

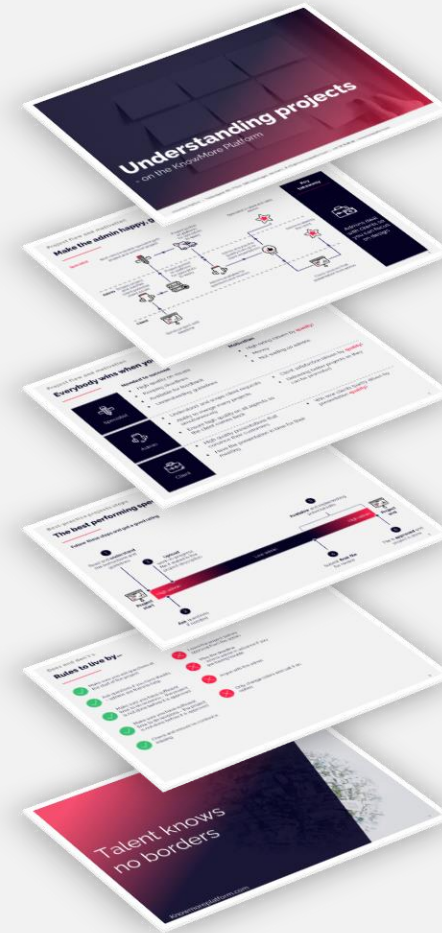
A hand with dark red nail polish is holding a white sticky note in the bottom right corner. The background is a dark blue wall with a grid of six white sticky notes arranged in two rows and three columns. The lighting is soft, creating a professional and creative atmosphere.

# Understanding projects

- on the KnowMore Platform

# Content

- 1 Project flow and motivation
- 2 Best-practice projects steps
- 3 Does and don't's





