

# How we work together: a path to success

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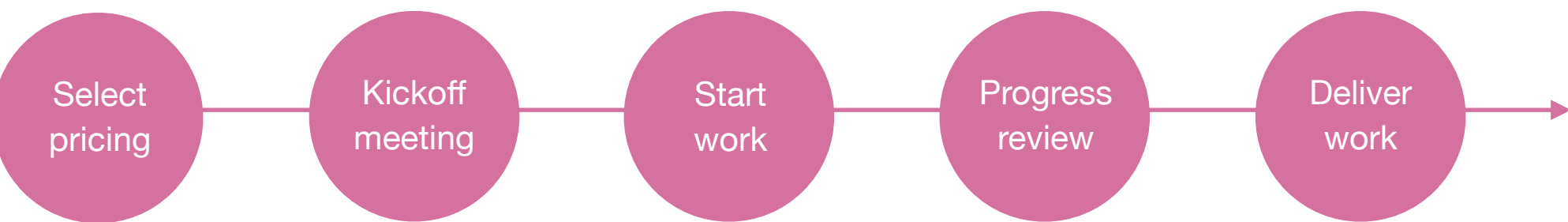
# Introduction

I create a clear, structured engagement process to keep everything aligned from the start. Whether you need ongoing support or project-based approach, the focus is on transparency, collaboration, and delivering results as agreed.

We start by selecting the right pricing model based on your needs. Once pricing is confirmed, we hold a kickoff meeting to define communication channels, work tools, reporting structure, and any specific preferences for a smooth workflow.

Once everything is in place, work begins based on agreed priorities and scope. Regular progress reviews ensure we stay on track, make adjustments as needed, and deliver the expected value.

When work is completed, final deliverables are provided as agreed, including any documentation or next steps. This ensures a smooth transition if the engagement continues. The process ensures clarity, smooth execution, and a strong foundation for collaboration.



# Step 1: Select pricing

Before work begins, we define the engagement model that best fits your needs. Selecting the right pricing ensures clarity on scope, deliverables, and expectations while providing flexibility when necessary.

The pricing model provides steady support with a fixed monthly rate, flexibility with an hourly approach, or clear milestones with a project-based plan. All models ensure flexibility and predictability to meet your needs effectively.

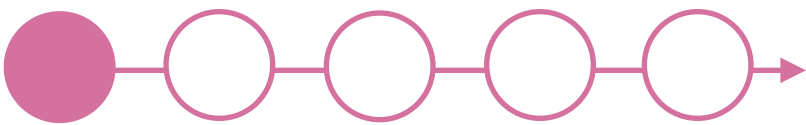
Each pricing model ensures the right structure for your needs while keeping the work on track. See pricing options for details.

## Actions

Choose the pricing model that fits your needs

Define scope, deliverables, and billing details

Confirm agreement and proceed



## What to expect

Clear engagement from the start

Defined scope and deliverables

Transparent pricing with no surprises

# Step 2: Kickoff meeting

Before work begins, a kickoff meeting establishes a clear foundation. Priorities, scope, and expectations are set from the start. Workflows, tools, and communication are outlined to keep work structured and predictable.

The meeting sets progress tracking, defines roles and responsibilities, and establishes points of contact. Communication and reporting methods are agreed, ensuring coordination stays simple and on track.

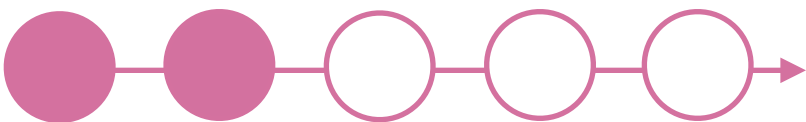
Each decision sets the project up for success, ensuring alignment and a smooth start. See tool options for details on communication, work management, and reporting.

## Actions

Set workflows, tools, and communication

Confirm priorities, scope, and expectations

Define roles, responsibilities, and points of contact



## What to expect

Clear collaboration structure

Defined responsibilities and expectations

Agreed progress tracking

# Step 3: Start work

Once work begins, tasks are broken down based on the agreed scope and priorities. Work management tools define tasks and outline next steps, ensuring clarity on what needs to be done to keep progress moving forward.

The communication is open for any questions or feedback, ensuring issues are addressed quickly and the work stays on track. Progress is tracked through tasks, time logs, or updates, keeping priorities clear and goals focused.

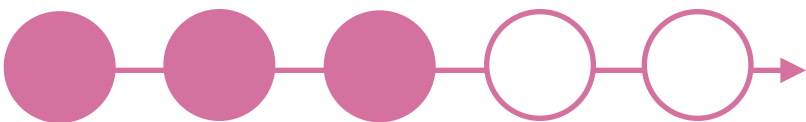
Each task and update ensures progress, delivering results as planned while allowing for adjustments along the way.

