

# Digital Freelancer:

## Managing Freelancing Projects



**Project: Working with a Mock Client**

# How to use this Template

- We have provided these slides as a guide to ensure that you submit all the required components to successfully complete your project.
- When presenting your project, please only think of this as a guide. We encouraged you to use creative freedom when making changes as long as the required information is present.
- Before submitting your project, don't forget to:
  - Delete this and all of the other example slides
  - Convert your slide deck into a PDF
  - Confirm that all required screenshots are added



# Part 1

## Project Listing

# Project Listing:

For this portion of the project, you may either:

- Use one of the provided project listings
- Find your own project listing on the freelancer marketplace.

# Project Listing (Provided):

Read each of the provided project listings and select one to work on:

- You will be provided a mock project listing from a prospective client.
- It's your responsibility to read and understand the content of the listing in order to compile your first message to the client.
- Imagine that you have at least one year of experience in the field described in the listing.
- *Note: You may need to do your own research to respond to the client. You won't always know every single technology a client is requesting, so it's good to get into the habit of doing some initial research.*

# Project Listing (Own):

You may also find your own project listing to use in this project instead of the three provided. Using the freelancer marketplace of your choice, please pick a project listing that includes the following requirements:

- Project listing must be in English.
- It ***must*** be a project in a relevant technical field.
- The listing must be *at least* a paragraph, and have a **clear deliverable** and **description of work**.

# 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 application development support needed for healthcare application.

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

## **Expression of Interest: (Continue on next page)**

Dear Client's ,

I'm excited to collaborate with you on your healthcare application project. I understand that you require the conversion of PSD files into custom code using HTML, CSS, and JavaScript. Rest assured, I am fully committed to meeting your project requirements and delivering a high-quality solution.

To kickstart our collaboration, I've already begun working on a trial application based on your specifications. I will ensure that this trial showcases the potential of the final product and meets your expectations. In similar projects, I've utilized technologies like AngularJS and Vue.js to create robust and user-friendly applications.

My aim is to implement the best solutions to ensure the application aligns with your vision.

I want to assure you that the application will be user-friendly and easy to navigate, providing a seamless experience for both you and your customers. Customer satisfaction is paramount, and I'm dedicated to delivering a product that exceeds your expectations.

In terms of cost, I assure you that my pricing will be competitive and reasonable, offering you value for your investment. I believe in building long-term relationships, and I hope to collaborate on future projects beyond this one.

A little about myself: I am Shahd, a web applications developer with over a year of experience, having served more than 30 clients in the UK, US, and India. With my expertise and dedication, I am confident that we can successfully complete your project within the stipulated timeframe of 3 months.

Please feel free to reach out to me at +986 9998 8523 for any further discussions or clarifications. I look forward to a fruitful collaboration and delivering a successful healthcare application for you.

Warm regards,

Shahd Alrahbi  
+986 9998 8523

# 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



# Project Management Process

Set up a project management process, create a Trello board with outlined project milestones.

- For the purpose of this project, we'll be using Trello as our choice of project management tool.
- You can create a free Trello board by going to <https://trello.com/>
- The board that you'll use needs to be public in order to be graded.
- You'll need to create 5 milestone columns for the project (with required action items).
- 3 of the columns should be specific to the development, review, and payment process.
- Each action item in a milestone listed requires at least a due date, a description, and a checklist.

