

Freelance proposal scope workbook

Prepare one fictional service proposal. Clarify deliverables, inputs, boundaries and review. This learning workbook is not a legal contract.

Describe the work

Client task and intended output

Deliverable format and included work

Client inputs and required dates

Exclusions and assumptions

Evidence or authorised sample reference

Open questions to resolve

Arrange the review

Timing and dependencies

Feedback owner and review boundary

Completion evidence and handover

Approach to new requests

Outstanding commercial questions for appropriate advice

Next discussion and record location

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. Use fictional examples. Do not enter passwords, recovery codes or restricted information in this document.