

(1) The Work Plan

Task No.	Task	Start Date	End Date	Notes	Status
Work Plan and Skill Assessment					
1.05	Create Work Plan	5/15/2016	5/20/2016		In process
1.10	Assess oral skills	5/22/2016	9/26/2016	Taking a class in college, Year 2.	On hold
1.15	Assess writing skills	5/24/2016	5/24/2016		Postponed until after oral skills class
1.20	Assess computer skills	5/26/2016	5/26/2016	Need to learn more features on Excel. I will research classes in the area.	In process
Academic Advising					
2.05					
2.10					
2.15					
2.20					
Career Support					
3.05					
3.10					
3.15					
3.20					
Academic Clubs and Professional Associations					
4.05					
4.10					
4.15					
4.20					
Portfolio					
5.05					
5.10					
5.15					
5.20					
Networking					
6.05					
6.10					
6.15					
6.20					
Experience and Employment					
7.05					
7.10					
7.15					
7.20					

(2) Goal Statements written with the SMART principle

Goal	Task	Status
(1) By 2020, achieve project manager certification through obtaining PMP certification.	2018, research various PMP certification classes and compare cost	Completed
	2019, complete the PMP certification application	In progress
	2020, schedule and take the PMP certification class	
	2020, sit for the PMP certification exam	

(3) Work Plan for the Job Search Campaign

Date	Task	Job Title	Company	Contact Name and Information	Website	Status	Additional Information
01/10/16	Send job packet to Peters/job ad on peters.com database	Entry-Level Accountant	The Peters Company	John Smith 112 Burbank Road Burbank, CA 91307 jsmith@peters.com	peters.com	Sent. Waiting for response and will follow up in two weeks.	
02/15/16	Send job packet to Jones Accounting/job ad on jones.com database	Junior Accountant	Jones and Company	Judy Jones 566 Grand Street Glendale, CA 97789	jones.com	Sent. Received reply on 3/1/16.	phone interview scheduled for 3/10/2016
03/15/16	Attend Accounting Professional Function			Marriott Hotel Crystal Room 444 Hyatt Parkway Glendale, CA 97789			Want to meet Sarah Smith, Director of Accounting at Walsmith Want to meet John Ohr, Manager of Accounting at Colorstore