

## Storyboard an E-Portfolio for a Consultant Business Workbook



*Scherryé Horton*  
*Instructional Designer*

You are reviewing your recently created storyboard with a multitude of topics and items. You must have the homepage completed soon to present to the web designer (if not you). You gather your troops to begin brainstorming. **Note:** Removal of topics or items is just removing them from view but not destroyed. You may need them later.

### Screen 1

As you review the topics and items, you have to start editing the homepage, remember you can add, delete, change wording, etc..., in the job aid removals are blue strikethroughs and additions are red circles.

### Screen 2

1. Start with the first column, if there is no change needed, move to the next column. JFY adds the item *schedule appointment* under 'purpose of the e-portfolio' topic. They would like to have an interactive way of keeping abreast of team meetings and customers appointments.
2. Add an 'about us' topic and under it, add *mission/goals, history, profiles, clients testimonies* items. This is a great area to highlight your business attributes.
3. Delete the *gender* item under 'targeted audience' topic, it is not needed.
4. Delete the *educational* and *sales* items under 'interested areas' topic, they are not needed.
5. Add 'contact us' topic and add *phone, e-mail, other media type* items . Customers should have various ways of contacting the business.
6. Review your storyboard, are more editing needed? Of course!

### Screen 3

7. Remove *to inform* item from under 'purpose of the e-portfolio' topic.
8. Change *eBusiness* item name to *consulting* item.
9. Remove *schedule appointments* item from under 'purpose of the e-portfolio' topic.
10. Remove 'purpose of the e-portfolio' topic.
11. Remove *profiles* item from under 'about us' topic. This item is to be added at a later date.
12. Move 'about us' topic and *mission/goals, history, and clients testimonies* items to the last column.
13. Remove *age range* item from under 'target audience' topic. It is not needed.

14. Remove *careers*, *resume writing*, *business assistance*, and *research* items from under ‘interested areas’ topic.
15. Move *consulting*, *careers*, *resume writing*, *business assistance*, and *research services provided* items under ‘services provided’ topic, designate addition hidden items by an asterisk in front of *services provided* title. They are services provided by the business.
16. Change ‘interested areas’ topic name to ‘areas of interest’ topic.
17. Remove *other media type* item from under ‘contact us’ topic.
18. Add *walk-in* item to ‘devices used to view the site’.

#### **Screen 4**

19. Move ‘areas of interest’ topic to the first column (or wherever is right for you).
20. Move *services provided* item under ‘areas of interest’ topic.
21. Move ‘targeted audience’ topic to second column.
22. Move *international audience* and *multiple languages* items under ‘targeted audience’.
23. Change ‘devices used to view the site’ topic name to *access to business* topic.
24. Move ‘access to business’ topic to third column.
25. Create *technology-based* item under ‘access to business’ topic.
26. Move *desktop*, *laptop*, *mobile phone*, *tablet walk-in* items under ‘technology-based’ item, and designate addition-hidden items by an asterisk in front of *technology-based* title.
27. Move *e-mail* item from ‘contact us’ topic to ‘access to business’ topic. This item is a means of communication, which is appropriate under *technology-based* item.
28. Move phone and walk-in items under technology-based topic.
29. Remove ‘contact us’ topic.
30. Change your background color.
31. Change the topics background color.
32. Change the items background color.

#### **Screen 5**

33. Review your storyboard continue to edit.

- 34. Add images, photos, clipart or other items.
- 36. Edit your layout if needed.

### **Screen 6**

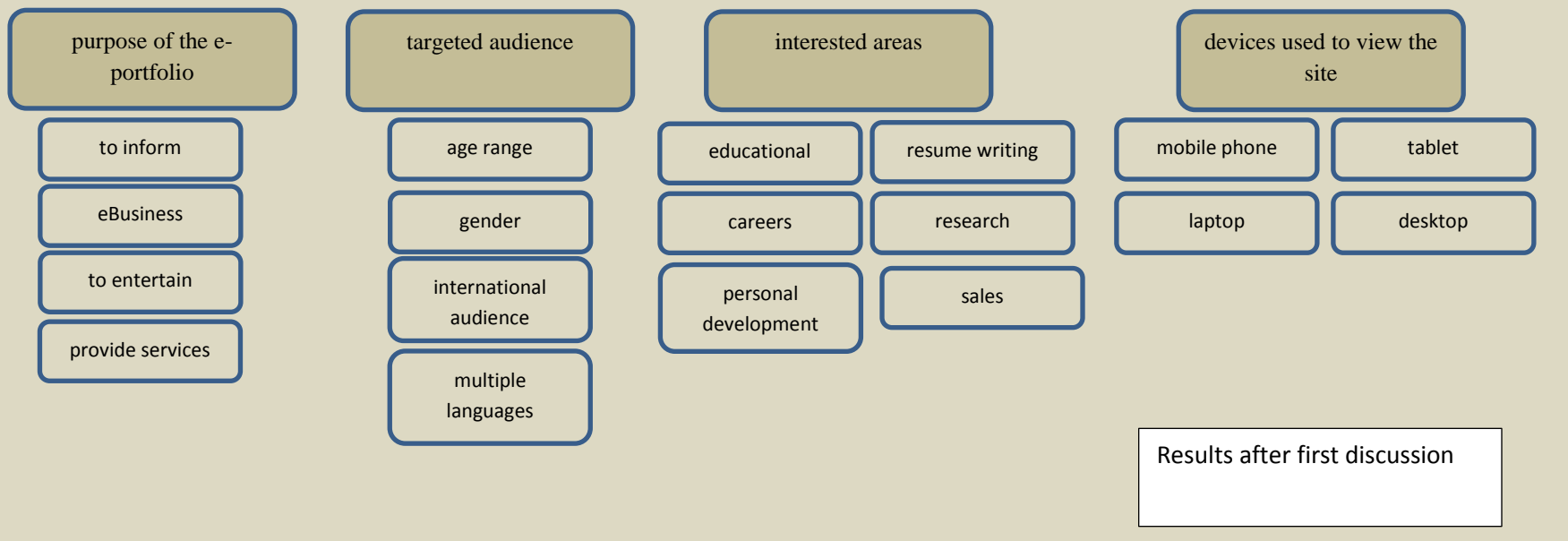
- 37. Review your layout make final adjustments

### **Screen 7**

- 38. Final layout for homepage.
- 39. End of this project.



Notice this is just the homepage; you will have to perform these steps for each topic and items with asterisks. Best of luck in your consulting career.

**Description:**

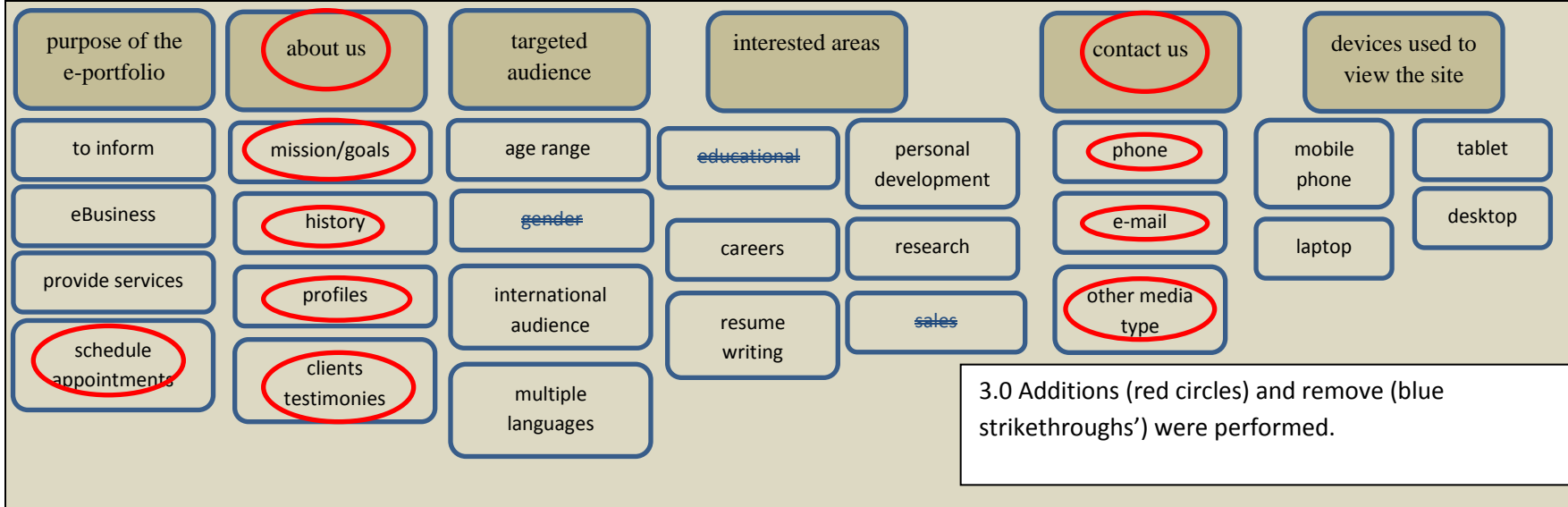
Homepage has 4 topic columns

Client view is the first and second columns, customer view are the third and fourth columns.

Items are underneath related topic

Task 2.0 Placing descriptions, links, and images location as you makes it easier to reference.

**Links, URLs:****Images:**

**Description:**

Homepage has 6 topic columns.

Client view is the first, second, third and fifth columns, customer view are the fourth and sixth columns.

Items are underneath related topic.

Remove unwanted items, add new items.

**Links, URLs:**

Link items to inform, e-Business, provide services and schedule appointments to topic purpose of the e-portfolio.

Add link items mission/goals, history, profiles, client testimonies to added topic about us.

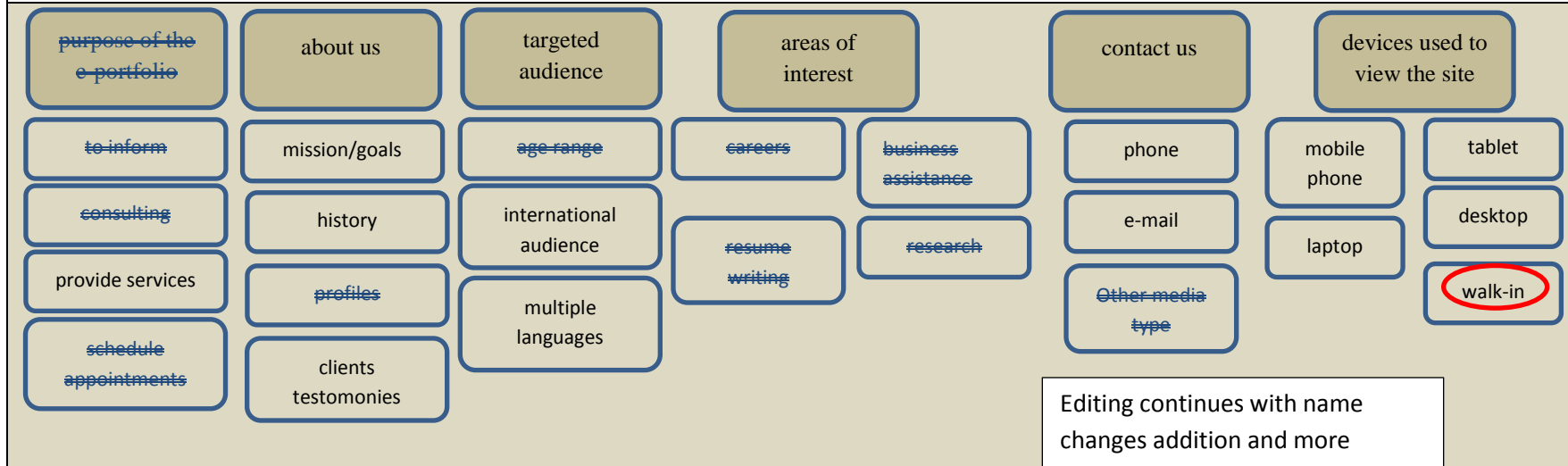
Link items age range, international audience, multiple languages to topic, targeted audience. Remove item gender link.

Link items careers, resume writing, personal development, and research to topic to interested areas. Remove item sales link.

All link items phone, e-mail other media type to added topic contact us.

Link mobile phone, tablet, laptop, desktop to topic devices used to view the site.

**Images:**

**Description:**

Homepage has 6 topic columns

Client view is the first, second, third and fifth columns, customer view are the fourth and sixth columns.

Items are underneath related topic

Remove unwanted items, add new items

Change e-business to consulting.

Change interested area topic name to areas of interest, change personal development to business assistance.

Continue to edit layout by moving items under appropriated topics.

Change provide services to services provided.

**Links, URLs:**

Link items to inform, e-Business, provide services and schedule appointments to topic purpose of the e-portfolio. Remove topic purpose of the e-portfolio, remove link item to inform, consulting and schedule appointments.

Add link items mission/goals, history, profiles, client testimonies to added topic about us. Remove link to profiles.

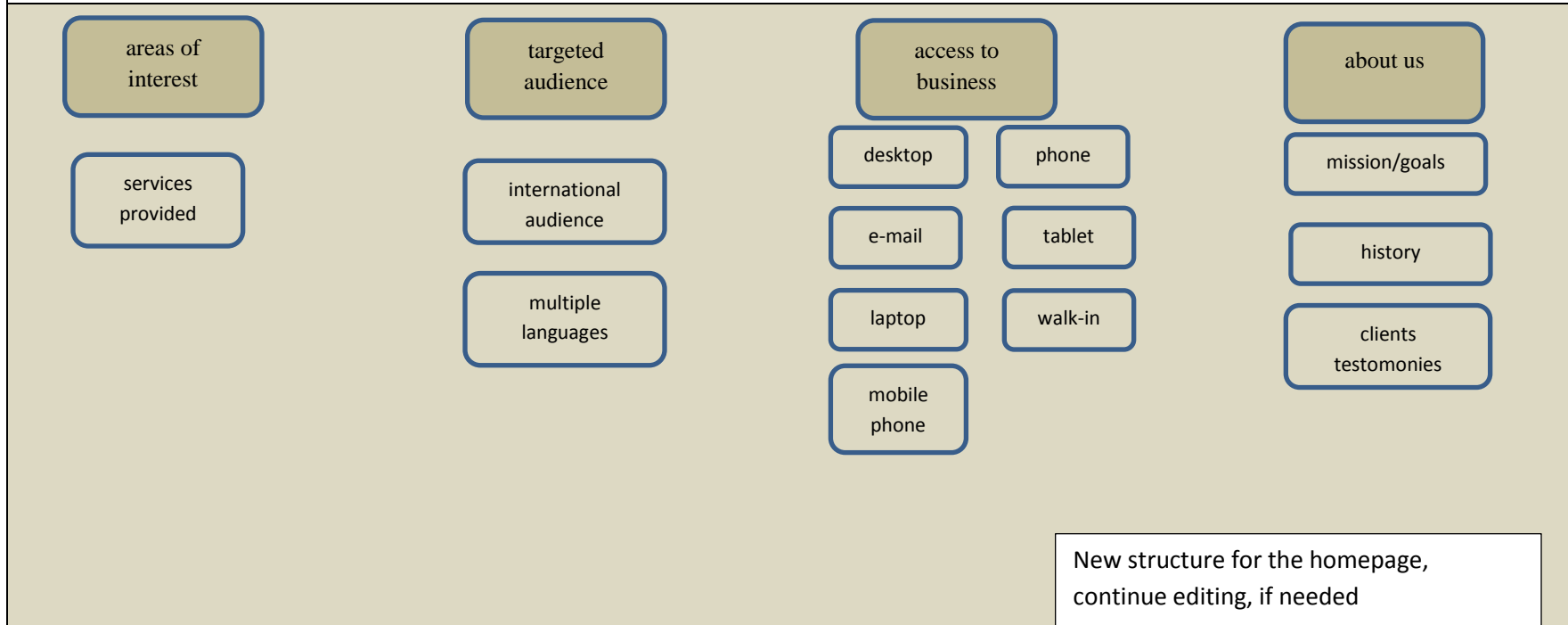
Link items age range, international audience, multiple languages to topic targeted audience. Remove age range link. Remove item gender link.

Remove link careers, resume writing, business assistance, research and sales from areas of interest.

Add link items phone, e-mail other media type to added topic contact us.

Add item walk-in to devices to view this site. Link mobile phone, tablet, laptop, desktop, walk-in to topic devices used to view the site.

**Images:**

**Description:**

Homepage has 4 topic columns

Client view is the second and fourth columns, customer view are the first and third columns.

Items are underneath related topic

Remove unwanted items, add new items

Change e-business to consulting.

Change interested area topic name to areas of interest, change personal development to business assistance.

Continue to edit layout by moving items under appropriate topics.

Change provide service to services provided.

Change colors in topic and items background.

**Links, URLs:**

Link items to inform, e-Business , provide services and schedule appointments to topic purpose of the e-portfolio. Remove topic purpose of the e-portfolio, remove link item to inform, consulting and schedule appointments.

Add link items mission/goals, history, profiles, client testimonies to added topic about us. Remove link to profiles.

Link items age range, international audience, multiple languages to topic targeted audience. Remove items age range and gender link.

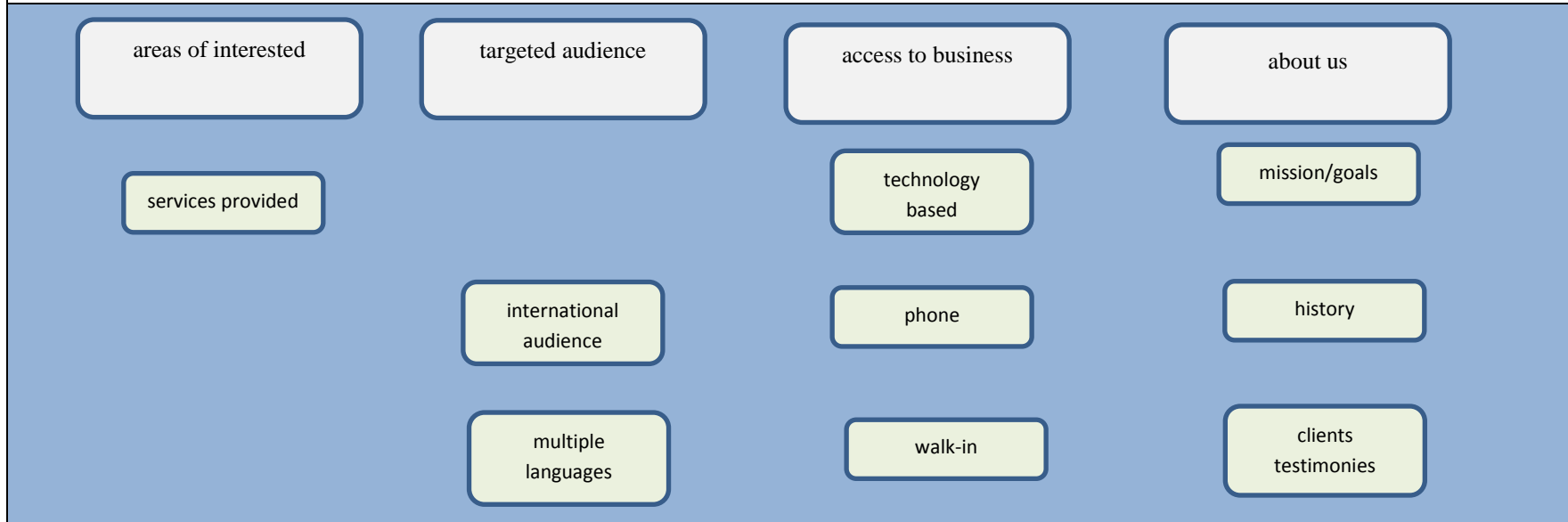
Remove link careers, resume writing, business assistance, research and sales from areas of interest.

Add link items phone, e-mail other media type to added topic contact us.

Add item walk-in to devices to view this site. Link mobile phone, tablet, laptop, desktop, walk-in to topic access to business.

**Images:**



**Description:**

Homepage has 4 topic columns

Client view is the second and fourth columns, customer view are the first and third columns.

Items are underneath related topic

Remove unwanted items, add new items

Change e-business to consulting.

Change interested area topic name to areas of interest, change personal development to business assistance.

Continue to edit layout by moving items under appropriate topics.

Change provide service to services provided.

Change colors in topic and items background.

Add images, photos or text.

**Links, URLs:**

Link items to inform, e-Business , provide services and schedule appointments to topic purpose of the e-portfolio. Remove topic purpose of the e-portfolio, remove link item to inform, consulting and schedule appointments.

Add link items mission/goals, history, profiles, client testimonies to added topic about us. Remove link to profiles.

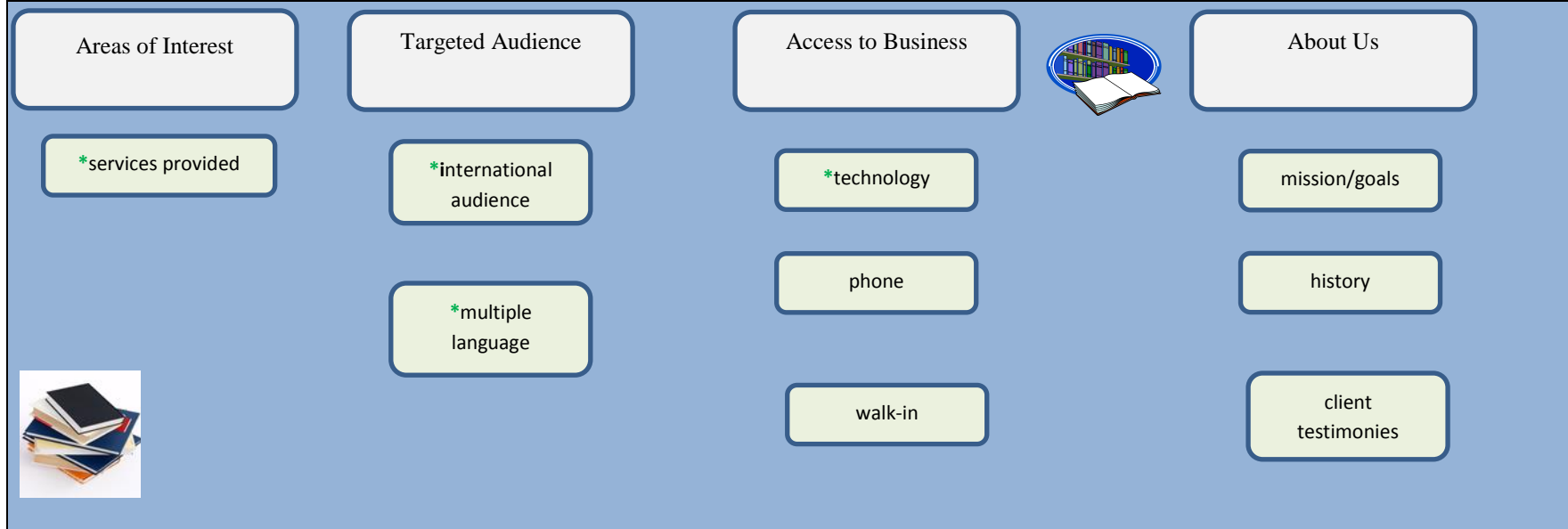
Link items age range, international audience, multiple languages to topic targeted audience. Remove items age range and gender link.

Remove link careers, resume writing, business assistance, research and sales from areas of interest.

Add link items phone, e-mail other media type to added topic contact us.

Add item walk-in to devices to view this site. Link mobile phone, tablet, laptop, desktop, walk-in to topic devices used to view the site.

**Images:**

**Description:**

Homepage has 4 topic columns

Client view is the second and fourth columns, customer view are the first and third columns.

Items are underneath related topic

Remove unwanted items, add new items

Change e-business to consulting.

Change interested area topic name to areas of interest, change personal development to business assistance.

Continue to edit layout by moving items under appropriate topics.

Change provide service to services provided.

Change colors in topic and items background.

Add images, photos or text.

Green asterisk indicates more item pages are hidden from view.

**Links, URLs:**

Link items to inform, e-Business, provide services and schedule appointments to topic purpose of the e-portfolio. Remove topic purpose of the e-portfolio, remove link item to inform, consulting and schedule appointments.

Add link items mission/goals, history, profiles, client testimonies to added topic about us. Remove link to profiles.

Link items age range, international audience, multiple languages to topic targeted audience. Remove item age range and gender link.

Remove link careers, resume writing, business assistance, research and sales from areas of interest.

Add link items phone, e-mail other media type to added topic contact us.

Add item walk-in to devices to view this site. Link mobile phone, tablet, laptop, desktop, walk-in to topic devices used to view the site.

**Images:**

Open blank book- <http://Microsoft.com>

Stack of books-<http://Microsoft.com>

# Just For You Consultants



Areas of Interest

\*services provided

Targeted Audience

\*international  
audience

\*multiple  
language

Access to Business

\*technology

phone

walk-in

About Us

mission/goals

history

client  
testimonies



Congratulations! You have completed storyboarding the homepage. Were you creative with yours!

