



RESOURCES · FOR COMPANIES & SENIORS

Fractional Engagement Scope — One-Pager

A clear scope is the difference between an engagement that delivers and one that drifts. Fill this in before any senior leader starts — full-time or fractional.

The engagement

Company: _____ Senior Intern / leader: _____

Role (e.g. Fractional CFO): _____

Start date: _____ Duration (e.g. 90 days, then review): _____

Cadence (e.g. 2 days / week; 8 hrs / week): _____

The outcomes (the important part)

Write outcomes, not activity. 'Rebuilt the model and closed the audit' beats 'owns finance'.

By day 30: _____

By day 60: _____

By day 90: _____

Deliverables

1. _____ 2. _____ 3. _____

Ways of working

Primary contact: _____ Decision rights (decide vs recommend): _____

Tools / access needed: _____ Review rhythm (e.g. fortnightly): _____

Commercials

Rate / fee: _____ Invoicing: through Senior Intern Review / extension: _____

Senior Intern manages the contract, payments and a single point of accountability around every engagement. — theseniorintern.com