T Technical Co-Pilot™

Guide to working with Technical Co-Pilots™

freelancer

The Technical Co-Pilot™ Service began in 2019 and now serves many entrepreneurs, small businesses and even Fortune 500 companies.

Our Team is composed of Computer Science graduates from some of the most prestigious Universities around the world. They've also had the opportunity to work at some of the world's largest companies and learn their expertise. These include; SAP and Microsoft.

We are based in our global offices such as Vancouver, London, Sydney and Buenos Aires.

PERKS OF WORKING WITH A TECHNICAL CO-PILOT™

We'll find the best freelancers for you

Hand-picked for you from our Preferred Freelancer Program, based on your requirements and budget. We work with our in-house Recruiter team to find the best freelancers for you. We will then break your project down into actionable tasks for the freelancers to work on each week.

Let us do the hard work for you

We'll help you coordinate freelancers, prepare technical specifications, run the testing and everything in between.

We turn your ideas into a technical specification and tasks

We will send you a report at the beginning of the week with the work that will be performed. At the end of the week, we will send you a report of what happened in the week.

We'll ensure your project is a success

We'll answer technical questions, send progress reports and test the final product. You'll only pay the freelancer when you're 100% satisfied.

We update you on progress as often as you like

We can call you at any time to give you an update and get your direction - once per day, once per week, or at specific milestones or deliverables.

6 Jan 2023

HOW DOES PAYMENT WORK?

Fees are structured as follows:

The Technical Co-Pilot™ hourly rate is $35 USD and will be charged based on how many hours they have dedicated to your project during the week. A retrospective report will also be sent on Friday outlining what has been done during the week. Technical Co-Pilot™ billing occurs every Friday and will be charged to your CC or Paypal that is registered on your account. A minimum of two hours will be billed on a weekly basis which covers all the execution tasks mentioned below.

These may include:

- Project planning

- Project kick off meetings

- Developing project timelines

- Conducting research

- Preparing specifications & wireframes

- Writing user stories

- Conducting technical interviews with freelancers

- Weekly check-ins with clients

- Daily standups with freelancers (Monitoring projects)

- QA testing

- Project closure (Sign off/acceptance)

- Administrative tasks

Communication is key when working with our Technical Co-Pilots™.

Time Zones

It may be the case that you are in a different timezone than your Technical Co-Pilot™. If this is the case make sure you communicate what your timezone and working hours are so that you can be contacted by your Technical Co-Pilot™ at a time suitable to you.

Methods of Communication

As you know, communication is the key to a successful project. Your Technical Co-Pilot™ will manage the project execution with your freelancer and will periodically have check-in and status update calls with you. This is a great time to align on the project deliverables and timeline.

All communication with your Technical Co-Pilot™ will be within the Freelancer.com chat interface or on the phone. If there is another form of communication you prefer, please let your Technical Co-Pilot™ know at the beginning of the project.

All communications and payments are to remain on the site.
If something were to happen we would be able to assist you.

DOCUMENTS AND AGREEMENTS: EXPLAINED

Clients generally require some level of legal protection with regard to the work that your freelancer will be doing. We do have two legal protection agreements that come complimentary with the Technical Co-Pilot™ service.

NDA

One example of this is the common Non-disclosure Agreement (NDA) that you sign to assure all project discussions and work are kept confidential. Review these documents very carefully to gain a full understanding of the requirements prior to engaging with a freelancer. If you have your own NDA feel free to use that and send it to the freelancer.

https://www.freelancer.com/NDA/NDA-print-contract.php

IP Transfer Agreement

IP is Intellectual Property. Signing an IP transfer agreement means that you will legally own all Intellectual Property once the project is complete. For more clarity please see here:

https://www.freelancer.com/projects/contract/preview-ip-contract.php

Working with a Technical Co-Pilot™ has several perks. Many of those perks include allowing more free time to spend time with your family and do the things you enjoy!

Here are some tips on how you can get the most out of your first Technical Co-Pilot™ project and the subsequent projects that you are likely to have done.

Starting your first Technical Co-Pilot™ Project

Steps to Success:

- Timely responses ensure projects move quicker to completion. Please ensure you respond within 24hr to your Technical Co-Pilot™.

- Please provide all required material within the development period to ensure there are no delays in resources for the completion of code.

- All projects should be fully funded with milestones to ensure commitment and reduced overhead.

- Any work that was not defined during the planning phase or project specification document, upon agreement with the freelancer will result in additional work and payment. This is in order to prevent too much scope creep and ensure fairness for work delivered to the freelancer as well.

- Any scheduled meeting cancellation without a 24hr notice will result in being billed for the scheduled meeting.

- It's important to remain actively engaged in the project and release milestones when deliverables are met. If you are unable to release the milestone when the deliverable has been met, your Technical Co-Pilot™ may release the milestone on your behalf.

- Maintain a good relationship with all Technical Co-Pilots™. Make sure you respond professionally, any language abuse or spamming will not be tolerated and may result in account closure.

- Please review releases within 48 hrs and provide feedback to ensure that the project stays on track and moves forward.

- At the end of your project, your Technical Co-Pilot™ will demo a walkthrough of your project and handover all of the source code.

- Once you've completed your project you will be able to leave a review for your freelancer. Our freelancers take pride in their reviews so please remember to leave one.

We look forward to working with you.

— The Technical Co-Pilot™ Team

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