

REMOTE WORK PORTFOLIO CASE STUDY TEMPLATE

Free BizPlans remote-work resource

Practical, Kenya-focused business plan

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1. Case Study

Project title:

Project type: Self-directed demonstration / authorized client project

Scenario and buyer problem:

Brief and acceptance criteria:

Inputs and data status: Synthetic / redacted / authorized

Process: 1. 2. 3. 4.

Quality checks:

Deliverables and view-only links:

What I would clarify in real work:

Reflection and improvement:

2. Reviewer Checklist

- ☐ The case study states honestly whether a real client was involved.
- ☐ The problem and output are understandable in under one minute.
- ☐ Files contain no personal, client or confidential information.
- ☐ The process and quality checks are visible.

☐ Links open without requesting access.

- ☐ Claims do not invent results, testimonials or earnings.
- ☐ The sample matches the role being targeted.

Research sources

External prices, yields, fees, and regulatory claims use the source markers shown throughout this guide. Verify time-sensitive figures before committing capital.

[S1] Ajira Digital Programme

Publisher: Ministry of Information, Communications and the Digital Economy

Geography: Kenya

<https://www.ajiradigital.go.ke/>

Ajira Digital provides online-work readiness, mentorship, training and institutional clubs. Use the current programme site to verify available training rather than claiming guaranteed placement.

[S2] Job Scams

Publisher: US Federal Trade Commission

Geography: Global

<https://consumer.ftc.gov/articles/job-scams>

The FTC warns that honest employers do not ask candidates to pay to obtain a job and documents common fake-check, equipment-purchase and impersonation schemes.