

# SOP – Fiverr Website Project Task Creation (ClickUp & Discord)

## ? Objective

Create a **single, repeatable system** for setting up Fiverr website projects in ClickUp so no critical detail is missed and every team member works from the same source of truth.

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## ? Scope

This SOP applies to **all Fiverr website development projects** without exception.

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## ?? Tool Used

- ClickUp (Task Template: *Client's Fiverr Username - Project Type*)
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## ? Step-by-Step Process (With Screenshots)

Follow these steps **in the same order** every time. Insert the relevant screenshot under each step when documenting.

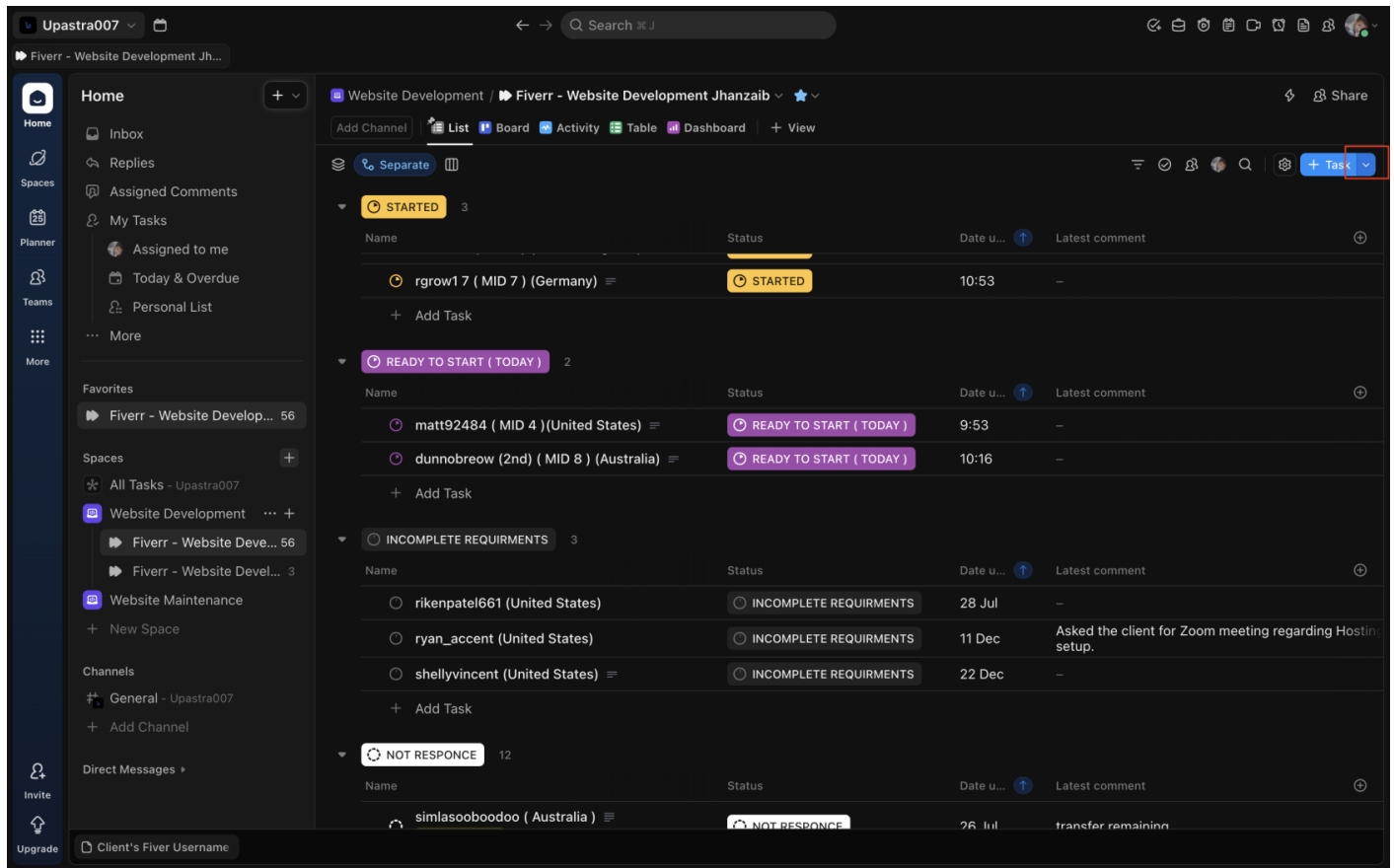
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## ? Step 1: Click + Task