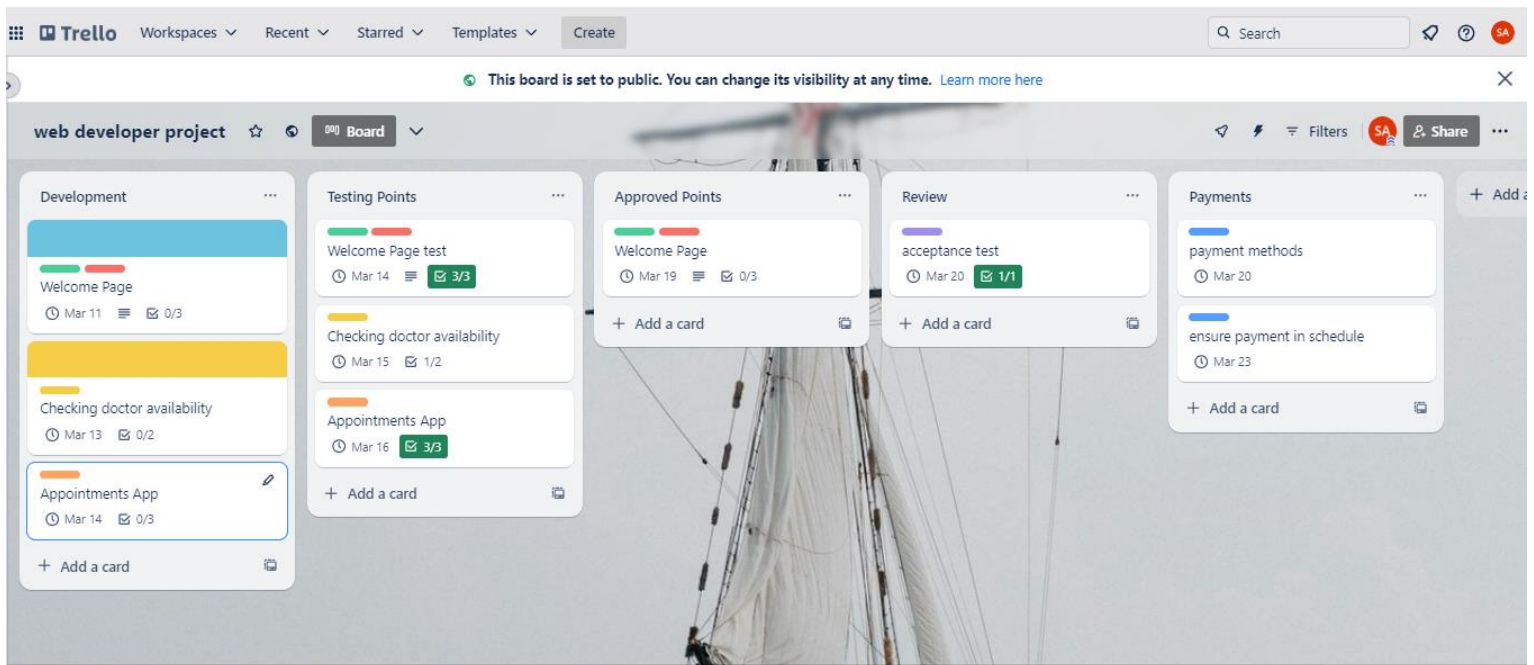
# Trello Board

Please include the following information for your Trello board:

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

<https://trello.com/b/serm8E7n/web-developer-project>

Include a screenshot of the board below:





## **Part 4**

# Invoice and Payment Options

# Invoice and Payment Options

Invoice the client by using a provided invoicing template. The following items need to be included:

- Name and address of the freelancer
- Name and address of the client/recipient
- Invoice number, date issued, and date of when payment is due
- Itemized services rendered, as well as amount of hours worked, with cost of work done per hour, and the total cost per service based on the hours worked and hourly rate for the service.
- Total cost of all work performed.
- Payment options including what payment methods are accepted and how the client can pay for services rendered

# Invoice

**Recipient:**  
Web development and application services company  
Oman , Muscat

**Invoice #:** 21  
**Date issued:** 01/04/2024  
**Date due:** 01/04/2024  
**Services Rendered (Continue on next page)**

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
Receiving Files	The company recivend files and search for our needed info to work with	5 hours	[35\$]	5 * 35=175\$
Filter Files	We have filter your files and made all the comments about your data	5 hours	[35\$]	5 * 35=175\$
Data Cleaning	We did all data cleaning needed for your	8 hours	[35\$]	8 * 35=280\$
Made a UAT	We are provided UAT services	8 hours	[35\$]	8 * 35=280\$

# Invoice

## Services Rendered (continued)

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
Launch the application to producation	We are made all our work and made all our analyses and your application has been Launched into the producation phase	4 hours	[35\$]	4 * 35=140\$

**Total Payment Due:** 1050\$  
**Payment Options:** we will recive our mony through my payPal on my acc numbert 0773 0147 2581 3698 or my bank account number 1478 2589 3698 4561