



AMTS Professional Document Portfolio

Handbook and business plan examples

Prepared for Greg Witter | October 23, 2026 | Draft 3

These samples show how AMTS develops practical business documents and teaches others to build their own. They demonstrate structure, source review, visual presentation and a repeatable learning process. The underlying AMTS documents remain working drafts.

Public sample draft. This edition preserves earlier source documents. Approval and unresolved decisions are identified inside.

Associate handbook example

The assignment

Turn existing ideas about professional collaboration into a readable associate handbook with clear responsibilities, a development pathway and a review process. Preserve original source material and identify decisions that are still open.

Sample practice for responsible delivery

Before beginning a project, agree on the deliverable, acceptance criteria, reviewer and permitted sources. Preserve the original files and record material changes. Check the completed work for accuracy, usability and permissions. Release the approved version and give the recipient enough information to use it.

The learning pathway

Stage	Demonstrated result
Guided practice	Complete a scoped task and respond to review.
Independent delivery	Produce an accepted result and explain the verification.
Instructor development	Teach the method and assess learner independence.
Leadership	Coordinate work responsibly within delegated authority.

What a learner builds

An evidence register, handbook outline, two draft sections, a practical form, an editable source, a checked PDF and a presentation board. The organization supplies its own mission and approved policies. Employee, associate and student handbooks require different content and review; the method adapts without copying unsuitable policy.

This public sample excludes individual compensation, private meeting details and unresolved benefit illustrations. It is an example of document development, not an adopted employment policy.

Business plan example

The assignment

Develop a training-led operating plan that connects the customer problem, useful learning outcomes, delivery capacity and financial assumptions. A professional plan must make its unknowns visible rather than hide them behind confident projections.

Planning area	Question the document answers
Customer	Who needs the result and what evidence supports that belief?
Offer	What can the learner do afterward and what is included?
Delivery	Which people tools and preparation are required?
Economics	What is collected what does delivery cost and what remains unknown?
Validation	What small next test will support or change the plan?

What a learner builds

A clear business model, an assumptions register, a financial scenario, a 90-day validation plan and a presentation board. The learner can explain the source of each material claim and distinguish a forecast from an illustration.

Discuss your own project

Bring an existing document, approved source material or a business task you want to learn. AMTS can discuss an appropriate training path or a scoped production project. Course packages are under development; availability, scope and price are confirmed individually. Visit <https://amtspro.com/> for current contact and booking information.

Prepared October 23, 2026. These portfolio examples demonstrate draft development and presentation. No client earnings, guaranteed time savings or professional accreditation are claimed.