

WEEK 4 · PORTFOLIO OF EVIDENCE

PoE Brief, Rubric & Template

Build one real AI solution, document it like a professional, and submit it for marking.

Week 4 is not more theory. It is proof. You will take the community problem you circled in Module 1 and the pitch you built in Module 3, and turn them into a working, documented AI solution. Your Portfolio of Evidence (PoE) is worth 40% of your final mark and is the artifact you will show employers, clients and interviewers for the rest of your career.

CHOOSE ONE PROJECT OPTION

- **Option A - The Community Solver.** Design and run an AI-assisted solution to a real community problem (water queue info, study group packs, clinic appointment reminders, local event promotion). Deliver: problem statement, workflow SOP, 3 produced artifacts, impact estimate, ethics checklist.
- **Option B - The Micro-Business Launch.** Launch one of the six AI micro-business models with a real first client or a realistic simulated client. Deliver: one-page offer, 3 client artifacts, pricing note, testimonial or feedback, disclosure statement.
- **Option C - The Study Intelligence Pack.** Build an AI-powered study system for one of your real subjects/modules. Deliver: grounded note-AI workspace, 20-question self-test bank with explanations, 3 explainer videos or visual summaries, reflection on what improved your marks.
- **Option D - The Workplace Automation.** Automate one recurring task in your job or volunteer role end-to-end. Deliver: repetition map, 4-step workflow SOP, before/after time log over 2 weeks, training note so a colleague could repeat it.

REQUIRED DELIVERABLES

- 1. Project charter (1 page): problem, audience, success measure
- 2. Workflow SOP (1 page): 4 steps, tools, prompts, human checkpoints
- 3. Three produced artifacts (video / document / design / data insight)
- 4. Ethics & privacy page: fairness checklist + data-bucket sort completed
- 5. Reflection (300-400 words): what worked, what failed, what you'd change
- 6. Evidence index: numbered list linking every file in your submission

MARKING RUBRIC (40% of final mark)

Criterion	Marks
Problem & audience clarity	10
Workflow design & checkpoints	15
Quality of the 3 artifacts	20
Ethics, privacy & disclosure	10
Measured or estimated impact	10
Reflection depth & honesty	10
Presentation & evidence index	10
Innovation / local relevance	15

Total	40
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SUBMISSION

- **Naming:** AUTA_PoE_YourName_StudentNumber.zip
- **Deadline:** Sunday of Week 4, 23:59 (your cohort's time zone)
- **Marking:** Marked out of 40 within 7 working days; feedback by email and on your dashboard.

Submit via the form on this page (Netlify Forms). Upload a single ZIP or PDF, or a link to a Drive folder.

TEMPLATE SECTIONS (copy into your document)

1. Cover: name, student number, cohort, option chosen, one-paragraph summary
2. 1. Problem & audience 2. Solution concept 3. Workflow SOP (steps, tools, prompts, checkpoints)
3. 4. Artifacts (embed or link the three) 5. Ethics & privacy checks 6. Impact estimate & evidence
4. 7. Reflection (300-400 words) 8. Evidence index (numbered file list)