

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: #1 Web Development

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

Expression of Interest:

Hello sir,

Looks like your project in healthcare and you want to take PSD mockup files from your designer and convert them into custom code using HTML, CSS, and JavaScript.

From what I see we can use ReactJS. It is a free and open source JavaScript library for building user interfaces and this will help increasing your site performance so the website will serve more patients and doctors in smaller time compared to any other JavaScript library. I have been working on ReactJS, HTML, CSS and JavaScript for 1 year in many projects and you can check my profile. Happy to chat.



Part 3

Project Management Process

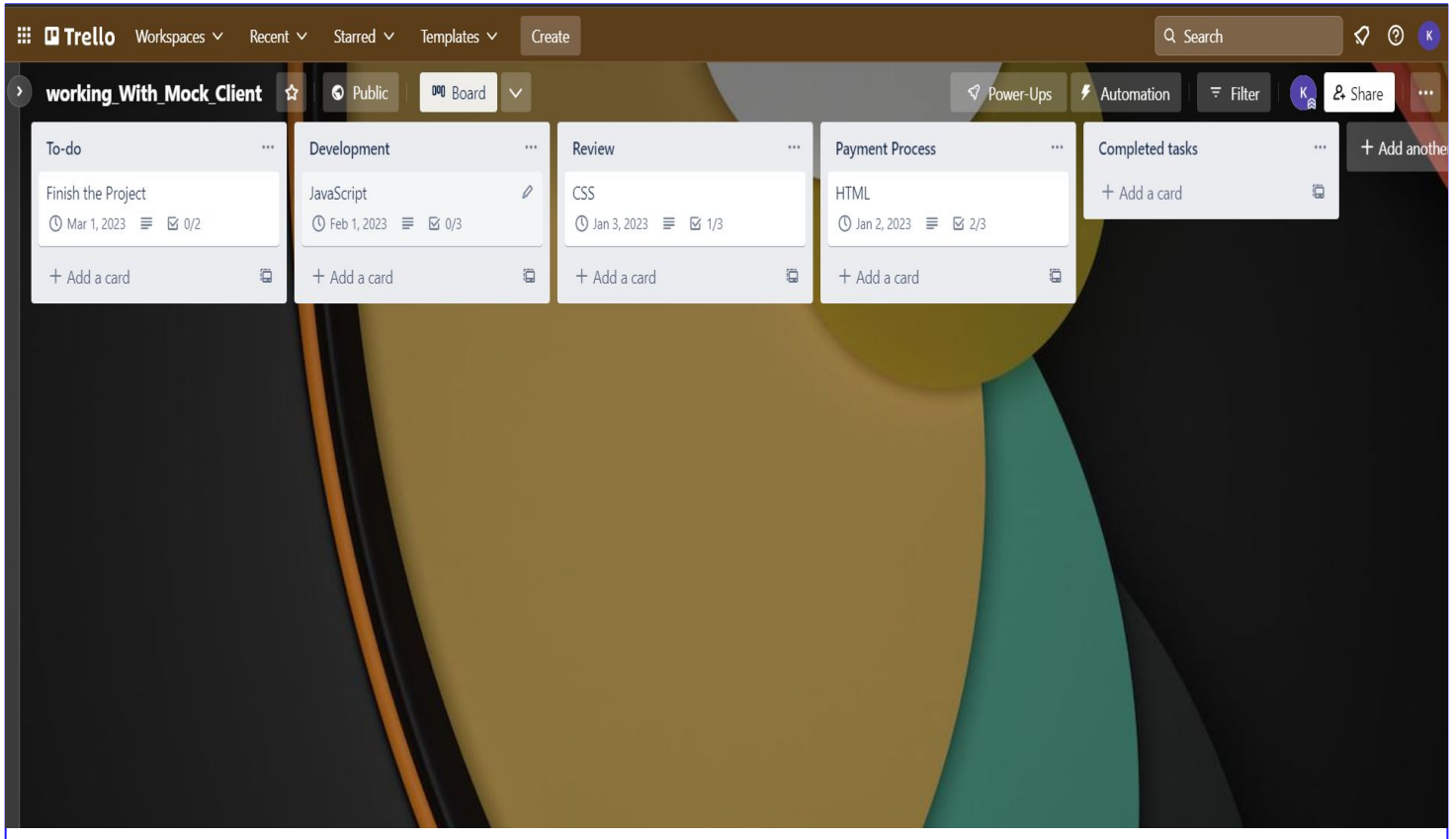
Trello Board

Please include the following information for your Trello board:

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

<https://trello.com/b/ATqXFBmN/workingwithmockclient>

Include a screenshot of the board below:





Part 4

Invoice and Payment Options

Invoice

Recipient:

[Elon Musk]
[101 xyz,New York, USA]

Invoice #: 0000100
Date issued: 1/1/2023
Date due: 2/3/2023

Services Rendered

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
Creating the main pages of the site using HTML.	Create the main components of the pages like the buttons and textboxes.	25 Hours	40\$	1000\$
Make pages layout using CSS.	Add the style to the components done by the HTML.	30 Hours	40\$	1200\$
Adding the logic to the buttons created.	Make the function of each button to navigate through the pages.	40 Hours	40\$	1600\$
Security and special effects.	Recommend secure passwords, animations and special effects.	30 Hours	40\$	1200\$

Total Payment Due: 5000\$

Payment Options:

Bank Transfer: EG Bank, Egypt
Account Number: 0000000XXX