

Outsourcing Made Easy



Project Posing Template

Template for Posting a Project

Use the information in this template to help you write effective project descriptions so that you can get exactly what you are looking for quickly and easily. If you format your projects according to the information in this template you will be able to save significant time answering the questions of service providers and you will minimize the risk of having any mistakes occur on your projects.

Project Name/Title:

<< This should be a short description of the project you are posting. Good examples would be "Virtual Assistant Needed" or "Need Ecommerce Website Built". >>

Project Description:

<< This is the lengthiest section of the bid. In this section you want to give all the detail you can about what you are looking to have done. If you are posting a project for a website to be built, tell them each of the pages that you want on the site. Be specific about what types of graphics you want used and share examples of similar sites in the next section if you have any. If you are hiring someone to write an article let them know how long the article needs to be, what topic it is on, what resources you will provide for them to assist, when you need it by.

Any details that could be useful for a provider to know should be included in this section. If there are any details that are left out, providers will have to send you messages and ask for clarification before they can put a final bid on your project. This takes extra time and isn't necessary if you provide sufficient details with your project description. You will get better at provided relevant details and will become more comfortable with this part after you have done your first couple projects. >>

Examples of Similar Work (Optional):

<< This section is not necessary but can be very useful in assuring you get what you want very quickly. In this section you should give links to websites that have examples of similar work that you want the providers to emulate or if you have examples on your computer you can upload them to go with your bid. If you are uploading a file you will see an option for that below the project description section. It is a good idea to let them know in this section what you are uploading and why. >>

Resources Provided (Optional):

<< If you will be providing any resources for them to work with you want to let them know that here. If the information you are providing isn't private you should go ahead and upload it right now. If it is and you only want 1 provider to see it (After you've chosen them) you can just let them know what you will be providing and say that it will come after a provider is selected.

Different types of resource examples are:

Specific study materials they can use to assist in article writing

Business cards you will send as leads for sales calls

Software specifications for software programming or website design

There are plenty of other examples but this should give you an idea of what types of information can go in this section >>

Experience Requirements (Optional):

<< If you are hiring someone to do a project that requires a specialized skill you might want to list experience requirements. This will usually look like either a certain amount of time that they have been doing this type of work (2 years experience, 5 years experience) or a certain number of times that they have done this type of work (Has built at least 5 websites before). This can also look like familiarity with certain types of work or applications. You can request that only people that are skilled with Adobe Photoshop bid on your project or only people that are familiar with GIS Mapping. Any kind of specific requirements that you have should be listed at this point because it will cut down on the number of bids that you get and make it easier for you to select a winner. >>

Business Terms (Optional):

<< This section can be used any time but is most important on larger projects that will take more than 2-3 weeks to complete. This section is where you want to define how payment arrangements will be made. For example, if you are working on a large project, you might say that you will give 20% of the agreed amount up front and then 40% when it is half complete (You should have some specific type of agreement how you will track when it is half complete) and the final 40% when the project is done to satisfaction. I also like to list communication terms for longer projects. I will specify that I want a status update every 2 days and a phone or skype conference once per week to keep me up to date on the progress. Whatever your specific communication requirements are should be listed here.

Other ways that I have used this section is when I wanted to hire someone for guaranteed work. I posted a project asking for help with search engine optimization and I said that I only wanted to pay if my site got in the top 10 on google. This way I only got bids from people that were willing to guarantee the result and I got exactly what I was looking for.

You will use this section to define time lines for your project if you have any. If you don't have absolute time lines you can leave them out but if you know you need to have a project completed within x number of days or weeks you should post that here.

The final way that this section is usually used is to define how payments will be made. You can specify here if you will want to use the escrow services provided by the outsourcing website or if you will want to use paypal, wire transfer, etc. >>

Requests (Optional):

<< This section is useful for getting a better feel for your providers skills and type of work. I will often request that providers attach a resume or a portfolio in this section. Especially if I am hiring someone for graphic work or website development I like to see what type of work they do. I want to make sure that it has a similar to what I am looking for. This is also another good way to gauge their skill level. >>