

Phase 1: Audit and Setup

1. [] **Inventory existing projects:** Clone or fork `askme`, `ai-models-discoverer_v3`, and `ai-land` locally. Review each repo's name, description, and contents. Note missing documentation, unclear structure, or absent assets. Create GitHub issues or a local TODO list to track needed improvements.
2. [] **Define portfolio goals:** Write a brief plan outlining how these projects form a cohesive AI-strategy portfolio. Summarize the target audience (recruiters), your role ("AI Transformation Strategist"), and the key message or value proposition you want to convey.
3. [] **Set up a portfolio repo:** Create a new GitHub repository (e.g. `ai-transformation-portfolio`) to serve as the landing page. Initialize it with a README placeholder that will later introduce yourself and link to all projects ¹ ².
4. [] **Standardize names and licenses:** Ensure each repo has a clear, descriptive name (consider prefixes like "AI-" or "LLM-CLI" for clarity) and an open-source license file (e.g. MIT or Apache). Rename or add subtitles if needed to reflect purpose (e.g. "AskME: LLM-access CLI").
5. [] **Prepare project management:** In each repo, create high-level issues or a project board to organize documentation and polish tasks identified during the audit (e.g. "Add README section for business outcomes").
6. [] **Test project setup:** Try installing or running each project (e.g. install dependencies, launch the CLI or dashboard). Note any missing dependency lists or build steps. Plan to add a `requirements.txt` or similar for each to capture all dependencies ³.

Phase 2: Cleanup & Documentation for Each Project

1. [] **Structure each README:** Rewrite or update each project's README to include sections for **Overview**, **Problem & Solution**, **Features**, and **Impact**. Clearly explain *what* the project does, *why* it matters, and *who* benefits. Use a consistent template for all projects to improve readability ¹.
2. [] **Install & usage instructions:** In each README, add a **Getting Started** or **Installation** section with prerequisites and step-by-step setup (e.g. pip install, running scripts). Then add a **Usage** section with example commands or code snippets. Make instructions copy-pasteable for recruiters. Include code examples or screenshots of output ³ ⁴.
3. [] **Emphasize outcomes:** Add an **Impact** or **Business Outcomes** section in each README that highlights results or benefits (e.g. "Reduced manual data discovery time by 80%" or "Enabled 24/7 automated monitoring"). Frame each project in terms of concrete value delivered to the business or users ¹.
4. [] **Add visuals and demos:** For each project, include visual aids (screenshots, GIFs, diagrams) to illustrate functionality. For `askme`, show a terminal screenshot of a query. For `ai-models-discoverer_v3`, include a pipeline flowchart. For `ai-land`, include a mock dashboard image. Visuals make the work tangible and engaging ⁵ ⁶.
5. [] **Provide examples:** Create an `examples/` or `demo/` directory in each repo containing sample input and output files or scripts. This could be a simple dataset for `ai-models-discoverer_v3` or a saved session for the CLI. Recruiters should be able to run an example end-to-end without hunting for data.

6. [] **Add dependencies and outputs:** Include a `requirements.txt` (or `environment.yml`) listing all libraries for each project ³. If applicable, include an output or `results/` folder with key artifacts (charts, logs, reports) so visitors can see what the tool produces.
7. [] **Tag and topic:** On each GitHub repo, add descriptive topics (e.g. `AI`, `LLM`, `CLI`, `dashboard`, `data-pipeline`) and fill the GitHub description field with a concise summary. Good SEO and topics help recruiters find the projects.
8. [] **Add badges:** In each README, add standard badges for license, build status (if set up), and a link to any live demo or documentation (if applicable). Badges quickly communicate project health and status.
9. [] **Set up CI (if possible):** If time allows, configure a simple GitHub Action that lints or tests the code on each push. Add its status badge to the README. A passing CI build shows professionalism.
10. [] **Clean and commit code:** Review and refactor any rough code. Remove leftover debug code or placeholders. Commit changes with clear, descriptive messages (e.g. "Add README with usage examples"). Consistent, meaningful commits make your development process transparent ⁷.
11. [] **Finalize versions:** Tag each repo (v1.0.0) or draft a GitHub Release to mark it as polished. This signals completeness and provides a snapshot for recruiters to review.

