports |  |  |  |
| System Implementation |  |  |  |
| **Section 4 – Professional Summary** |  |  |  |
| Professional Work Samples (2 or 3) |  |  |  |
| Community Service/Volunteer Work |  |  |  |
| Copies of Letters of Recommendation |  |  |  |
| Copies of Awards and Recognition |  |  |  |
|  |  |  |  |
| **Completed Assessment** |  |  |  |

Notes: