|  |
| --- |
| Your Name |
| **Title of Work Example** |
| Your Company |
| **Project Beneficiaries. The company referred to in this example (if different)** |
| **Project Dates** (Months & Years): |
| **Project Summary** (about 150 words)**:** |
| **Project Objectives:**   1. one 2. two 3. three |
| **Project limitations** (if any)**:**   * one or none * two or none * three or none |
| **My Roles within the Team & Project:**   * Role * Role |
| **Applicant’s Principal Project Contributions:**   * one * two * three * four |

### Skills Matrix

Specific skills from the Matrix you utilized in the work example to indicate your expertise (level 3 and above); simply place an X in each box as appropriate below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Document Application Development Lifecycle** | | | | | | | | | | | |
|  |  | Stakeholder adoption | Requirements gathering | Business analysis | Technical analysis | Architecture | Project design | Development | Testing and quality assurance | Production | Knowledge sharing / training | Sales & marketing | Maintenance |
| **Document Production Journey** | Data |  |  |  |  |  |  |  |  |  |  |  |  |
| Document objects |  |  |  |  |  |  |  |  |  |  |  |  |
| Composition |  |  |  |  |  |  |  |  |  |  |  |  |
| Print streams and print stream manipulation |  |  |  |  |  |  |  |  |  |  |  |  |
| Print management |  |  |  |  |  |  |  |  |  |  |  |  |
| Electronic presentation |  |  |  |  |  |  |  |  |  |  |  |  |
| Archive |  |  |  |  |  |  |  |  |  |  |  |  |
| Printing technology and process |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile delivery |  |  |  |  |  |  |  |  |  |  |  |  |
| Web delivery |  |  |  |  |  |  |  |  |  |  |  |  |
| Inserting technologies |  |  |  |  |  |  |  |  |  |  |  |  |
| Systematic document distribution |  |  |  |  |  |  |  |  |  |  |  |  |

See EDP Handbook, Appendix A for information on the two dimential skills matrix.

**Detailed Project Work Example Narrative:**

Begin your written work example narrative here.

A well-written work example averages three to five pages with spacing set to 1.5, including the work example summary form (page 1) and the summary form Skills Matrix (page 2).

If you choose to submit your detailed project narrative in another format, see the EDP Handbook, Section 6 **Your detailed work example narratives**, page 8 for guidance. Need additional guidance, discuss it with your EDP Mentor or send your questions to [edp@xplor.org](mailto:edp@xplor.org).