Understanding projects

- on the KnowMore Platform
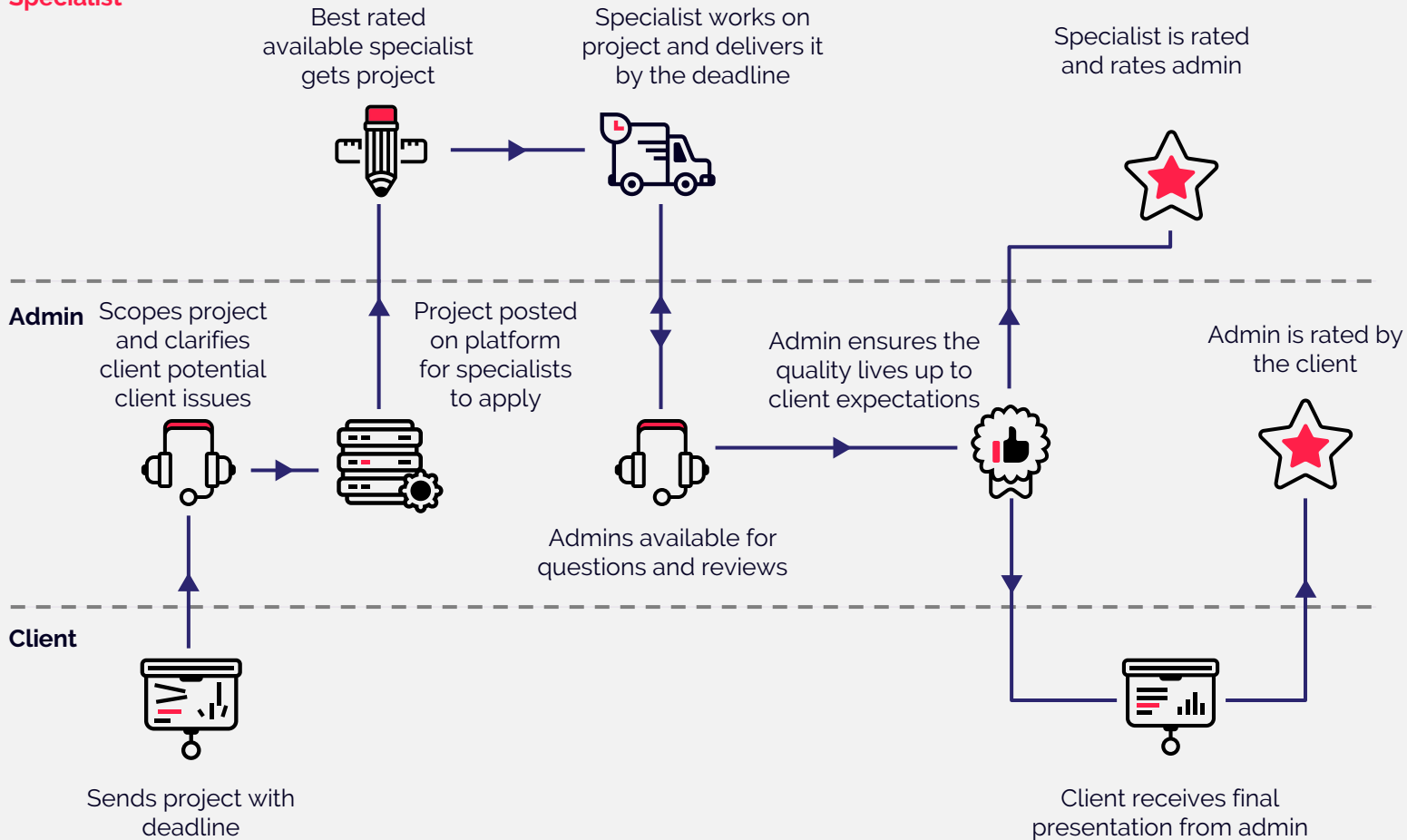
Content

1   **Project flow and motivation**

2   **Best-practice projects steps**

3   **Does and don't's**

Make the admin happy to get good ratings and earn more

Specialist

Best rated available specialist gets project

Specialist works on project and delivers it by the deadline

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	▪ High quality on visuals ▪ Keeping deadlines ▪ Available for feedback ▪ Understanding guidelines	▪ High rating (driven by **quality**) ▪ Money ▪ Not waiting on admins
Admin	▪ Understand and scope client requests ▪ Ability to manage up to **20** projects simultaneously ▪ Ensure high quality on all aspects so the client comes back	▪ Client satisfaction (driven by **quality**) ▪ Delivering better projects so they can be promoted
Client	▪ High quality presentations that convince their customers ▪ Have the presentation in time for their meeting	▪ Win new clients (partly driven by presentation **quality**)

