



WEEK 1 – ASSIGNMENT

LinkedIn Portfolio Assignment

A shareable project plan that demonstrates what you learned this week

Overview

This week you learned what a project is, the five-phase project life cycle, the triple constraint, and how to identify and communicate with stakeholders. This assignment asks you to apply all four ideas to a single, realistic scenario, and to publish the result on LinkedIn as a portfolio piece that demonstrates your thinking to future employers.

The Task

Choose ONE of the following project scenarios, or propose your own (subject to facilitator approval):

- Organizing a community tech skills workshop for 50 attendees
- Launching a small e-commerce store for a local business
- Planning a university or community fundraising event
- Rolling out a new internal tool for a 10-person team at work

For your chosen scenario, produce a one-page project brief that includes all of the following sections:

1. Project Charter Summary

A short paragraph stating the project's purpose, its main goal, and who the sponsor would be.

2. Life Cycle Snapshot

One or two bullet points per phase (Initiating, Planning, Executing, Monitoring & Controlling, Closing) describing what would happen in each, specific to your scenario.

3. Triple Constraint Statement

State your assumed scope, timeline, and budget. Then describe one realistic scenario where a stakeholder might request a change, and explain which side of the triangle would have to flex in

response.

4. Stakeholder Map

Identify at least two stakeholders for each quadrant of the power-interest grid (Manage Closely, Keep Satisfied, Keep Informed, Monitor), specific to your scenario.

WHY LINKEDIN?

This assignment is designed to be genuinely shareable. A well-written project brief, posted with a short reflection on what you learned, is exactly the kind of content that signals real project-management thinking to recruiters and hiring managers, far more convincingly than simply listing 'project management' as a skill.

How to Submit

- Write your one-page brief (a Word doc, Canva one-pager, or similar is fine).
- Post it to LinkedIn with a short caption reflecting on one thing you found challenging or surprising this week.
- Tag Figure Academy in your post (or use the official hashtag provided in class).
- Submit the LinkedIn post URL through the Week 1 assignment form on the student portal by the stated deadline.

Grading Criteria

Clarity (25%)	The brief is easy to follow and well organized.
Application (40%)	All four concepts (charter, life cycle, triple constraint, stakeholders) are correctly and specifically applied to the chosen scenario.
Realism (20%)	Choices feel realistic for the scenario rather than generic or copied from class examples.
Professionalism (15%)	The LinkedIn post itself is well written and presented.

A Note on Originality

Use your own scenario details and your own reasoning throughout. This assignment is meant to showcase your own judgment as a future project manager, and generic or copied answers are easy for both facilitators and employers to spot.