- Go to the correct Fiverr Website Development list

- Click **+ Task** (top-right)

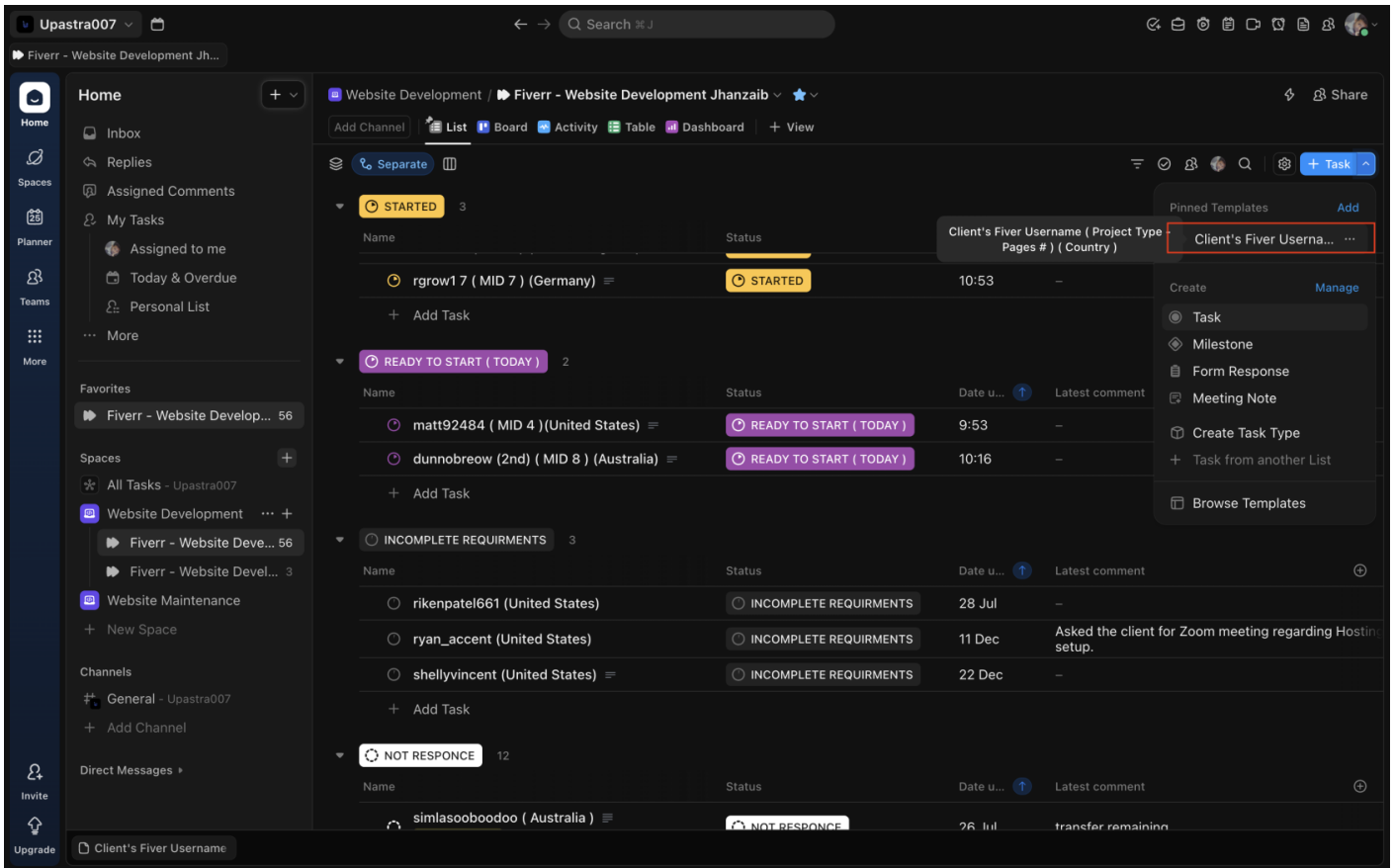
Screenshot: Task button highlighted



## ? Step 2: Select the Approved Task Template

- From **Pinned Templates**, select:  
**Client's Fiverr Username ( Project Type - Pages # ) ( Country )**
- Do NOT create a blank task