The best performing specialists all follow these 6 steps

Follow these steps and get a good rating

X Project step number

1

Read and **understand** the instructions and guidelines

3

Upload work-in-progress file if stated in the project description

5

Available and implementing potential edits

High admin

Low admin

High admin

Project start

Project end

2

Ask questions if needed

4

Submit **final file** for review

6

File is **approved** and project is done
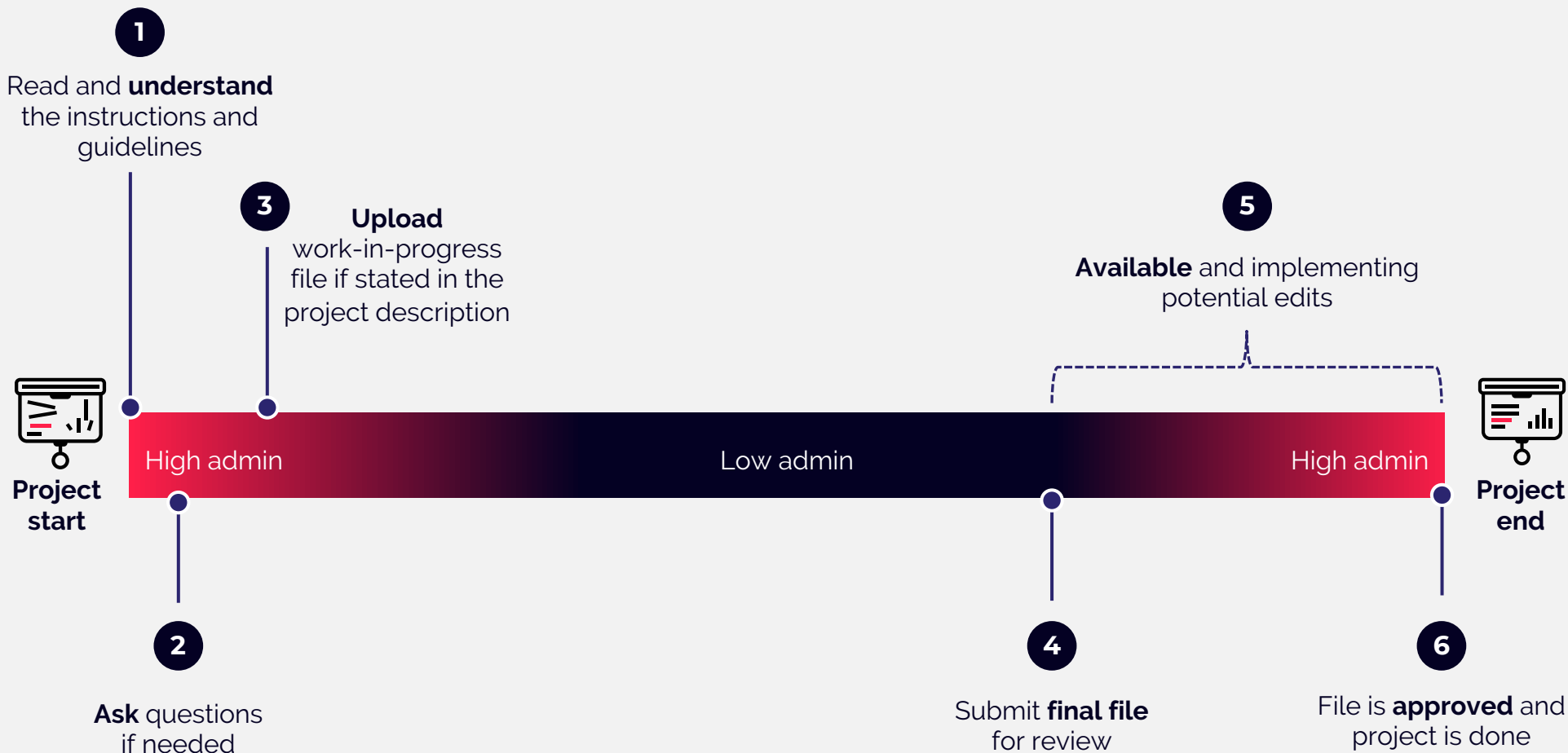
Rules to live by...

✓ Make sure you ask questions at the start of the project

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

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

✓ Check and ensure no content is missing

✕ Leave the project before approval from the admin

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

✕ Argue with the admin

✕ Only change colors and call it an option

Talent knows no borders

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