# Make the admin happy get a good rating and earn more

## Specialist

Best rated available specialist gets project and works on project

Project posted on platform for specialists to apply

Specialist is rated and rates admin

Admin  
Scopes project and clarifies client potential client issues

Project posted on platform for specialists to apply

Admin ensures the quality lives up to client expectations

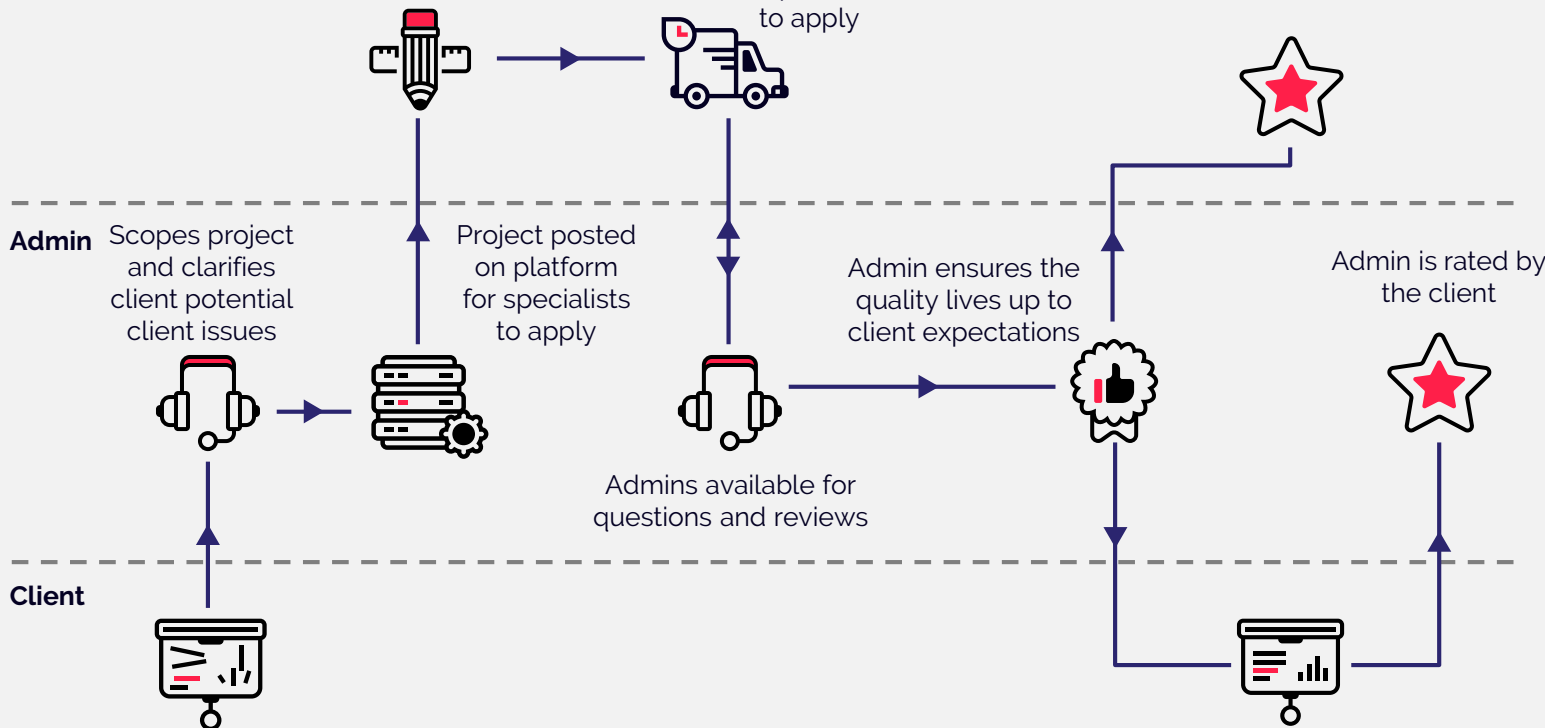
Admin is rated by the client

Admins available for questions and reviews

Client

Sends project with deadline

Client receives final presentation from admin



## Key takeaway



Admins deal with clients so you can **focus on design**

# Everybody wins when you deliver high-quality projects

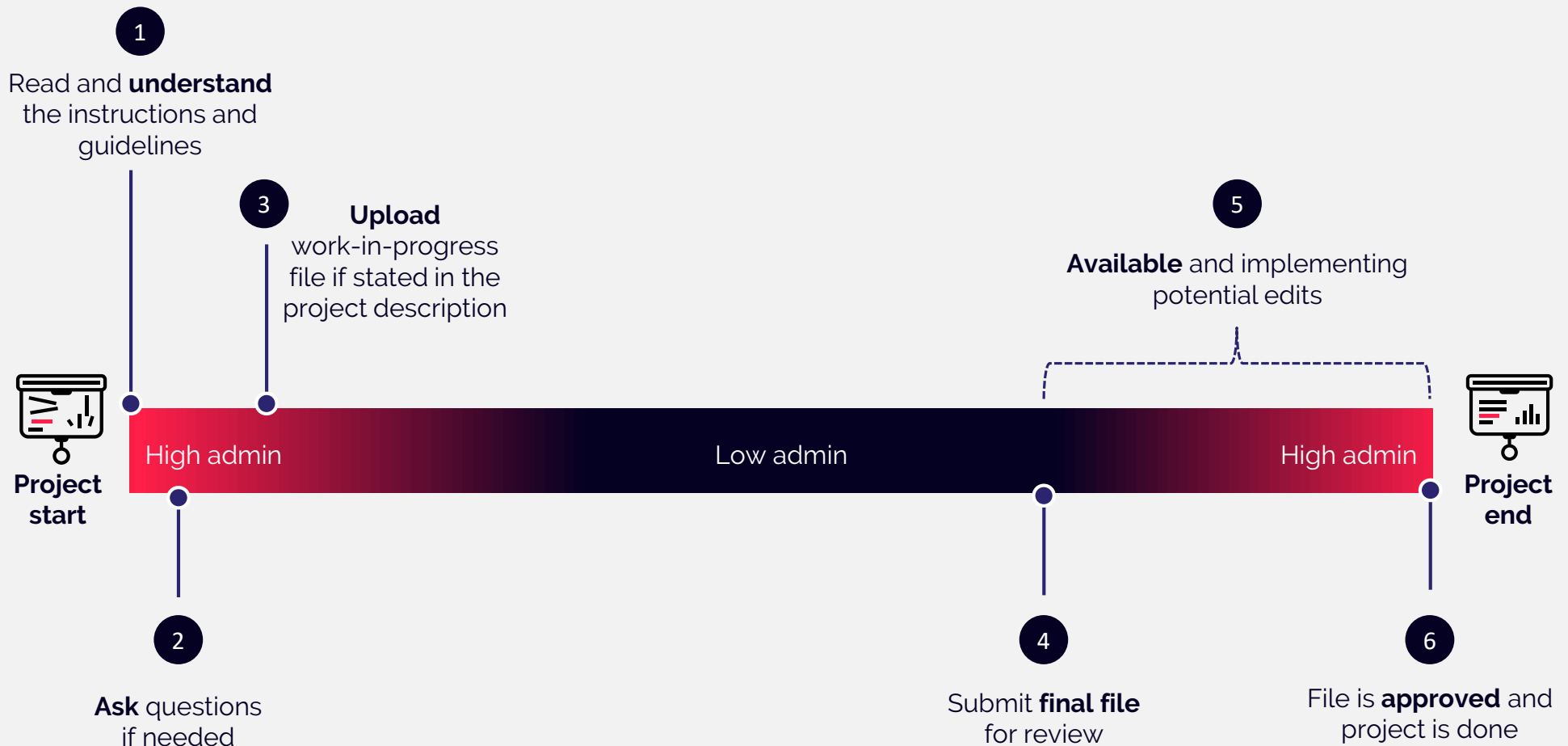
	Needed to succeed	Motivation
 Specialist	<ul style="list-style-type: none"><li>▪ High quality on visuals</li><li>▪ Keeping deadlines</li><li>▪ Available for feedback</li><li>▪ Understanding guidelines</li></ul>	<ul style="list-style-type: none"><li>▪ High rating (driven by <b>quality</b>)</li><li>▪ Money</li><li>▪ Not waiting on admins</li></ul>
 Admin	<ul style="list-style-type: none"><li>▪ Understand and scope client requests</li><li>▪ Ability to manage up to <b>20</b> projects simultaneously</li><li>▪ Ensure high quality on all aspects so the client comes back</li></ul>	<ul style="list-style-type: none"><li>▪ Client satisfaction (driven by <b>quality</b>)</li><li>▪ Delivering better projects so they can be promoted</li></ul>
 Client	<ul style="list-style-type: none"><li>▪ High quality presentations that convince their customers</li><li>▪ Have the presentation in time for their meeting</li></ul>	<ul style="list-style-type: none"><li>▪ Win new clients (partly driven by presentation <b>quality</b>)</li></ul>



# The best performing specialists all follow these 6 steps

Follow these steps and get a good rating

X Project step number



Does and don't's

## Rules to live by...

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Make sure you ask questions at the start of the project



Leave the project before approval from the admin



Ask questions if you have doubts – admins are there to help



Miss the deadline  
- inform admin in advance if you are having trouble



Make sure you have sufficient time to do revisions – the project is not done before it is approved



Argue with the admin



Make sure you have sufficient time to do revisions – the project is not done before it is approved



Only change colors and call it an option



Check and ensure no content is missing



An aerial photograph of a city, likely San Francisco, is shown from a high angle. The image is split diagonally from the top right to the bottom left. The upper-left portion is covered by a dark, semi-transparent gradient that transitions from a deep red at the top to a dark blue at the bottom. The lower-right portion shows the city's buildings and streets in detail, with a clear sky above. The overall composition is modern and professional.

# Talent knows no borders