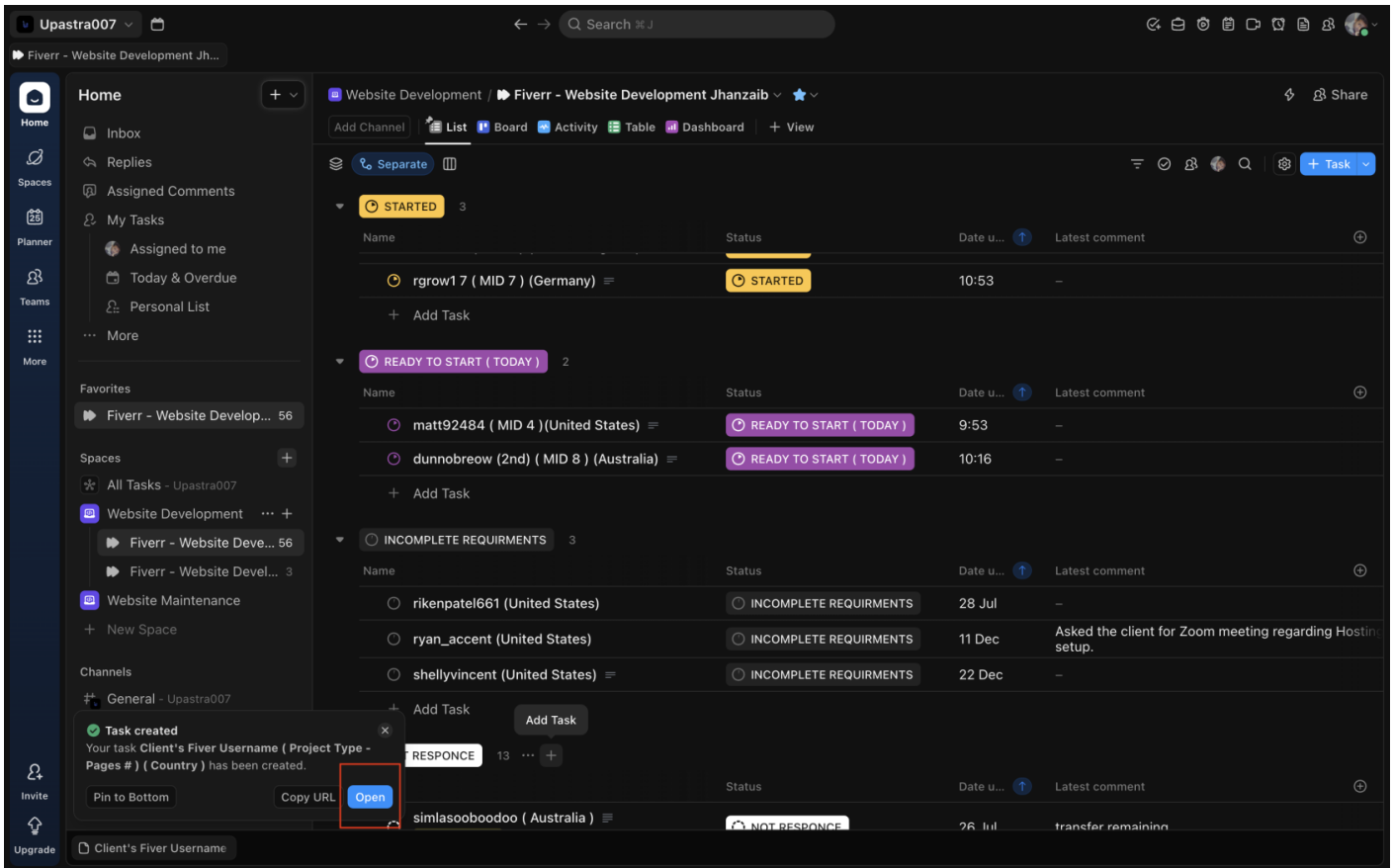
Screenshot: Template selection dropdown



## ? Step 3: Open the Newly Created Task

- Once the task is created, click **Open**
- You must complete all required fields before moving the status

Screenshot: Open task button



## ? Step 4: Rename the Task (Mandatory)

Rename the task using this exact format:

Client's Fiverr Username ( Project Type - Pages # ) ( Country )

Example:

johnsmith123 ( Project Type ( **Need to be Added by Project Manager** ) - 5 Pages) (United States)

Screenshot: Task title edit

**matt92484 ( MID 4 ) (United States)**

## ? Step 5: Add Google Drive Link

Under **Project Files & Chat**:

