

# Digital Freelancer:

## Managing Freelancing Projects



**Project: Working with a Mock Client**



# Part 1

## Project Listing

# Sample Project Listing #1:

## Web Development

Web application development support needed for healthcare application.

Posted 2 hours ago

**Hourly:** \$35.00 - \$65.00 Based on experience.

**Project Time:** 3 months, 25 hours a week.

### **Project Description:**

We are a web development company working with a healthcare client looking to connect patients directly with their doctors. We need someone to be able to take PSD mockup files from our designer and convert them into custom code using HTML, CSS, and JavaScript. We have not decided on which JavaScript library to use, but will be open to working with the one you're most familiar with. We have the designs for 10 pages and will need them to be completed in 3 months. We are open to working with all levels of experience, but the pay will be adjusted based on your experience.

# Sample Project Listing #2:

## Digital Marketing

Email Marketer for Annual Fundraising Event.

Posted 2 days ago

**Hourly:** \$30.00 - \$40.00.

**Project Time:** 1 month, 10 - 15 hours a week.

### **Project Description:**

We are looking for someone to create a drip email campaign to help us sell tickets for our annual fundraising event for our non-profit. This would require audience segmentation, custom email creation, and call-to-action development. We are to reach our goal of 700 tickets sold. We haven't decided on the best tool to do this yet and would be open to your recommendations. Serious inquiries only.

# Sample Project Listing #3:

## 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

Write an initial expression of interest (Eoi) to the client:

- Now that you've understood what the client is asking for, it's time for you to reach out to them.
- Write out an Eoi message addressing their requirements as well as how you can help them.
- This message will be their first impression of how you communicate with them, so it is good to be professional.
- Please keep word limit between 200 - 300 words.

# Expression of Interest (Provided)

Which Sample Project Listing did you select to respond to?

**Answer:**

## Web Development

Please type your initial response to the client below. This should be between 200 - 300 words.

### Expression of Interest:

Hi Healthcare Client,

I hope you're doing great! I'm excited about your healthcare application project and would love to help bring it to life. With over a year of experience in front-end web development, I've worked on similar projects where I turned PSD mockups into responsive web pages using HTML, CSS, and JavaScript.

The idea of helping patients connect with their doctors is something I'm passionate about, and I'd love to be part of this meaningful work. I've worked with different JavaScript libraries, including React.js, which I've found perfect for building scalable and dynamic web applications. But if another library better fits your needs, I'm happy to adapt!

With 25 hours a week over three months, I'm confident I can deliver the 10 pages on time, ensuring high-quality code. Communication is key, and I'll make sure to keep you updated throughout the process.

I'd love to chat more about your project and see how I can contribute. Let me know when you have some time to connect!

Thanks for considering my application, and I look forward to hearing from you soon!

Best,  
Nadeen  
01234567890



# Expression of Interest (Own)

Please paste the screenshot of the project listing you found on the freelancer marketplace you wish to respond to below:

Paste screenshot here

# Expression of Interest (Own)

Please type your initial response to the client below. This should be between 200 - 300 words.

**Expression of Interest:**



## **Part 3**

# Project Management Process

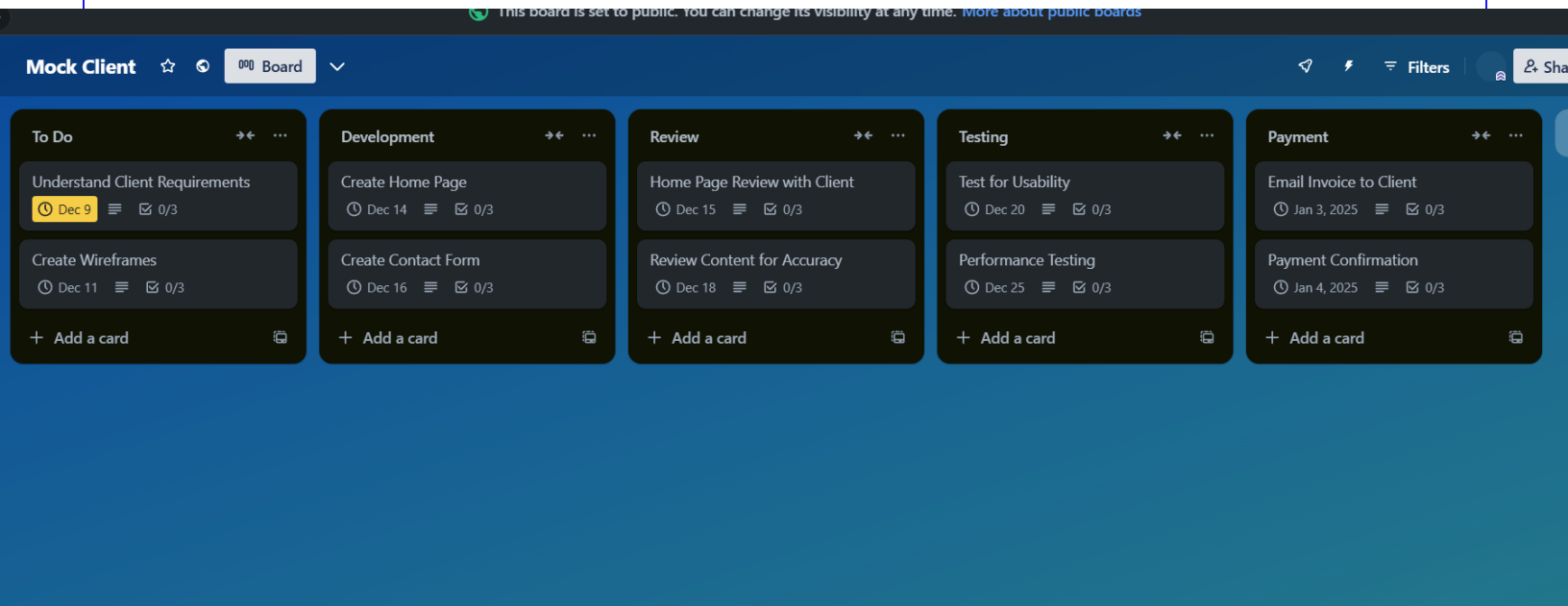
# Trello Board

Please include the following information for your Trello board:

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

<https://trello.com/b/LHx7X4Jx/mock-client>

Include a screenshot of the board below:





## **Part 4**

# Invoice and Payment Options

# Invoice

**Recipient:**  
Healthcare Development Company  
4567 Healthway Drive  
Wellness City, CA 90211

**Invoice #:001**  
**Date issued:** Jan 3, 2025  
**Date due:** Feb 3, 2025

## Services Rendered (Continue on next page)

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
Website Design	Designed the homepage, wireframes, and visual layout for the website.	2 hours	\$45	2*45 = 90
Web Development (HTML/CSS)	Developed the structure of the website with HTML and styled it using CSS	3 hours	\$45	3*45 = 135
JavaScript Functionality	Implemented interactive features using JavaScript.	4 hours	\$45	4*45 = 180
Contact Form Integration	Created and integrated a contact form with backend processing.	2 hours	\$45	2*45 = 90

# Invoice

## Services Rendered (continued)

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
Testing and Quality Assurance (Cross-Browser)	Conducted cross-browser and performance testing to ensure functionality	2 hours	\$45	2*45 = 90

**Total Payment Due:** \$585

**Payment Options:**

Bank Transfer:  
National Bank of Egypt  
Account Number:000000xxx

Insta Pay:  
01151520002