



CLIKFOCUS

HOW TO HIRE THE RIGHT DRUPAL DEVELOPMENT TEAM





**BUILD SMART
BUILD STRONG
BUILD BEAUTIFUL
BUILD EFFICIENT
BUILD FOCUS**

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*no limits
development*

HOW TO USE THIS CHECKLIST

This checklist is designed to be interactive so feel free to make copies and hand them out to your team as a group activity or fill out your answers and bring them to a meeting. We wanted to have you actively engaged so that you will give real answers and use them in your next web development project.

If you have any feedback at all, good or bad, definitely let us know! You can email us at feedback@clikfocus.com.

STEP 1: CHOOSE YOUR SOFTWARE

- ▶ Do you want to stay on the current platform you use?
- ▶ Are you looking at other options to improve upon what you already have?

If you are looking at other options, here are some things to consider:

- ▶ Flexibility
 - How easy is it for developers to get at every layer (backend, frontend) to customize?
 - Can you easily add and change features as needed to meet your business goals?
- ▶ Scalability
 - Will this solution be able to stay with you no matter your growth?
- ▶ Support
 - How big is the community supporting this project?
 - Is there a community actively supporting its development?

Go ahead and jot down what platform you want to use or the different options to research later:

STEP 2: OUTLINE YOUR SCOPE OF WORK

One of the most valuable pieces of information you can give a team of Drupal developers is a clear scope of work. Often times projects get off course due to the lack of a clearly defined scope of work.

The best way to develop a clear scope of work is to have a developer write the scope of work along with all their assumptions. This way the stakeholders in the project can review how the developer views the project and account for any missing assumptions.

Before going to the developer, jot some notes down here of your proposed scope of work:

STEP 3: GAUGE THEIR EXPERTISE

Now that you have a general idea of what your team is looking for, here are some questions to guide you when you talk to potential development teams. You can use these questions to narrow down your search and find the right team. You can also run your timeline by them let their response help you to gauge their experience level.

► How much time do they spend on discovery?

- This phase typically starts at 80 hours, and involves learning everything about the project so that the solution really matches the problem and you solve it the first time.

► Do you use version control?

- Version control is a tool for tracking changes to code. It can also serve as a great backup tool.

► Do you keep regular backups?

- If they're not hosting your system, this is actually not their responsibility. Despite that fact, they should be keeping backups of everything they touch.

► How do you transfer files to the system?

- This might seem minor, but how a company moves files around says a lot about their workflow and astuteness.

► How do you access the database?

- The database tool of choice will help you gauge their technical astuteness in general. A lack of experience in this area in particular begs the question: "What happens if there's a problem with my database-driven site?"

► Who do you call in case of an emergency?

- Having quick access to a developer for problems sets you at ease and decreases downtime for a business.

STEP 4: UNDERSTAND THEIR PROJECT MANAGEMENT STYLE

It is a good idea to get a feel for how they work to know if your teams will be compatible. With similar working styles, the process is likely to be more efficient and enjoyable for everyone.

Here are some questions to get you started on figuring that out:

- ▶ **Who is your point of contact for this project?**
 - Know who the main person is, such as a project manager so you can bring issues easily to them and get them resolved quickly.
- ▶ **What information do you (the client) need to provide during each phase of the project?**
 - Each phase should involve some level of discussion and feedback to ensure questions and concerns are addressed and everyone stays on the same page.
- ▶ **Can you talk directly with the developers if necessary?**
 - Sometimes you need to consult directly on a technical detail and being able to share screenshots quickly comes in handy.
- ▶ **How do you communicate bug reports, scope changes, timeline changes, or features questions?**
 - If they use project management software or have another formal system that helps you to stay in touch easily, that is a good sign. If not, then how can you easily reach them?

IN REVIEW...

- ▶ Choose the software
- ▶ Outline the scope of work
- ▶ Gauge their expertise
- ▶ Understand their project management style

I hope you liked this guide and make sure to send your feedback to feedback@clikfocus.com