

ScopeShield Starter Kit

Three free templates to stop scope drift before it starts

Use this mini-kit on your next freelance project. Replace bracketed fields and keep every approval in writing.

Included

- One-page Project Brief
- Change Request decision record
- Weekly Status Update

One-page Project Brief

Done	Check	Evidence / notes
☐	Business goal	[Outcome]
☐	Audience	[Primary user]
☐	Current state	[Today]
☐	Desired state	[After launch]
☐	Deliverables	[Outputs]
☐	Constraints	[Time / budget / tech]
☐	Success	[Observable metric]
☐	Decision owner	[Name]

Working note: _____

Change Request

Done	Check	Evidence / notes
☐	Request	[What changed]
☐	Reason	[Why]
☐	Scope impact	[Added / removed]
☐	Price impact	+/- \$[Amount]
☐	Timeline impact	+/- [Days]
☐	Decision	Approve / Decline / Defer
☐	Approved by	[Name + date]

Working note: _____

Weekly Status Update

Done	Check	Evidence / notes
[]	Status	Green / Amber / Red
[]	Completed	[Outcomes]
[]	Next	[Next outcomes]
[]	Decision needed	[Owner + deadline]
[]	Risk	[Risk + mitigation]
[]	Budget / hours	[Actual vs plan]

Working note: _____

Want the complete system?

The full ScopeShield Client Ops Kit includes 15 editable operating templates, 33 email scripts, two spreadsheet systems, a pricing model, a field guide, and the project handoff checklist.

Visit the ScopeShield site or email codextasks@gmail.com with subject SCOPEKIT.

ScopeShield is an operations resource, not legal, tax, accounting, or financial advice.