Post-Kickoff Best Practices for Company Success

Immediately After Kickoff:

- **Determine how the student should communicate with you** - through which channels and how often.
- **Confirm all important deadlines**:
  - When should the project be completed?
  - [OPTIONAL] Check in with the student at some point to make sure everything is on track.
- **Make sure the student knows exactly what is expected of them** in order to complete the project.
- **Send student all relevant resources and materials** that would be needed to successfully complete the project.   Examples include IT access, introductions to other POC's, relevant sources for research/data, etc.
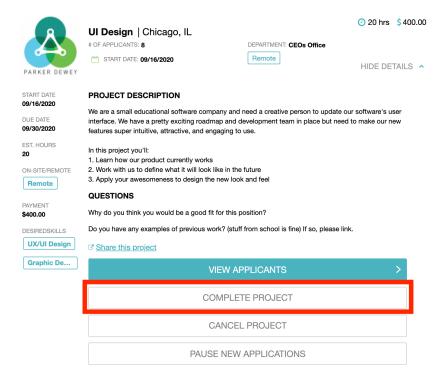
Payment Procedures:

- **Parker Dewey handles paying the students** **so you** do not have to - this includes handling all of the required documents.
- **Parker Dewey will invoice you** for the project amount shortly after you approve a student through the Parker Dewey website.
- **Please submit payment immediately after kickoff** - your payment will be held in escrow until you confirm the project is complete.
- **When you confirm the project is finished,** Parker Dewey will add the student to the current month's payroll.
- **Parker Dewey processes payroll on the last day of each month** - students should expect to receive payment shortly thereafter depending on their payment preference (direct deposit or physical check).

Questions?

- **If anything comes up during the project,** do not hesitate to reach out to **support@parkerdewey.com**. This may include a change in the scope of work, unexpected change in your or the student's availability, etc.
- **Parker Dewey guarantees you will have a great experience.** If you do not, we will work with you and the student to determine an outcome that's good for everyone.

Once the Project is Finished:

- **Mark the project as complete** through your Parker Dewey dashboard.
  - Navigate to the **IN PROGRESS** tab.
  - Click **DETAILS** on the project.
  - Then **COMPLETE PROJECT** at the bottom. This will confirm the project is finished.

- Provide feedback on the student's work using the feedback form! **This feedback is really valuable to the student** so that he/she can better understand strengths and opportunities for improvement.