Phase 3: Unified Portfolio Landing Page & Storytelling

1. [] **Craft your value proposition:** In the portfolio README, write a short intro statement positioning you as an **AI Transformation Strategist** (e.g. "I'm [Name], a strategist who builds AI-powered solutions to drive business results"). Mention your experience and any high-level achievements (e.g. "22+ years driving \$30M+ value").
2. [] **Summarize projects:** Create a section (e.g. "Projects") that lists all three projects with a one-line tagline and link. For example: "**AskME (CLI)**: Terminal tool unifying multiple LLMs to boost developer productivity." Make each summary outcome-focused.
3. [] **Connect the narrative:** Add a short paragraph or bullets on how these projects form a cohesive portfolio (e.g. "Together, these tools demonstrate my ability to integrate AI into workflows, automate data discovery, and visualize model insights for business users"). Highlight any common theme like "AI adoption" or "automation".
4. [] **Include personal branding:** Add a professional photo or logo (if available) and your contact links (LinkedIn, email, personal site). Follow best practices: a clean, minimal design and a concise bio ². Make it easy for recruiters to contact you.
5. [] **Link everything clearly:** Ensure the portfolio README links to each project's GitHub page, and vice versa. If appropriate, set up GitHub Pages for the portfolio repo so it lives at `yourusername.github.io/...` ⁸. Pin these repos on your profile in the same order as presented.
6. [] **Add calls-to-action:** On the landing page and in each project README, include clear CTAs like "★ Star this project", " Contact me", or " Try the demo". Position them prominently. Encourage recruiters to engage as per landing-page best practices ⁹.
7. [] **Cross-promote projects:** In each project's README, add a section like "Other Projects" linking to your other two repos. This shows the portfolio's breadth and helps the recruiter navigate.

Phase 4: Final Polishing & Launch

1. [] **Proofread all content:** Carefully review the portfolio and project READMEs for typos, grammar, and clarity. Ensure writing is concise and professional throughout.

2. [] **Verify examples work:** Re-run the installation and usage steps from scratch for each project (e.g. on a fresh virtual environment). Confirm that a new user can follow the README and get the project running without errors.
3. [] **Gather feedback:** (Optional) Share the portfolio with a colleague or mentor for review. Incorporate any feedback to improve understandability or fix oversights.
4. [] **Publish the portfolio:** If using GitHub Pages, enable it for the portfolio repo and check the live site. Update your GitHub profile to point to this landing page. Make sure all links (projects, social) are correct.
5. [] **Highlight finalized outcomes:** If any new results or testimonials are available, add them now (e.g. "Used by X team to achieve Y"). Double-check that each project's outcome section is as strong as possible before it's seen by recruiters.
6. [] **Monitor and iterate:** After launch, monitor repo views or stars. Be prepared to tweak the portfolio in response to recruiter interest or questions, continually showcasing your projects' impact.

Sources: Follow established best practices for GitHub portfolios and READMEs ¹ ² ⁶, emphasizing clear project overviews, installation instructions, and business-impact narratives.

¹ ³ ⁸ 5 Data Analyst Projects to Get Hired in 2025 | Medium
<https://medium.com/@dhanukamble001/5-data-analysis-projects-that-will-get-you-hired-f0b1a1b9c0cb>

² ⁵ ⁷ GitHub and Git: Best Practices and Tips for Job Seekers
<https://flatironschool.com/blog/github-profile-and-git-practices-for-job-seekers/>

⁴ GitHub - othneildrew/Best-README-Template: An awesome README template to jumpstart your projects!
<https://github.com/othneildrew/Best-README-Template>

⁶ ⁹ How to Create an Eye-Catching GitHub Landing Page in Minutes | LandingPageFlow
<https://www.landingpageflow.com/post/create-an-eye-catching-github-landing-page>