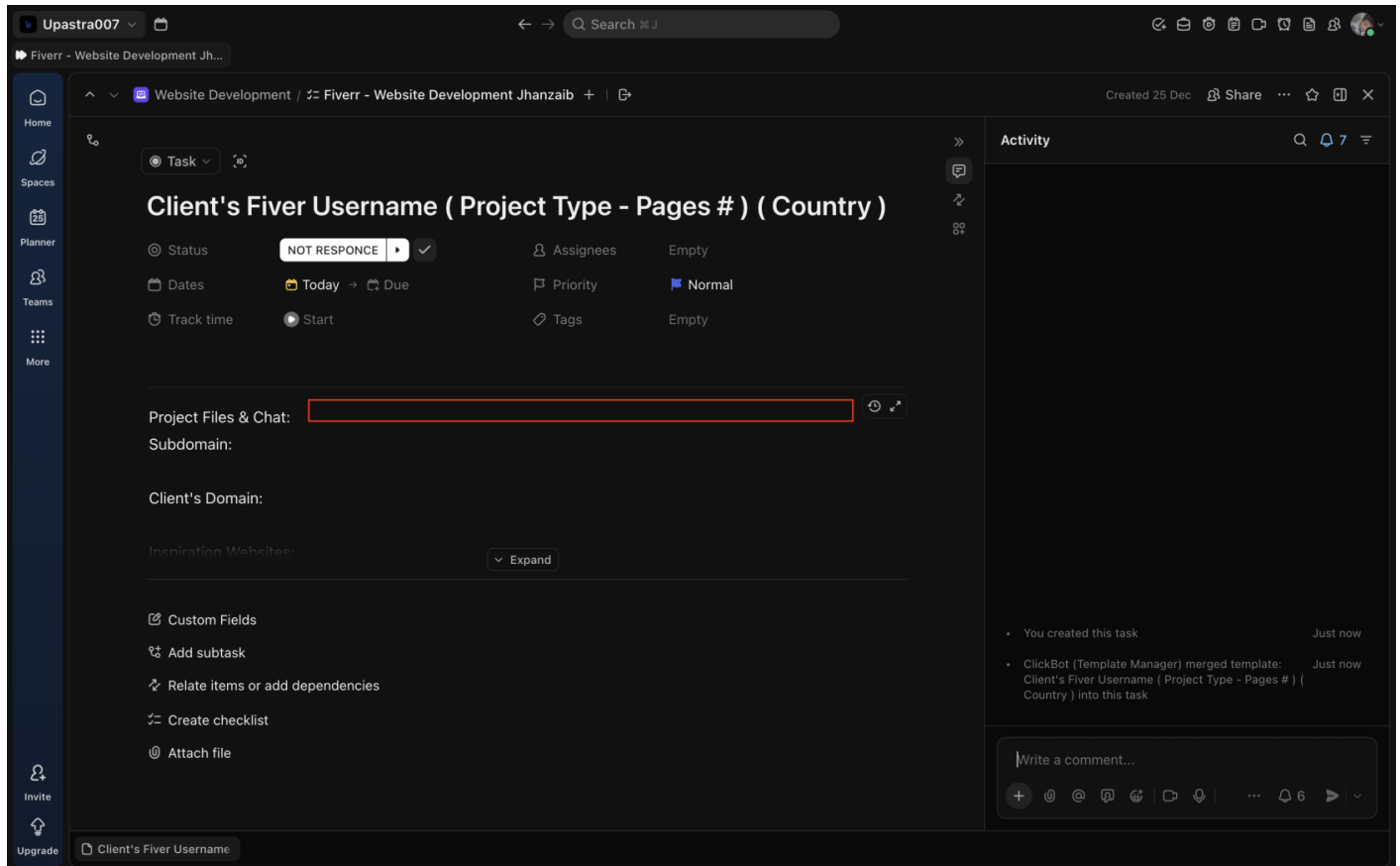
- Paste the main Google Drive folder link

This folder is the single source of truth for:

- Assets
- Credentials
- References

☐ No Drive link = task is NOT started

Screenshot: Drive link field



## ? Step 6: Add Subdomain

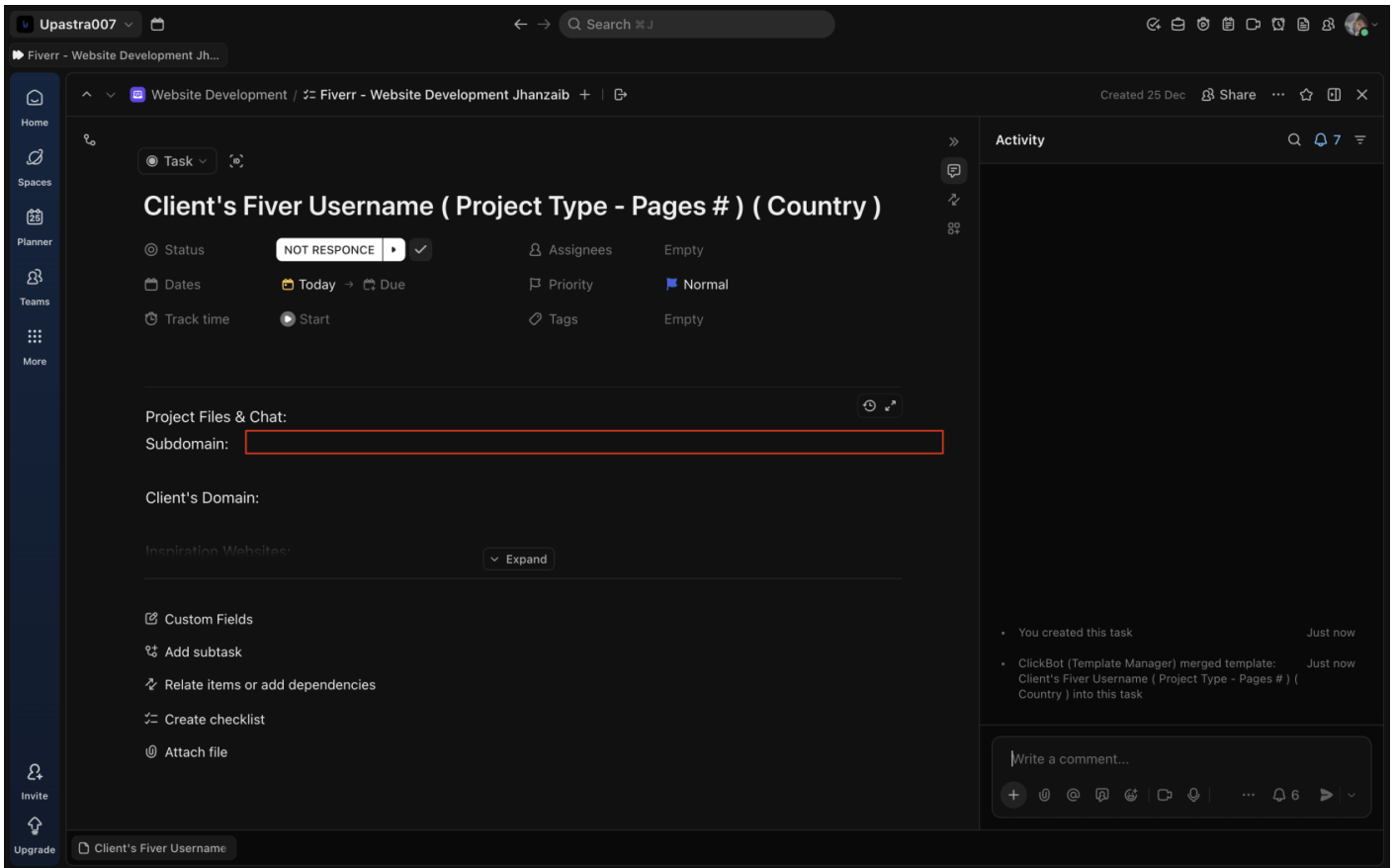
Under **Subdomain**:

- Add the development subdomain once created

Example:

clientname.jehanzaib007.com

Screenshot: Subdomain field

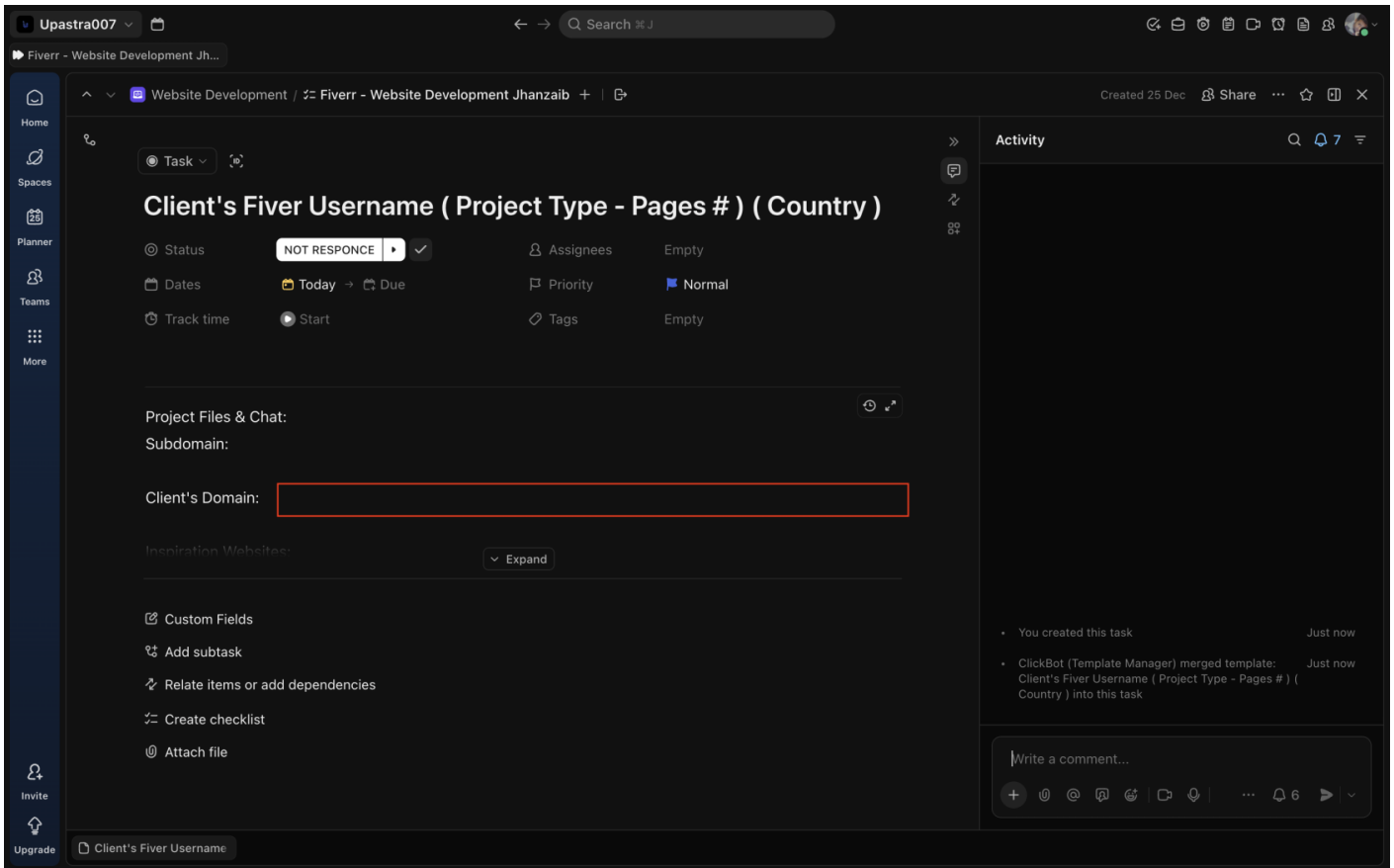


## ? Step 7: Add Client's Final Domain

Under **Client's Domain**:

- Add the live domain on which we will transfer the website once the project scope is completed or client approves the transfer if client already has any active website on the domain.

