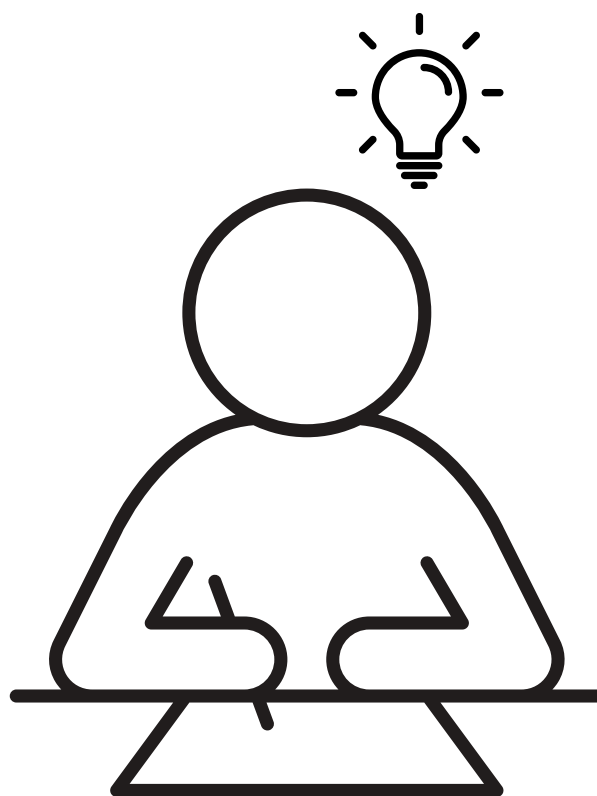
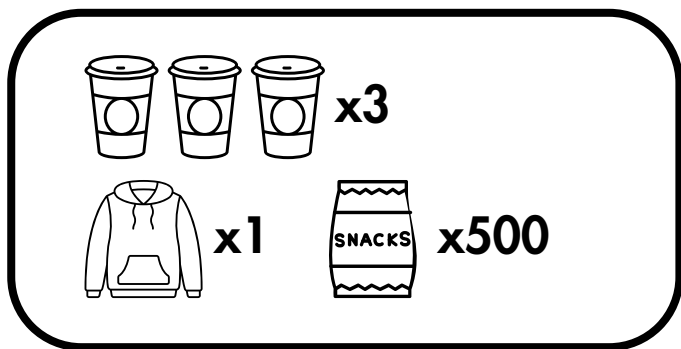
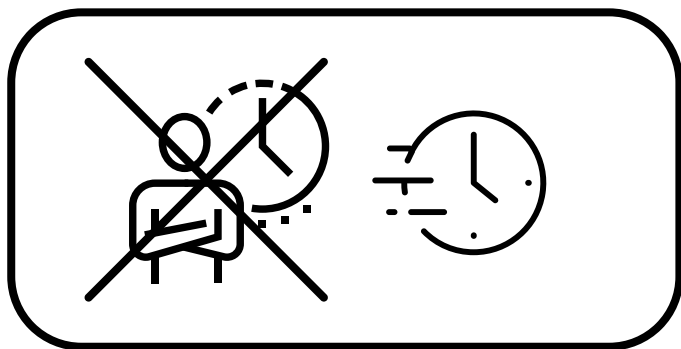


IDLÄNCER

COLLABORATION INSTRUCTIONS



HEY THERE!

Welcome to the official Collaboration Instructions for working with an IDLancer!

This manual will provide you with a comprehensive list of dos and don'ts to ensure a successful collaboration. The suggestions within will help you navigate the intricacies of working with freelancers effectively if it's your first time!

Don't stress, though. We'll be by your side for the duration of the project to make your experience as smooth as possible.

Remember, always lift with the knees.

Let's get started!



THE DO'S:

Clearly Define Expectations: Provide detailed project specifications, including deliverable turn around times, deadlines, and any specific requirements upfront.



Communicate Regularly: Maintain open lines of communication throughout the project. Respond promptly to messages and provide feedback to keep the workflow moving smoothly.



Set Milestones: Break down the project into manageable milestones with associated deadlines to track progress and ensure timely completion.



Provide Necessary Resources: Furnish freelancers with the tools, information, glossaries, and access they need to perform their tasks effectively.



Establish a Payment Schedule: Agree on a payment schedule that aligns with project milestones or deliverables and stick to it.



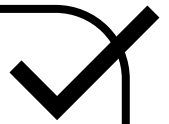
Encourage Questions: Foster an environment where IDLancers feel comfortable asking questions and seeking clarification when needed to prevent misunderstandings.



Respect Their Time: Recognize that freelancers may have other projects and commitments, so they may not always be immediately available.



Offer Constructive Feedback: Provide constructive feedback to help IDLancers improve their work and enhance future collaborations.



Acknowledge Their Skills and Know-How: Recognize and appreciate the unique skills and perspectives that IDLancers bring to the table.



Express Gratitude: Show appreciation for their hard work and dedication by expressing gratitude and acknowledging their contributions. No fruit baskets.



Provide Info on Your Content and Company: Remember, independent contractors aren't SMEs or company experts. Be sure to explain content and policies related to your company thoroughly.

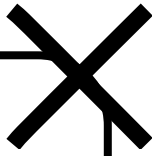


Establish Communication Preferences: Are you cool with texting? Do you prefer email or voice calls? Be sure to understand one another's preferences upfront.

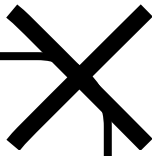


THE DO NOT'S:

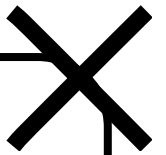
Micromanage: Trust IDLancers to complete their tasks independently. Avoid excessive monitoring or micromanagement, which can stifle creativity and productivity.



Assume Availability: Respect IDLancers' schedules and avoid expecting immediate responses outside of agreed-upon working hours.




Change Scope Without Negotiation: Avoid making big changes to the project scope without consulting freelancers first. Discuss the number of review cycles upfront and adjust timelines or compensation accordingly.




Ignore Contracts: Always formalize agreements with IDLancers through written contracts that outline project details, expectations, payment terms, and intellectual property rights. Make sure everyone understands the terms!







Delay Payments: Honor payment agreements promptly upon completion of milestones or deliverables. Delayed payments can strain relationships and hinder future collaborations.



Disregard Feedback: Value IDLancers' insights and perspectives. Take their feedback into consideration and be open to making adjustments as needed to achieve the desired outcomes.



Underestimate Timeframes: Provide realistic timelines for project completion based on the scope of work and availability. It takes time to develop beautifully designed, skill-building, difference-making deliverables.



Limit Access to SMEs: Set expectations with your SME(s) that IDLancers will be reaching out to them for information when needed.