

Essential Guide for Starting an IT Startup

1. Team (Most Important)

- Developer(s)
- Tester/QA
- DevOps
- Project Manager
- BDE (Business Development Executive)
- Designer (optional)

2. Strong Online Presence

- Website
- LinkedIn page
- Google Business Profile
- Upwork / Fiverr / Freelancer profile
- Company email

3. Good Communication Skills

- Clear client communication
- Writing proposals
- Understanding requirements
- Regular updates

4. Project Flow (Start to End)

1. Requirement gathering

2. Estimation (time + cost)

3. Proposal

4. Agreement/Contract

5. Advance payment

6. Development

7. Testing

8. Deployment

9. Final payment

10. Support & maintenance

5. Payment Structure (Safe Method)

- 10% confirmation
- 30% first milestone
- 30% second milestone
- 20% near completion
- 10% final delivery

Or small project: 50% upfront, 50% after completion.

6. Legal & Documentation

- Company registration
- NDA
- Contract/Agreement
- Invoice

7. Tools You Should Use

- Project management: Jira, Trello, Asana
- Communication: Slack, Zoom
- Development: GitHub, GitLab
- Finance: QuickBooks, Zoho Books