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: |