

Financial Securities Portfolio Competition 2012 Student Checklist

Components of the Financial Securities Portfolio:

Section 1: Administrative Documents

- Student Entry Form (signed off by a teacher at your school)
- Consent & Release Form (must include parent/guardian signature if you are under 18)
- Student Checklist (Student should check off all pieces of the contests submitted)
- Evaluation Rubric

Section 2: Client Profile

- Summary of your client, including financial situation, goals and investment policy (max. 4 page)

Section 3: Performance Analysis

- Weekly Summary Chart of the Portfolio Performance (6 charts)
- For Each Holding in the Client Portfolio provide:
 - Profit/Loss Calculation for each holding
 - Graph showing price changes for each holding between the time you bought, sold or still hold
 - Reason for buying each holding
 - How each holding fits into your overall strategy
 - Why you sold / held on to the holding
 - Source document for bonds if included in your portfolio
- List of resources that you used in this process (EG: newspaper, books, web sites, note: use style preferred by your school/teacher, refer to the following web sites for examples: www.landmark-project.com/citation_machine/index.php)

Section 4: Company Report

- Corporate Report (max. 4 pages/1,000 words including returns, future trends, ratio analysis)
- List of resources that you used in this process (EG: newspaper, books, web sites note use style preferred by your school/teacher, refer to the following web sites for examples: www.landmark-project.com/citation_machine/index.php)

Section 5: Self Reflection

- Reflection of what money management skills you learned from the competition including returns, future trends, ratio analysis (max. 4 pages/1,000 words)

Schedule of Events/Milestones

The portfolio process will be broken down into the following areas using a standard problem solving model (RDI):

- Research the facts (R)
- Develop a plan (D)
- Implement the plan (I)

For the purposes of this activity the following will be used:

1. Design an investment portfolio (R)
2. Develop and implement an asset mix (D)
3. Monitor the economy, the markets and the client; and (I and R)
4. Adjust the portfolio and measure performance (D and I)

The portfolio project must be completed and submitted **on or before June 1, 2012**.

Milestone #1: Design an Investment Policy (Client Portfolio)

Select your client profile. Design an investment policy based on your selected client's financial situation, lifestyle, preferences and goals within the context of market conditions and economic forecasts.

- Risk and return
- Time horizon (including liquidity issues)
- Major investment objectives
- Taxation
- Strategy/philosophy of investing

(Reference only: Investment planning worksheet

<http://www.getsmarteraboutmoney.ca/tools-and-calculators/worksheets/InvestmentPlanningWorksheet.pdf>)

Milestone #2: Develop and Implement an Asset Mix & Detailed Analysis of a Company

Portfolio selection, including detailed technical analysis of one company (max. 1,000 words).
Rationale for strategy used and justification for asset allocation techniques.

Milestone #3: Monitor the Economy, the Markets and the Portfolio

The Market: Weekly summary of stock performance.

The Economy: Description of major economic events and their impact on the market.

The Portfolio: Are any changes necessary to meet objectives? (Re-evaluate portfolio).

Milestone #4: Adjust the portfolio and measure performance

All weekly graphs of the Client Portfolio and write-up of each holding.

Final Summary Chart of the Portfolio Performance.

Comparison between investment portfolio and market index.

Milestone #5: Reflection

Comment on what happened as opposed to what you predicted would happen based on your initial economic forecasts. Reflect on what you have learned from this activity, including what impact this has on your future.