Screenshot: Client domain field



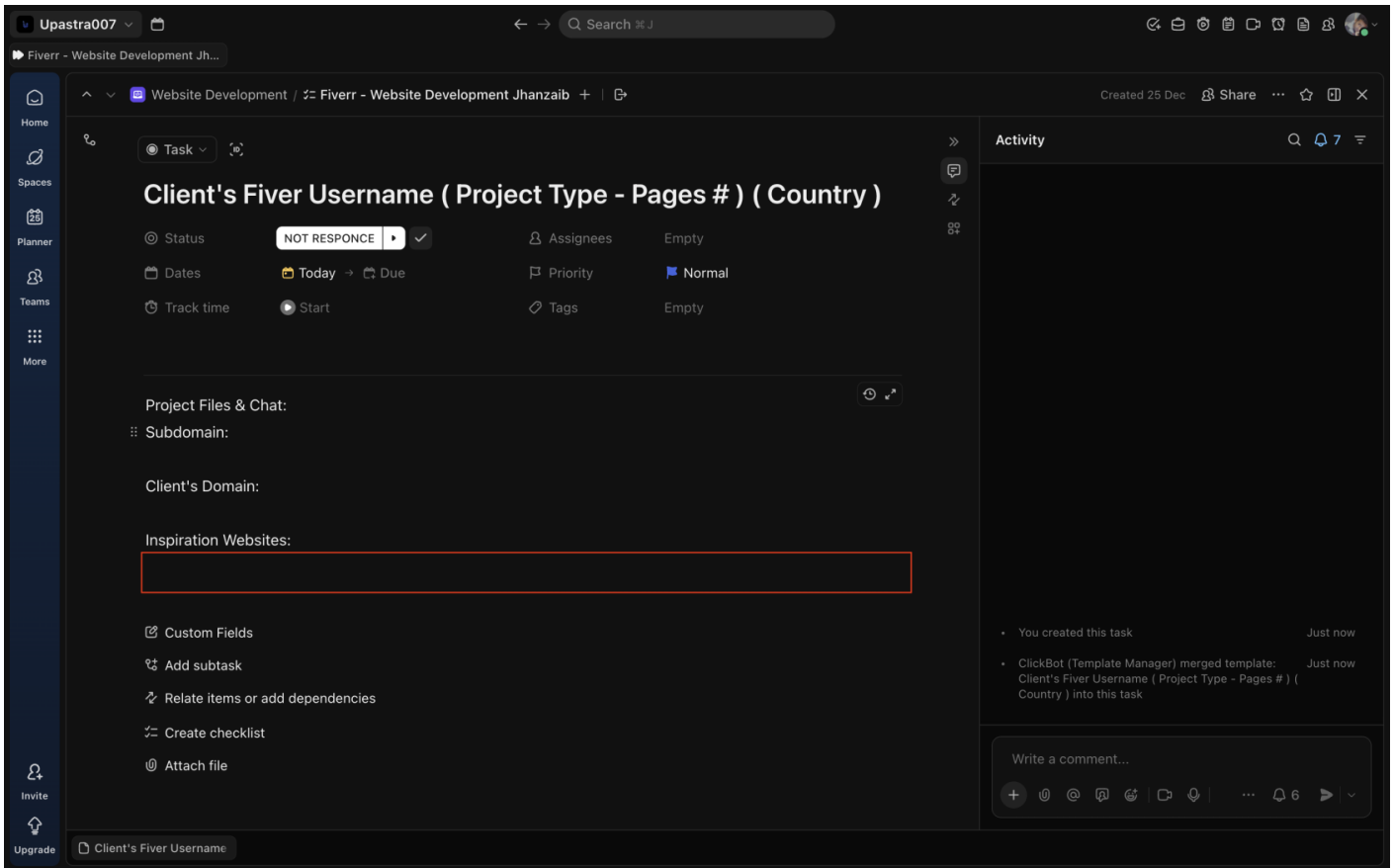
## ? Step 8: Add Inspiration Websites & Notes

Under **Inspiration Websites:**

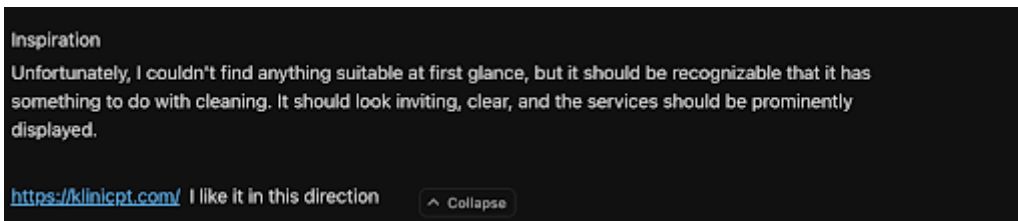
- Paste all reference links shared by the client
- Add short notes if required (layout, colors, structure)

Keep it short and clear.

Screenshot: Inspiration websites field



Like This as well: Any notes based on the inspiration given by the client.



## ? Step 9: Verify Watchers

- Open **Followers / Watchers**
- Confirm core team members are already added by template
- Do NOT remove watchers

