

VIRTUAL PORTFOLIO DEFENSE

STUDENT PLANNING TOOL

USE THIS TOOL TO TRACK YOUR PROCESS, PROGRESS AND TO SET YOURSELF UP FOR SUCCESS

INCLUDED:

- A student package checklist
- A timeline
- A weekly planner to schedule your workflow and coaching sessions

"A GOAL WITHOUT A PLAN IS JUST A WISH."

- ANTOINE DE SAINT-EXUPÉRY



STUDENT "PACKAGE"

DO YOU HAVE...?

- GRADUATE PROFILE
- SELECTED COMPETENCIES FOR DEFENSE
- HANDBOOK + EVENT DESCRIPTION
- RUBRICS
- ADVISOR CONTACT
- TIMELINE
- PLANNING TOOL
- EVENT DETAILS
- TRAINING IN PLATFORM
- TECH CHECK

GREAT! LET'S GET STARTED

STEP #1: CAPTURE IMPORTANT INFO

ADVISOR CONTACT INFO:

NAME:

PHONE #:

EMAIL:

THE COMPETENCIES I AM DEFENDING AGAINST ARE...

THE DEFENSE EVENT

DATE:

TIME:

PLATFORM:

QUESTIONS I HAVE FOR MY ADVISOR ARE...



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STEP #2: MAKE A MOCK-UP

LET'S MAKE SOME DECISIONS.

HOW WILL YOU SET YOURSELF UP FOR SUCCESS?

WHAT ARTIFACTS DO YOU HAVE ALREADY?

WHAT WORK MIGHT YOU STILL NEED TO DO?

HOW DO YOU WANT TO "SHOW UP" AT YOUR EVENT?

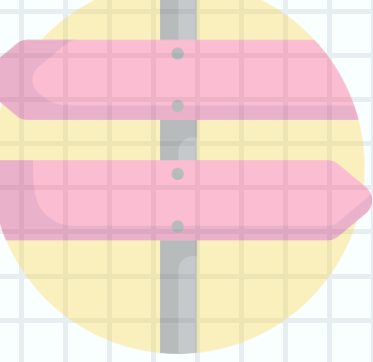
WHAT TECHNOLOGY SHOULD YOU USE FOR BEST QUALITY?

HOW MIGHT YOU DRESS TO COMMUNICATE BOTH PROFESSIONALISM AND TO BE YOUR AUTHENTIC SELF?

WHAT SPACE IN YOUR HOME IS THE BEST ENVIRONMENT FOR YOUR DEFENSE EVENT?

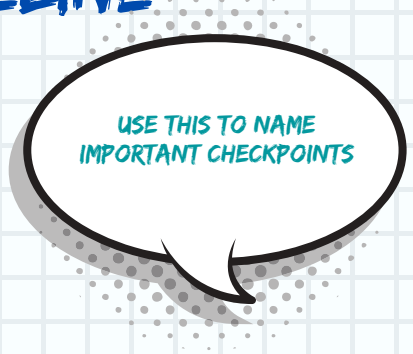
WHAT SPACE IS MOST QUIET SO THAT YOUR PANEL CAN HEAR YOU CLEARLY?

WHAT IS THE LASTING IMPRESSION YOU WANT TO LEAVE WITH YOUR PANEL?



TIMELINE

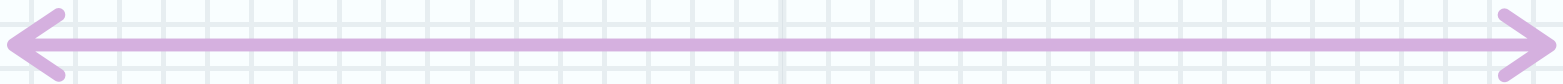
STEP #3: PLOT THE TIMELINE



EXAMPLE:

EMAIL MY
ADVISOR TO
SCHEDULE
MEETINGS

PRACTICE MY
DEFENSE WITH
PEERS



WEEK
0

WEEK
1

WEEK
2

WEEK
3

WEEK
4

STEP #4: PLAN THE DETAILS - WEEKLY PLANNER

BE SURE TO SCHEDULE:

1:1 COACHING
W/ ADVISOR
(WEEKLY)

CREW CALLS
WITH
ADVISORY
(WEEKLY)

TIME TO
SELECT
ARTIFACTS

TIME TO REFLECT ON
ARTIFACTS AND
LEARNING

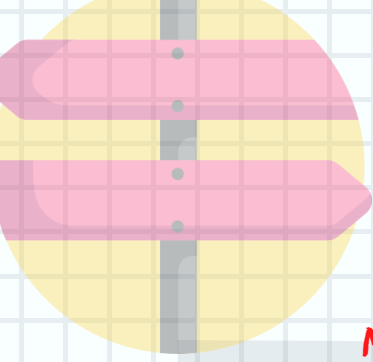
TIME TO REVISE
YOUR WORK AFTER
COACHING
SESSIONS

TIME TO DECIDE
WHAT TO WEAR

TIME TO SET UP
THE SPACE FOR
THE EVENT

ANYTHING ELSE
YOU NEED!





WEEKLY PLAN FOR ROLL OUT

MON

TUES

WED

THURS

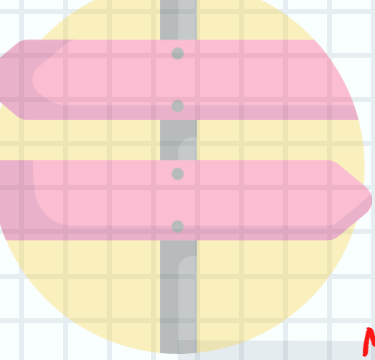
FRI

WEEK
0

WEEK
1

WEEK
2

WEEK
3



WEEKLY PLAN FOR ROLL OUT

MON

TUES

WED

THURS

FRI

WEEK
4

WEEK
5

WEEK
6

WEEK
7