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CHECKLIST FOR HIRING AN
OUTSOURCING
DEVELOPMENT TEAM

CHECKLIST FOR HIRING AN OUTSOURCING DEVELOPMENT TEAM

1. Before interview:

- Decide on outsourcing destination: USA / Eastern Europe / India / S.-E. Asia.
- Make a search on software development companies (LinkedIn, Clutch, AngelList, Google).
- Check websites (portfolio, team, services) and Clutch reviews.
- Make a list of 5-10 prospective vendors:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

- Send the list of requirements (ref. Appendix 1).
- Get response.
- Use the questionnaire below to prepare a ranking.

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2. During interview:

- Write the name of the vendor.
- Print as many copies as you need.
- Fill in the questionnaire during interviews.

Questions:	Vendor _____	Vendor _____
Tell me about your development process.		
Based on my requirements, how large will your team be? Who will be on it? (PM, BA, front-end devs, etc.)		
Who is the primary contact point?		
What will you do if I need to change requirements?		
How will you keep me updated on progress?		
How can I see the results after an iteration?		
Do you provide post-launch support?		
What are your payment terms?		
What if I need to update the app?		
Can you provide references?		

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3. After interview:

Evaluate selected companies:
- Answer the following questions giving each vendor 1-5.
- Print as many copies as you need.

1	2	3	4	5
Poor	Average	Good	Very good	Excellent

	Vendor _____	Vendor _____	Vendor _____	Vendor _____	Vendor _____
Communication					
How well did the company representatives communicate?					
Did they express interest in my project?					
Did they ask clarification questions?					
Can the team manage changing requirements?					
Are they transparent in terms of the team and project progress?					
Are they Agile and adaptable?					
References					
Do they provide relevant references?					
Do references recommend the company? (after a call to references)					

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3. After interview (continued):

	Vendor _____	Vendor _____	Vendor _____	Vendor _____	Vendor _____
Performance					
Response time on request					
Time from response to estimate					
Was there a call for detail clarification? How good was it?					
Hourly rate					
How well reasoned is the estimated number of hours?					
How clear and detailed is the estimate?					
How relevant are technologies?					
TOTAL:					

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4. Rank companies from best to least acceptable:

No.	Vendor	Impression	Points
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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APPENDIX 1: LIST OF APP REQUIREMENTS

- Fill in the list of requirements.
- Take a snapshot.
- Send the snapshot to the selected vendor(s) for a quote.

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1. Target platform:

☐ Android   ☐ iOS   ☐ Web

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2. Who provides design and/or 3D models:

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3. Short description of app idea:

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4. Industry:

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5. How many users do you anticipate?

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6. Features:

☐ Sign-up and login   ☐ Native video

☐ Navigation   ☐ Search

☐ User data storage   ☐ Geo-location

☐ Sharing options   ☐ App analytics system

☐ In-app messages   ☐ Recommendation system

☐ Catalog   ☐ Offline mode

☐ Shopping cart   ☐ App administration system

☐ Notifications   ☐ Social media integration

Extra features:

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7. Is there already any source code?

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8. What is the desired timeline?

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9. What is the desired budget range?

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