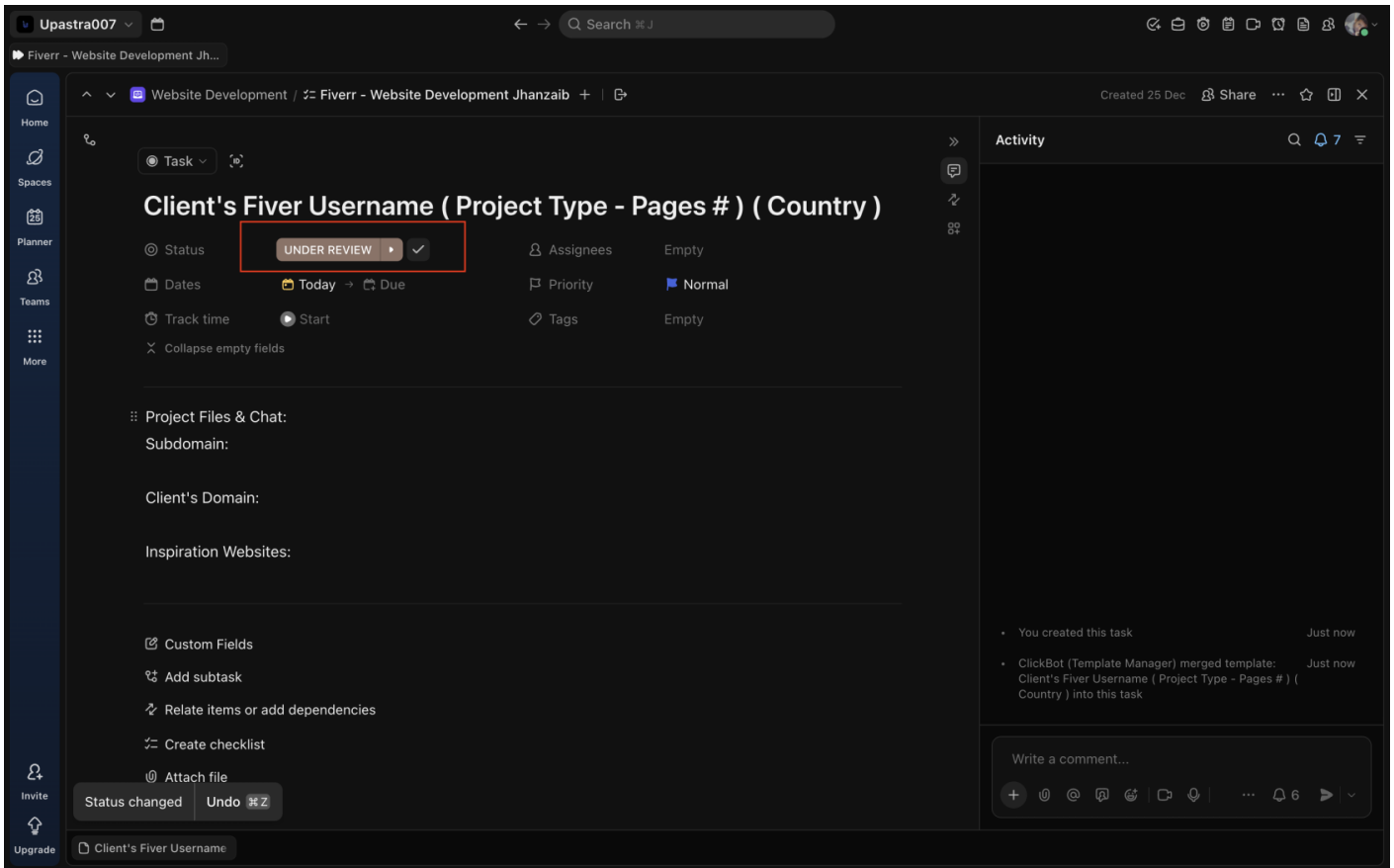
Screenshot: Watchers panel : **It has all of the Managers Admin And Project Completion, Closer Members.**

The screenshot displays a task management application interface. The main task is titled "Client's Fiver Username ( Project Type - Pages # ) ( Country )" and is currently in a "NOT RESPONSE" status. The interface includes a left sidebar with navigation options like Home, Spaces, Planner, Teams, and More. The right sidebar shows an activity feed with a "Follow" notification highlighted in a red box, indicating that the user has followed the task. Below the notification, there is a list of 7 followers, including "Me", "Amir Sohail", "Hammad ali", "Saifullah", "Majid Rai", and "subhan khan". The activity feed also shows a notification from "ClickBot (Template Manager)" regarding a merged template.

## ? Step 10: Update Task Status

- Only after all above fields are filled
- Move task to the appropriate next status (e.g. **Under Review** )

Screenshot: Status changed to Under Review



# ? Quality Check (Before Moving Status)

Before changing the task status from **Not Response / Ready to Start**:

Ensure ALL are filled:

- Correct task title
- Drive link added
- Subdomain (if created)
- Client domain (if available)
- Inspiration links (if shared)

# ? Why it Matters

If any required field is missing, the task is considered **INCOMPLETE** — even if work has started.

This SOP exists to protect speed, clarity, and quality. Follow it strictly.

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Revision #8

Created 25 December 2025 08:07:08 by Jehanzaib

Updated 25 December 2025 08:27:40 by Jehanzaib