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FREE WORKSHEET · PRACTICE

# Portfolio Development Workshop

Turn one project into an evidence-led case study.

## 01 Choose the audience

Name the role or opportunity, likely reviewer and the capability you need to demonstrate. Avoid a portfolio that attempts to speak equally to everyone.

YOUR NOTES

## 02 Select the evidence

List the project problem, your role, collaborators, constraints, key decisions and available evidence. Mark confidential material and get permission before publishing it.

YOUR NOTES

## 03 Build the narrative

Outline context, problem, your contribution, alternatives, decisions, output, evaluation and reflection. Show why the work changed rather than displaying every artefact.

YOUR NOTES

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CONTINUE YOUR WORKSHEET

## 04 Audit each claim

For every metric or result, record the source, period, your contribution and limitations. If results were not measured, state what was tested or learned instead.

YOUR NOTES

## 05 Test the story

Ask someone to review the case study briefly. Can they explain the problem, your contribution and one important decision? Record confusion, then revise the first screen or sequence.

YOUR NOTES

## Worked example

Illustrative workshop example: a student replaces a gallery of polished screens with a short account of the decision, prototype test and remaining uncertainty. No fabricated business impact is added.

## Your next practical step

Discuss Team Workshop with Elevate Thrive Consulting.

hello@raghvendrasingh.com

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TRY · REVIEW · IMPROVE

# Come back with what happened.

## Your first 15 minutes

Pick one project and write the problem, your role and strongest decision in three sentences.

### 01 Set a seven-day review date

Next review date: _____

YOUR NOTES

### 02 What worked? What failed?

Record the evidence, errors and uncertainty. A decision to stop is useful too.

YOUR NOTES

### 03 What will you change?

Choose Continue, Revise, Stop or Gather more evidence. Name your next action.

YOUR NOTES

## Review your experiment online

Open Free Resources → Review my experiment.

www.raghvendrasingh.com