Make a list of engagements that you will present in the professional record and fill some basic information in the table below.

| **Professional record for *Name \_\_\_\_\_\_\_\_\_\_\_*** |
| --- |
| **Billable engagements** |
| **No.** | **Dates** | **Project Title** | **Name of client** | **Role held** | **Description of work undertaken** |
| PR1 |  |  |  |  | Project description: Individual contribution:  |
| PR2 |  |  |  |  | Project description:. Individual contribution:  |
| PR3 |  |  |  |  | Project description: Individual contribution:  |
| PR4 |  |  |  |  | Project description: *Individual contribution:*  |
| PR8 |  |  |  |  | Project description: *Individual contribution:*  |
| PR9 |  |  |  |  | Project description: *Individual contribution:*   |
| PR10 |  |  |  |  | Project description: *Individual contribution:*   |

| **Professional record for *Name \_\_\_\_\_\_\_\_\_\_\_*** |
| --- |
| **Non - billable engagements** |
| **No.** | **Dates** | **Activity Title** | **Name of client** | **Role held** | **Description of activities** |
| PR11 |  |  |  |  | Activity description: Individual contribution:  |
| PR12 |  |  |  |  | Activity description: Individual contribution:  |
| PR13 |  |  |  |  | Activity description: Individual contribution:  |
| PR14 |  |  |  |  | Activity description: Individual contribution:  |