MATT BACAK'S CHECKLIST

Checklist 17: How To Outsource A Software From Start To Finish

Project Name: _____   Date: _____

		Yes	No
1	Determine what the requirements of your software are regarding the things you need to outsource; this can include budget requirements and the skills required	☐	☐
2	Also, make sure that you understand the number of outsourcers that may be required to complete the project. For projects that require more work or are more difficult to understand and execute, such as complicated software, it may be wise to hire more people	☐	☐
3	You will also need to determine an average amount of pay per outsourcer; this will depend on the level of skill required, the amount of work required, and the time constraints	☐	☐
4	Determine a deadline by which you will need your freelance outsourcer to submit all the work	☐	☐
5	Make sure that this deadline takes into account the time it may take for you to request edits and changes. If you are working for an outsourcer for the first time or even if the outsourcer is an old employee, also factor in some time in case the outsourcer misses deadlines	☐	☐
6	Find a suitable website to find your freelancer; make sure that the website you choose has dedicated sections for those who make software so that you have access to experienced and skill freelancers	☐	☐
7	Prepare a detailed, comprehensive, and inviting description for your project and post the project on the website	☐	☐

Notes

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8   Make sure to add details about deadlines, requirements, work time and milestones

9   Once you post the project, wait patiently for bids and spend some time evaluating each bidder to find the ideal candidate

10   You will now need to shortlist a candidate, but before sending them an offer for the project, message them or communicate with them otherwise to ensure that all details about terms and conditions, requirements, deadlines, milestones, and pay are understood, and the outsourcer or outsourcers are on board. This will reduce the chances of any such issues in the future.

11   Once the freelancer confirms that he or she understands the specific requirements 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   When the project begins, make sure that you and the outsourcer are on board regarding the milestones that are set

14   Also ensure that you never give the outsourcer a new milestone before the previous is complete and reviewed, this will make the work more coherent and ensure that the quality of work is maintained

15   Pay the freelancer on time so that you develop trust in the relationship

Notes

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