

ITM 295R Portfolio Service Project Project Plan and Progress

Before the Semester

1. Review the ITM 295 website at <https://itm295.github.io>
2. Find a service project with a non-profit or government organization that can help build your experience, resume, and portfolio of work experience.
NOTE: If you find part-time work, full-time work, or a project with a for-profit organization you can complete the ITM 298R Introductory Internship whether it is a paid or unpaid experience. The work experience does not need to be titled “Internships” by the organization in order to qualify for academic credit as an Internship.
3. Meet with your project sponsor and decide how to fill out the **blue** items in the template below.
4. Create a weekly plan by filling out the “**This week’s goal**” field for **all 13 weeks** (if you do not plan to do any work on a particular week or weeks please say so)
5. Fill out **Tasks** for Week 1 (should not be the “initial meeting” as you already had one)
6. Email this document to the instructor for approval

At the End of Each Week during the Semester

7. Fill out every item in **green** for that week (“Week *n* Journal”)
8. Fill out **Tasks** for the coming week (“Week *n+1* Plan”)
9. Insert photos / screen captures as appropriate in the Section titled “Photos, Screen Captures, etc.” at the end of this document

At the end of the Semester

10. Fill out the Section titled “Project Evaluation” at the end of this document

1. About You

Name	
I-Number	
Semester	

2. About Your Project Sponsor, Client or Supervisor (you must have one)

Organization	
What they do	
Name	
Contact Info	
How you know the sponsor	
The initial meeting date	(Meet with your project sponsor so you know what you will be doing each week. It should be held before you submit your project proposal.)

3. Your Service Project

Type ¹	
Describe what you will do in details, including the overview, scope, features, components, deliverables, etc.	
Resource needed / used	(e.g. languages, platforms, tools, systems, modules, etc.)
How you found this opportunity	
How it will benefit others	

4. Weekly Schedule (when you plan to do your project):

Where	
When (day & time of the week)	(e.g. MWF 3 - 4 pm; schedule your service hours as if you are attending a face-to-face class)

5. Help and Support from Mentors, Friends, Family members, Professional contacts, etc who can help you, who will you build your professional network with through this project)

See [Brother Godfrey's LinkedIn contacts](#), [BYU-Idaho CIT/WDD Alumni group](#), [BYU-Idaho Connect](#), etc for helps on this.

Who (list)	
How they can help on your project and/or building your professional network	

¹ Type may be WDD, software development, automation, DB, networking, security, system administration, systems analysis and design, project management, testing, teaching, LAB development, technical support, consulting, or others (name your own) that best describe what you will do.

6. Weekly Plan and Journal

Week 1 Plan	This week's goal • Tasks • • • •
Week 1 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 2 Plan	This week's goal • Tasks • • •
Week 2 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 3 Plan	This week's goal • Tasks • • • •

Week 3 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 4 Plan	This week's goal • Tasks • • •
Week 4 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 5 Plan	This week's goal • Tasks • • •
Week 5 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •

Week 6 Plan	This week's goal • Tasks • • •
Week 6 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 7 Plan	This week's goal • Tasks • • •
Week 7 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 8 Plan	This week's goal • Tasks • • •

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Week 8 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 9 Plan	This week's goal • Tasks • • •
Week 9 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 10 Plan	This week's goal • Tasks • • •
Week 10 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): •

	Reflection (your thoughts and feelings): •
Week 11 Plan	This week's goal • Tasks • • •
Week 11 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 12 Plan	This week's goal • Tasks • • •
Week 12 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 13 Plan	This week's goal • Tasks •

	• •
Week 13 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •

7. Project Evaluation

Links to your project (web, video, photos, presentation, etc.)	
How was your presentation experience?	
What did you learn?	
What was most exciting?	
What was most difficult?	
Advice to future students	

8. Photos, Screen Captures, etc. with Caption: