

Digital Freelancer:

Managing Freelancing Projects



Project: Working with a Mock Client



Part 1

Project Listing

Project Listing :

Data Analyst

Seeking experienced Data Analyst to build dashboard for local insurance company.

Posted 1 week ago

Hourly: \$90.00 Based on experience.

Project Time: 1 year, 20 hours a week.

Project Description:

I have taken over a local car insurance company from my parents and have inherited hundreds of Excel spreadsheets with past and current customer information. I need help organizing this data and creating a dashboard to allow me to filter the data and create reports as needed. I would also need guidance on how to transfer the data to the tool of your choice. Looking forward to working together!



Part 2

Expression of Interest

Expression of Interest (Provided)

Which Sample Project Listing did you select to respond to?

Answer:

Data Analyst

Please type your initial response to the client below:

Expression of Interest:

Hi Andro - happy to help you with your data, looks like you need to have a complete SQL dashboard, I know that dealing with such massive data is difficult especially when you are trying to organize or filter the data and create reports, I will collect the data from the spreadsheets, assessing the data, dealing with incorrect data types, dealing with missing data, dealing with duplicated data, remove outliers, visualize the data, dealing with structural problems, convert these files to database type, and connect the database with the "Klipfolio" software as a dashboard tool. Klipfolio is a cloud-based web app that helps you succeed with data, growing your business by understanding, visualizing, and tracking the KPIs and metrics that matter most. Using Klipfolio, you can gather, share, display, and learn from your data - all in real time, and I will guide you on how to use "Klipfolio" as your dashboard tool, by doing these steps you will be able to follow up your work in every step you move also saving a lot of money and reduce a lot of time consumption. I am a data analyst with one year of experience with 35+ clients from all-over the world. I have made such projects like this using Python many times. It will be a great honor working with you, Let me know if you'd like to chat.



Part 3

Project Management Process

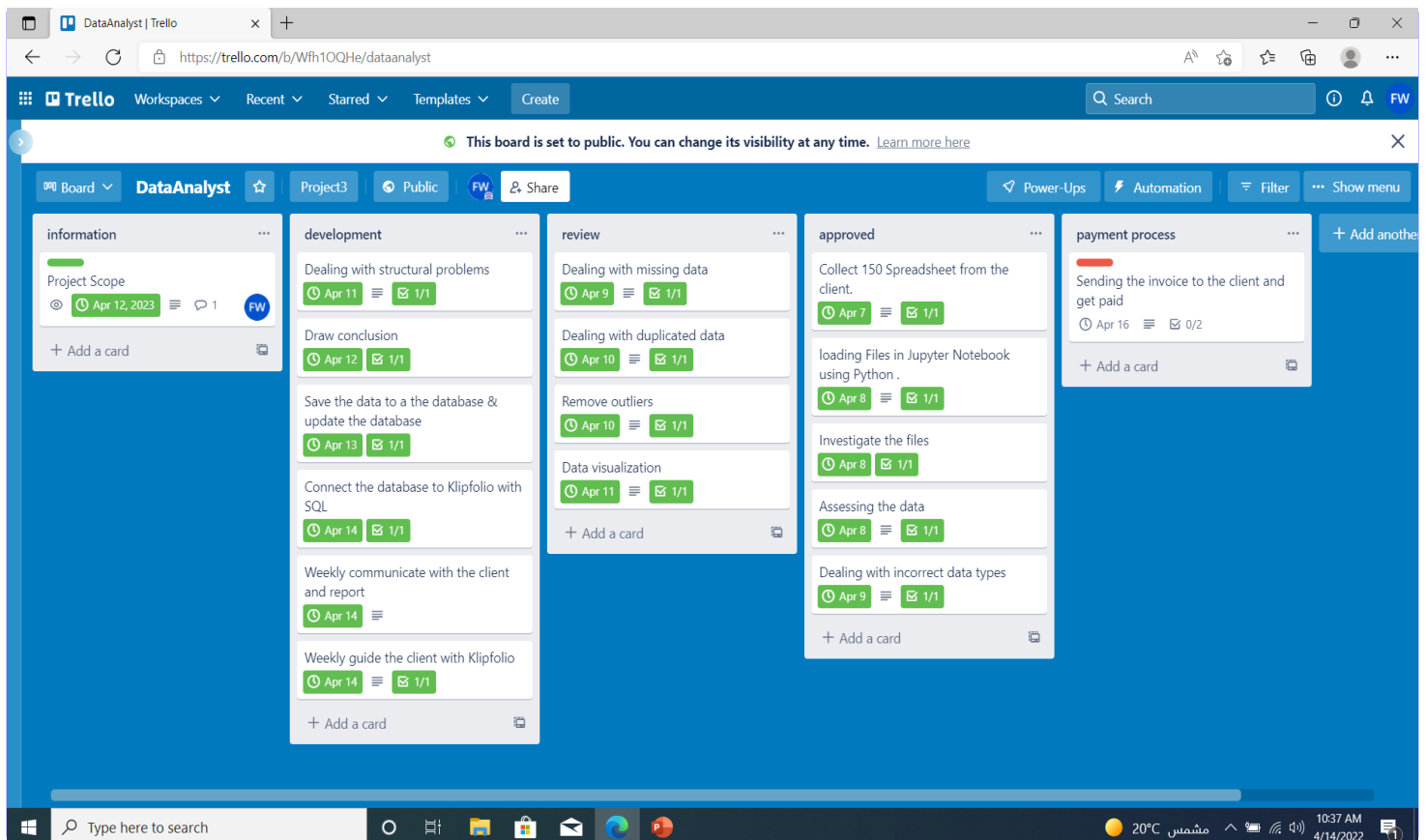
Trello Board

Please include the following information for your Trello board:

A link to your public Trello board should be provided here:

[<https://trello.com/b/Wfh1OQHe/dataanalyst>]

Include a screenshot of the board below:





Part 4

Invoice and Payment Options

Invoice

Recipient:

[Andro Alan]
[4258 El-Porto-Chicago-US]

Invoice #: [00050-2022]

Date issued: [16-04-2022]

Date due: [21-04-2022]

Services Rendered

| Service | Description of Work Done | Hours Spent | Amount Per Hour | Total |
|---------------------|-----------------------------------------------------------------------------------|-------------|-----------------|--------|
| [Collect Data] | [collect data from 150 Spreadsheet sent by the client.] | [1] | [\$90] | [\$90] |
| [Load Files] | [load these files and read them as a DataFrame in Jupyter Notebook using Python.] | [1] | [\$90] | [\$90] |
| [Investigate Files] | [Investigate the files and check] | [1] | [\$90] | [\$90] |
| [Assessing] | [Assessing the data] | [1] | [\$90] | [\$90] |

Total Payment Due: [\$1800]

Invoice

Services Rendered (continued)

| Service | Description of Work Done | Hours Spent | Amount Per Hour | Total |
|-------------------------------------|-----------------------------------------------------------|-------------|-----------------|---------|
| [Dealing with incorrect data types] | [Correct data types] | [2] | [\$90] | [\$180] |
| [Dealing with missing data] | [Remove/Fill/Interpolate] | [2] | [\$90] | [\$180] |
| [Dealing with duplicated data] | [Remove] | [2] | [\$90] | [\$180] |
| [Dealing with structural problems] | [Correct wrong columns names and remove repeated columns] | [2] | [\$90] | [\$180] |

Total Payment Due: [\$1800]

Invoice

Services Rendered (continued)

| Service | Description of Work Done | Hours Spent | Amount Per Hour | Total |
|-------------------------|------------------------------------------|-------------|-----------------|---------|
| [Dealing with outliers] | [Remove outliers] | [1] | [\$90] | [\$90] |
| [Data visualization] | [Visualize the data] | [2] | [\$90] | [\$180] |
| [Conclusion] | [Draw conclusion] | [1] | [\$90] | [\$90] |
| [Report] | [Communicate with the client and report] | [1] | [\$90] | [\$90] |

Total Payment Due: [\$1800]

Invoice

Services Rendered (continued)

| Service | Description of Work Done | Hours Spent | Amount Per Hour | Total |
|-------------------------------------|---------------------------------------------------------|-------------|-----------------|----------|
| [update the database] | [Save the data to a the database & update the database] | [1] | [\$90] | [\$90] |
| [Connect the database to Klipfolio] | [Connect the database to Klipfolio with SQL] | [1] | [\$90] | [((\$90] |
| [Client Guidance] | [Guide the client with Klipfolio] | [1] | [\$90] | [\$90] |

Total Payment Due: [\$1800]

Payment Options

Below, write a sentence explaining what payment methods are accepted and how the client can pay for services rendered:

Answer:

Accepted payment method : *Paypal*

Paypal: codind.mix@emailprovider.com