

# Product Requirements Document (PRD): Freelancers Bot

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## 1. Introduction

### 1.1 Purpose

This document outlines the requirements for the Freelancers Bot, a [Platform, e.g., Telegram/Web-based] application designed to connect freelancers with clients, streamline project management, and enhance productivity for both parties. This bot aims to address the challenges of [briefly state core problems, e.g., finding suitable talent, managing project communications, and ensuring timely payments].

### 1.2 Scope

This PRD covers the initial Minimum Viable Product (MVP) features of the Freelancers Bot. Future iterations will include [mention potential future features, e.g., advanced analytics, dispute resolution, integrated payment gateways].

### 1.3 Target Audience

- **Freelancers:** Individuals offering services such as [e.g., graphic design, web development, content writing, virtual assistance].
- **Clients:** Businesses or individuals seeking freelance services for their projects.

## 2. Goals and Objectives

### 2.1 Business Goals

- Increase efficiency in connecting freelancers and clients.
- Reduce time spent on project management for both parties.
- Provide a reliable and user-friendly platform for freelance work.
- [Add specific monetization goals if applicable, e.g., achieve X active users within Y months, generate Z revenue through subscription fees].

### 2.2 User Goals

- **Freelancers:** Easily find relevant projects, manage applications, track project progress, receive timely payments.
- **Clients:** Quickly find qualified freelancers, efficiently manage projects, communicate effectively, approve deliverables, make secure payments.

## 3. User Stories / Use Cases

This section describes the functionality from the perspective of the user.

### 3.1 Freelancer User Stories

- As a freelancer, I want to create a profile so that clients can see my skills and portfolio.
- As a freelancer, I want to receive notifications for new projects matching my skills so that I don't miss opportunities.
- As a freelancer, I want to apply for projects so that I can get hired.
- As a freelancer, I want to track my ongoing projects and tasks so that I can manage my workload.
- As a freelancer, I want to mark tasks as complete so that clients are updated on progress.
- As a freelancer, I want to view my payment history so that I can keep track of my earnings.
- [Add more as needed]

### 3.2 Client User Stories

- As a client, I want to post a new project with details (description, budget, deadline) so that freelancers can understand the scope.
- As a client, I want to browse freelancer profiles so that I can find suitable candidates.
- As a client, I want to receive applications from freelancers so that I can review them.
- As a client, I want to communicate with freelancers within the bot so that all project discussions are centralized.
- As a client, I want to approve project milestones/deliverables so that payments can be released.
- As a client, I want to initiate payments to freelancers so that they get paid for their work.
- [Add more as needed]

## 4. Functional Requirements

This section details what the system *must* do.

### 4.1 User Management

- **FR1.1:** The bot shall allow users to register as either a "Freelancer" or a "Client."
- **FR1.2:** The bot shall allow users to log in securely.
- **FR1.3:** The bot shall allow freelancers to create and edit a profile including:
  - Name, Contact Information

- Skills (tags/keywords)
- Portfolio link(s)
- Hourly Rate / Project Rate preference
- Availability status
- **FR1.4:** The bot shall allow clients to create and edit a basic profile including:
  - Company Name (optional)
  - Contact Person
  - Industry

## **4.2 Project Management (Client Side)**

- **FR2.1:** The bot shall allow clients to post new projects with the following fields:
  - Project Title
  - Detailed Description
  - Budget (fixed price or hourly range)
  - Deadline
  - Required Skills (tags/keywords)
  - Attachments (optional, e.g., brief documents)
- **FR2.2:** The bot shall allow clients to view a list of their posted projects.
- **FR2.3:** The bot shall allow clients to view applications for their projects.
- **FR2.4:** The bot shall allow clients to accept or reject freelancer applications.
- **FR2.5:** The bot shall allow clients to mark a project as completed.

