FREELANCER'S HUB

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1. Project Overview?

   Freelancer's Hub is a web based application that gives exact results of your requirements. That means a freelancer can build a website based on user requirements. This website is useful for the users to get exact output related to various user's post. There is a database in which all the information is managed.To provide fast and easy online bidding activities to outsourcer's with a user friendly online system.

2. To what extend the system is proposed for?

   This system provides good and efficient information and thus making the service smarter. It is an interface for users to browse the catalogue and buy the web based application online. It provides an end to end solution to bid and manage. By following this new approach, the information can be accessed from anywhere just with a mouse click. This helps the users by saving lot of time and providing the user with up to date information. Some of the Features, such as high speed response for users,easy to handle and flexible,fast and convenient ,high accuracy and saving,fully online service.

3. Specify the Viewers/Public which is to be involved in the System?

   Public users who are not registered with this system can ask questions and post doubts on this system that will answered by the programmers. Public users can add their works or post requirements only after register to the system.

4. List the Modules included in your System?

   Admin: The Admin manages the whole system like manage all the users and services.

Freelancer: The Freelancer can bid their web based applications.

Outsourcer: Registered user can post their requirements.

Student: People belongs to this module includes the one who need help to improve his or her knowledge.

5. Identify the users in your project?

   Admin, Freelancer, Outsourcer, Student, Public user.

6. Who owns the system?

   The ownership of this system is belongs to the developer.

7. System is related to which firm/industry/organization?

    This system related to IT industry

8. Details of person that you have contacted for data collection?

   Jaison C,Freelancer
   Web Designer and Developer (Responsive HTML/CSS /WORDPRESS)

9. Questionnaire to collect details about the project? (min 10 questions, include descriptive answers, attach additional docs (e.g. Bill receipts, certificate models), if any?)

   1.Question: Are you able to meet this timeline? or how do you manage your time?

   Answer: 'I make a list. I work out what order to do things in by thinking about which tasks are urgent and how important each task is. If I'm not

sure what's urgent and what isn't, or how important different tasks are, I find out. If I'm given a new task I add it to the list and decide when to do it, so I adapt the order in which I do things as necessary.'

2. Question: In your opinion, what are the three core skills needed for this project?

Answer: Problem solving, Risk management, Transformative conversation.

3. Question: If I contract you for this project, what will you do on the first day?

Answer: Learn about the company, Set clear and realistic expectations,Know your inside contacts ,Meet personnel ahead of time,Make sure key personnel will be available ,Conduct a technical equipment check ahead of time, Have a backup plan.

4. Question: What do you feel are the keys to success when working remotely with a client?

Answer: Establishing a culture of *trust* in our people, products and services,Top down approach to empower and engage our employees, ensuring clear communication and expectations are set and shared,Using the right tools. Google Hangouts are a lot more personable than a phone call while obviously not as personal as a face to face meeting. This seems to be a happy medium for home workers that ensures they do not feel isolated and still have people they can physically identify with as colleagues.

5. Question: What additional questions do you have about the project or our organization?

Answer: What are we actually delivering?, What are we not delivering?, Is there a deadline?, What is the benchmark for success?,Who is the point of contact?

6. Question: Do you have time to take on additional work?

Answer: Yes

7. Question: What feedback have you received from previous clients?

Answer: Many freelancers, like those who work on the Upwork platform, have testimonials and client feedback they can share with you.

8. Question: Tell me about a recent freelance project you've worked on   that you're proud of. What particularly brought out the best in you?

9.Question: Can I see your portfolio or samples of your work?

Answer: *Yes,Ofcourse..*

10.Question: How do you handle problems in project management?

Answer: Create Register. Ideally create a collaborative document online.,Log Issues. Make sure people know who can log issues and that they actually do,Assign actions,Monitor progress,Assess impact,Approve resolution,Close it out.

11.Question: What is project delay?

Answer: In construction projects, as well in other projects where a schedule is being used to plan work, delays happen all the time. It is what is being delayed that determines if a project, or some other deadline such as a milestone, will be completed late.

12.Question: How do you handle project delays?

Answer: Catch It Early. Ultimately, the ideal way to handle project delays is to foresee them happening and countering whatever may be the cause, avoiding any interruption altogether,Hold a Team Meeting,Prioritize,Cut Any Fat,Bring in help,Track Vigilantly,Record Changes,Notify Stakeholders.