

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

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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.

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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.*

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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**.

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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: Sample Project Listing #1

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

Expression of Interest:

Hello Mr/ Conan – I'm Walaa Gamal, I'm a Front End Web Developer with 3 years of experience with +20 clients from all over the world, I have made a lot of Web sites and Web Applications on Html, Css, JavaScript and so many frameworks such as BootStrap and React.js, I'm happy to help with making your web app – looks like you need to convert PSD mockup files from your designer and convert them into custom code using HTML, CSS, and JavaScript, I can see that you didn't decide which JavaScript library will you use and so confused about it I'll be happy to help you with this too, In my opinion React.js is a great library that suits this job perfectly cause React.js creates its own virtual DOM, Component and Data patterns improve readability which helps to maintain larger apps. This will improve apps performance and it comes with a helpful developer toolset. Let me know if you'd like to chat with me.



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.

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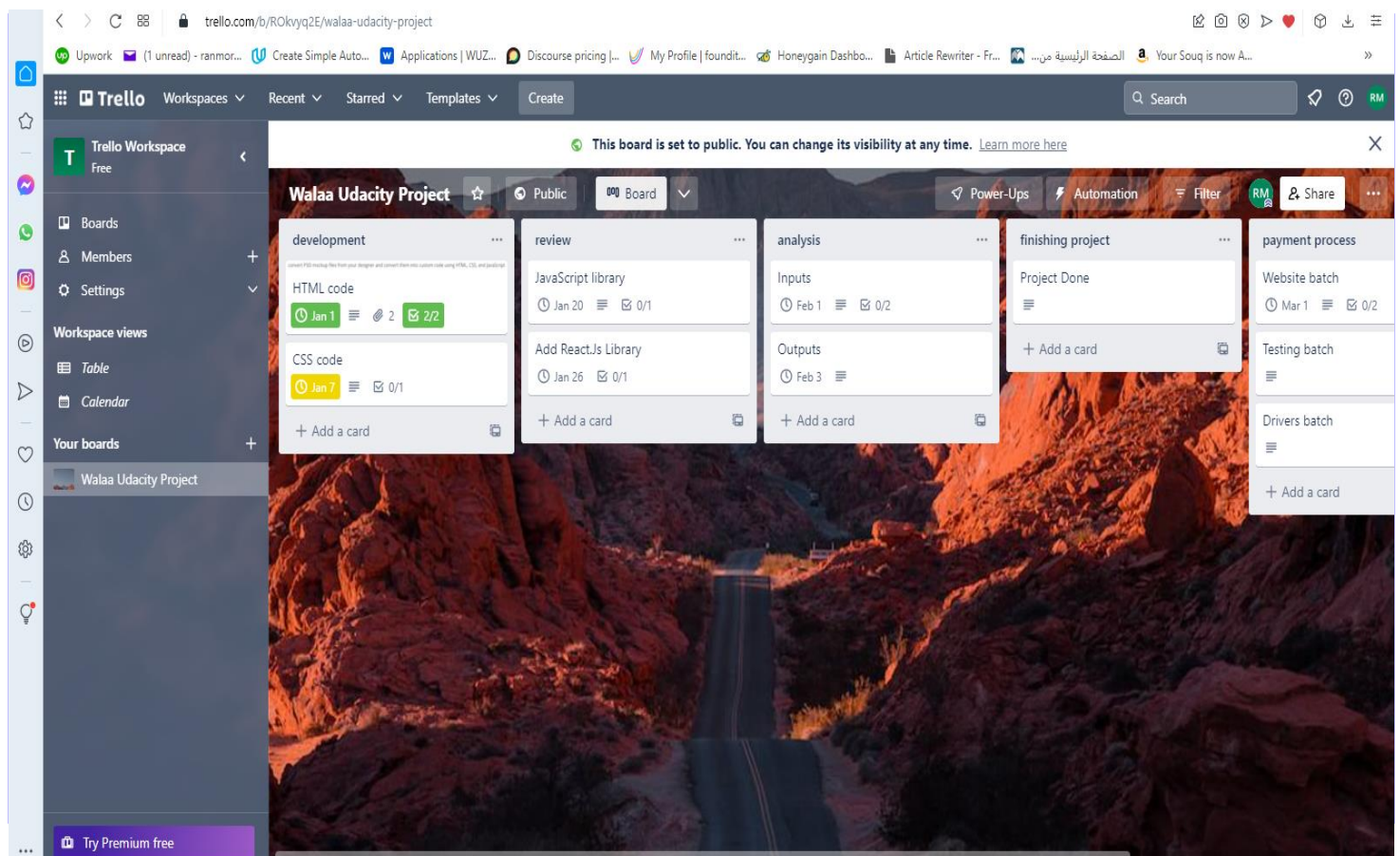
Trello Board

Please include the following information for your Trello board:

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

<https://trello.com/b/ROkvyq2E/walaa-udacity-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

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Invoice

Recipient:

[SAP/Conan]
[Egypt 19 Street]

Invoice #: [1891997]

Date issued: [10-01-2023]

Date due: [01-03-2023]

Services Rendered (Continue on next page)

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
HTML	Create Web page using HTML.	10 hours per week	65\$	650\$
CSS	Create Web page using Css.	15hours per week	55\$	825\$
JavaScript	Create Web page using JavaScript.	20 hours per week	50\$	1000\$
React Js	Using React Js Library.	25 hours per week	35\$	875\$

Total Payment Due: 3350\$

Payment Options:

Bank Transfer : Bank Misr in Egypt
Account Number : 1234xxxxxxxxxx