

Portfolio Planning Sheet

Student Name: _____

Class / Period: _____ Date: _____

Piece ____ of ____

(Label your worksheet to keep track of the number of pieces you have chosen, example: 2 of 4)

1. Select Your Portfolio Pieces

List the name of one of the 3–5 printed projects you will include in your final presentation:

2. Skill Evidence

For this piece, identify the main skill(s) it demonstrates:

- ☐ Alignment
- ☐ Contrast
- ☐ Hierarchy
- ☐ White Space
- ☐ Branding
- ☐ Color Theory
- ☐ Readability
- ☐ File Setup / Printing
- ☐ Trimming & Mounting
- ☐ Teamwork / Communication

Write one sentence explaining how your work shows these skills:

3. Presentation Talking Points

Prepare short notes for your presentation:

What problem were you solving with your designs?

What choices did you make (colors, fonts, layout) and why?

What challenges did you overcome?

4. Display Planning

Sketch or describe how you will arrange your printed pieces on your display board:

5. Teacher Check

☐ Approved for Reprinting

☐ Needs Revisions

Teacher Signature: _____ Date: _____