## **4.3 Project Management (Freelancer Side)**

- **FR3.1:** The bot shall display a feed of available projects based on freelancer's skills and preferences.
- **FR3.2:** The bot shall allow freelancers to apply for projects.
- **FR3.3:** The bot shall allow freelancers to view the status of their applications (pending, accepted, rejected).
- **FR3.4:** The bot shall allow freelancers to view their assigned projects.
- **FR3.5:** The bot shall allow freelancers to update project task status (e.g., "in progress," "completed").

## **4.4 Communication**

- **FR4.1:** The bot shall provide a direct messaging feature between clients and assigned freelancers for a specific project.
- **FR4.2:** The bot shall send notifications to freelancers for new matching projects.
- **FR4.3:** The bot shall send notifications to clients for new applications on their projects.
- **FR4.4:** The bot shall send notifications to both parties on project status changes

(e.g., application accepted, project completed).

#### 4.5 Search & Matching

- **FR5.1:** The bot shall allow clients to search for freelancers based on skills.
- **FR5.2:** The bot shall automatically suggest relevant projects to freelancers based on their profile skills.

#### 4.6 Payment (Basic)

- **FR6.1:** The bot shall allow clients to mark a project as "paid" (for tracking purposes, no actual money transfer in MVP).
- **FR6.2:** The bot shall allow freelancers to view a record of projects marked as "paid."

### 5. Non-Functional Requirements

This section details how the system *should* perform.

#### 5.1 Performance

- **NFR1.1:** The bot shall respond to user commands within 2 seconds under normal load.
- **NFR1.2:** Project matching and notifications should occur within 1 minute of a new project being posted.

#### 5.2 Security

- **NFR2.1:** All user data (profiles, messages) shall be securely stored and transmitted (e.g., using HTTPS).
- **NFR2.2:** User authentication shall be robust (e.g., OAuth, token-based).
- **NFR2.3:** The bot shall prevent unauthorized access to user or project data.

#### 5.3 Usability

- **NFR3.1:** The bot's commands and conversational flow shall be intuitive and easy to understand for new users.
- **NFR3.2:** Error messages shall be clear and actionable.
- **NFR3.3:** The bot shall provide help documentation or a /help command.

#### 5.4 Scalability

- **NFR4.1:** The system architecture should be designed to handle a growing number of users and projects without significant performance degradation.

#### 5.5 Maintainability

- **NFR5.1:** The codebase shall be well-documented and modular for ease of future

development and maintenance.

- **NFR5.2:** Dependencies shall be regularly updated.

## 6. Technical Architecture (High-Level)

- **Platform:** [e.g., Telegram Bot API, Custom Web Application, Discord.js]
- **Backend Language/Framework:** [e.g., Python/Flask, Node.js/Express]
- **Database:** [e.g., Supabase, PostgreSQL, MongoDB]
- **Deployment Environment:** [e.g., Bolt.new, AWS, Google Cloud, Heroku]
- **AI/NLP Services (if applicable):** [e.g., Gemini API for intelligent matching/response generation]

## 7. Future Considerations (Out of Scope for MVP)

- Integrated payment gateway (e.g., Stripe, PayPal).
- Dispute resolution system.
- Rating and review system for freelancers and clients.
- Advanced analytics and reporting for users.
- Portfolio hosting within the bot.
- Time tracking for hourly projects.
- Multi-language support.

## 8. Open Questions / Assumptions

- **Open Question:** How will user identity be verified to ensure genuine freelancers/clients?
- **Assumption:** Users are familiar with basic chat bot interactions.
- **Assumption:** Freelancers and clients will provide accurate information in their profiles and project descriptions.

## 9. Success Metrics

- Number of active freelancers.
- Number of active clients.
- Number of projects posted per week/month.
- Number of successful project completions.
- User retention rate.
- Average time to match a project with a freelancer.
- User satisfaction ratings (e.g., through surveys).

## 10. Approvals

- [Product Owner Name] - Date
- [Lead Developer Name] - Date

- [Stakeholder Name] - Date