## Actions

Begin work based on the agreed scope

Use work management tools to track progress

Keep communication open for questions



## What to expect

Work begins as planned

Simple tracking of progress

Questions can be asked anytime

# Step 4: Progress review

As work progresses, regular reviews ensure the work stays aligned with expectations. These reviews provide opportunities to share updates, discuss feedback, and make adjustments as needed to keep work on track.

The reviews take place through discussions, meetings, or reports to ensure progress, address concerns, and adjust priorities. Feedback helps align the work with goals, ensuring continuous and steady progress towards success.

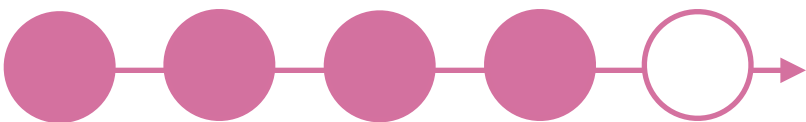
Each review ensures the work remains on track and aligned with expectations. See tool options for details on reporting.

## Actions

Share updates through discussions, meetings, or reports

Address feedback and adjust priorities as needed

Keep everyone informed with regular reviews



## What to expect

Regular updates on work

Adjustments as needed

Visibility of progress

# Step 5: Deliver work

Once work is completed, the final review ensures everything aligns with the plan. For project-based work this ends the engagement, while ongoing work transitions to the next phase. Final feedback confirms expectations are met.

The work is reviewed to ensure all deliverables meet the agreed requirements. Necessary adjustments are made, and guidance for future use or continued development is provided, ensuring smooth completion or transition to the next phase.

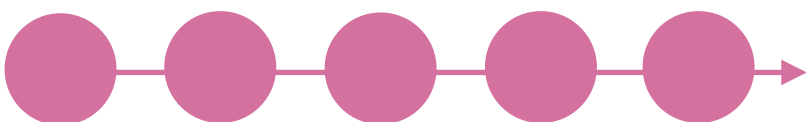
Each review ensures the work meets goals and transitions smoothly, whether completing or moving to the next phase.

## Actions

Confirm that the work meets the agreed requirements

Address feedback and adjust priorities as needed

Ensure smooth handover or transition to next phase



## What to expect

Work is completed as planned

Final adjustments made if needed

Smooth transition to the next phase

# Tool options

| Communication            | Preferred tool | Other options            |
|--------------------------|----------------|--------------------------|
| Messages                 | Slack          | Teams, Email             |
| Calls                    | Slack          | Teams, Zoom, Google Meet |
|                          |                |                          |
| Work management          | Preferred tool | Other options            |
| Project management       | Slack or Jira  | Teams, Trello, Asana     |
| Time tracking            | Toggl Track    | Clockify, Harvest        |
|                          |                |                          |
| Collaboration            | Preferred tool | Other options            |
| Mockups and prototypes   | Figma          | Sketch, Keynote          |
| Diagrams and workflows   | FigJam         | Miro, Lucidchart         |
| Documentation            | Confluence     | Notion, Google Docs      |
| File storage and sharing | Dropbox        | OneDrive, Google Drive   |

| Reporting and updates       |
|-----------------------------|
| Quick progress updates      |
| Weekly status check-ins     |
| Monthly progress review     |
| Summary of completed work   |
| Sprint demos and feedback   |
| Final review and next steps |
| Flexible update schedule    |



# Pricing options

## Monthly plan

|                  |  |
|------------------|--|
| Cost             | £2,000 per month for 40 hours                              |
| Additional hours | £50 per hour   |
| Carry over       | Unused hours carry over and are used based on availability |
| First month      | £2,000 paid upfront for 40 hours                           |
| Ongoing          | Invoiced monthly for the plan and any additional hours     |

## Pay as you go

|             |  |
|-------------|--|
| Rate        | £75 per hour                                     |
| First month | £1,500 paid upfront for 20 hours                 |
| Ongoing     | Invoiced weekly or monthly based on actual usage |

## Project

|        |   |
|--------|---|
| Custom | 20% paid upfront and balance on agreed milestones |
|--------|---|

## Bank details for payments within the UK

|                |                    |
|----------------|--------------------|
| Name           | Delicious Data Ltd |
| Account number | 64795716           |
| Sort code      | 04-00-04           |

## Bank details for international payments

|      |                        |
|------|------------------------|
| Name | Delicious Data Ltd     |
| BIC  | MONZGB2L               |
| IBAN | GB51MONZ04000464795716 |

# Ready to take the next steps?

## Contacts

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