

**Joomla Developer Project Worksheet**

**I. Determine Your Requirements**

Use the following questions to frame your project and clarify who you're looking for.

**1. Why are you executing your Joomla project?** Once completed, how will it affect your goals? For example, you may want a Google map added to your site. The reason why is that you want to help people find your location of business. This is important because knowing “why” a developer might be able to suggest a better route to achieving your goal.

**2. What is your budget?** Considering the cost in achieving your goals is rarely fun (if you're working off a corporate account it might be), but it's important to set acceptable limits for your project to exist within. Without a budget, costs can get out of control before you have the foresight to halt the project. Additionally, your budget will dictate who you're looking for. If you have a $200 budget and need several hours of work done, you will waste time approaching established developers.

**3. What time frame does the project need to be completed within?** Shorter time frames will often escalate the cost of the project and necessitate you quickly identifying likely development partners. Longer time frames can sometimes be used to negotiate a slightly lower cost. In any event, the knowledge of knowing when the project *must* be completed by will help you to plan accordingly.

**4. What Joomla Developer Skillset is most needed for your project?** Based upon what you know, what is the skillset that will most likely successfully complete your project. (See the online guide section on Joomla skillsets if you don't understandwhat I'm talking about.)

**5. What version of Joomla do you need your project to work on?** Joomla 2.5, Joomla 3.x, Joomla 4.x? Occasionally, we see sites that are on out-of-date software and it’s important for your developer to know that. Look in the footer of your administrator control panel for the version number or in the System > System Information menu on the toolbar in the administrator side of the site.

**6. What browsers do you need your project to be viewable in?** The big five web browsers are Firefox, Chrome, Internet Explorer, Opera, and Safari. It's reasonable to want your project to be bug free in all of these browsers. However, Internet Explorer in particular has several older versions in use: IE 6, IE7, and IE8. You will pay more to have backwards compatibility for these versions (and sometimes you will need this because of your audience.)

**7. What web hosting will your finished project resided upon?** Will it be Linux or Windows? Shared hosting, VPS, or dedicated server? The easiest way to answer this is to copy and paste in the URL for the web hosting plan you use or will use.

**II. How to Ask For Help**

**1. Example Request** The following request for an estimate uses the information we've compiled above. The format is project synopsis including the “why” of question 1 followed by relevant high level details. We want to provide a prospective developer with only enough information to give us an estimate while demonstrating that we're well prepared.

*Hi,*

*My company, Neo Tectonics, sells geological sensors to general contractors. We need some help developing a Joomla mini-site for one of our new products. It's purpose will be to educate prospects and turn them into leads who will contact us through a phone number or contact form. It will be four pages and need a slide show, blog, contact form, and social media integration. We have a graphic designer on staff who will supply the design (see the attached package for the design mockups.)*

*We want it to be built on Joomla 3 and to be mobile friendly and compatible with Firefox, Chrome, Safari, and Edge current versions . It will be hosted on a linux shared hosting account at RazrHosts:*

*<http://razrhosts.com/linux-business>*

*We need the site completed by June 26th.*

*If you have availability to complete this project, would you please respond with an estimate to the cost and when you would likely complete the site?*

*Thanks,*

*John*

**2. Example Responses** Below are two example responses typical of what I've seen and my analysis of how you should view them.

Response:

*John,*

*We wuld be happy to build your site for you. We're very cheap and charge only $35 an hour which is a VERY good rate for Joomla developers. Our company has lots of experiences building sites in Joomla and you'll be very happy to work with us. Please send the hosting username and password and we'll get started!*

*Sincerely,*

*J. Devitt*

*CEO Everex Development*

Analysis: Fail. Poor spelling, poor grammar, pushy, caps abuse, and most importantly did not respond to our situation or request.

Response:

*Hi John,*

*It sounds like you have an interesting project. We could complete this for you by June 1. We need more details to give you an estimate in hours and dollars, however I'd ballpark your project at $2000-$3000. Do you have a phone number I could reach you at? I'd like to discuss this project with you further over the phone so that I can better understand your requirements and answer any questions about us you might have.*

*Sincerely,*

*Shauna Parker*

*111-222-3333*

*Softshell Solutions*

Analysis: This is a fine response. Shawna answered our questions and didn't try to leap into the project but sought to gather more information. A few ways that this response could have been better, is if Shauna showed an active interest in our company or by asking questions about our project in a way which might improve the results of completing the project. For example, asking us if we planned on including Google analytics to track the effectiveness of our advertising campaigns.

3. Follow up Questions

Below are some follow-up questions for candidates who have offered good responses to our inquiry email.

- What is your hourly rate?

- What similar projects have you completed?

- Will you be working on other projects at the same time?

- Will I be able to monitor your progress?

- What happens if we discover a bug after the project is finished?

- Will you provide a contract?(For larger projects)