



## Checklist 13: How To Outsource A Digital Product From Start To Finish

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

		Yes	No
1	Determine what the requirements of your digital product are regarding the things you need to outsource; this can include budget requirements and the skills required	<input type="checkbox"/>	<input type="checkbox"/>
2	Determine the number of outsourcers you will require to complete the project if the project is complicated and time-consuming and you are on a deadline; you may choose to hire more people	<input type="checkbox"/>	<input type="checkbox"/>
3	Figure out the amount you are willing to pay per each outsourcer and also determine the deadline you will give to your outsourcers	<input type="checkbox"/>	<input type="checkbox"/>
4	Make sure that you factor in the time it will take for you to find an outsourcer	<input type="checkbox"/>	<input type="checkbox"/>
5	Also, factor in the time that will be consumed if you need the outsourcer to make edits after the project is complete or if something needs to be changed or tweaked during the project	<input type="checkbox"/>	<input type="checkbox"/>
6	Find a suitable website to find your freelancer; make sure that the site you choose has dedicated sections for those who create digital products so that you have access to experienced and skill freelancers	<input type="checkbox"/>	<input type="checkbox"/>
7	Prepare a detailed, comprehensive, and inviting description for your project and post the project on the website	<input type="checkbox"/>	<input type="checkbox"/>
8	Make sure to add details about deadlines, requirements, work time and milestones	<input type="checkbox"/>	<input type="checkbox"/>

*Notes*

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- 9 Once you post the project, wait patiently for bids and spend some time evaluating each bidder to find the ideal candidate
  
- 10 Once you shortlist the perfect candidate, send them a message or communicate with them otherwise and make sure they understand the terms and conditions of the project including requirements, deadlines, milestones, and pay
  
- 11 Once the freelancer confirms that he or she understands the specific needs of your project, offer the project to them.
  
- 12 Once the project is offered, and they accept, set a milestone and ask them to complete a certain amount of work by that milestone
  
- 13 Do not give them the next milestone before you review their previous work, make sure that all work is edited and ready-for-use before new work is started
  
- 14 Pay the freelancer on time so that you develop trust in the relationship

*Notes*