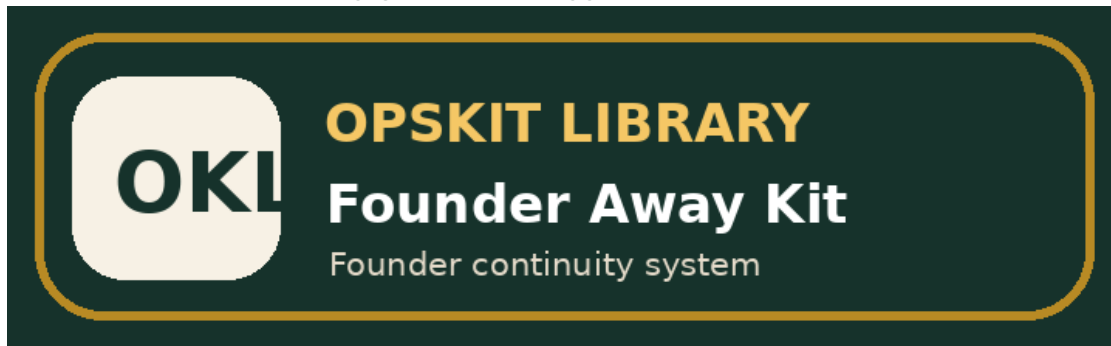




FOUNDER AWAY KIT

5-DAY COVERAGE SYSTEM

DOCX · XLSX · EXAMPLES

Start Here Implementation Manual

Set up the Founder Away Kit in one focused afternoon, then improve it after the first real coverage test.

This file helps you	Open it when	Output you should have
Choose the fastest path through the kit instead of opening random templates.	You are beginning setup, reviewing the product, or training a backup operator.	A prioritized implementation path and quality checklist.

NO FILLER STANDARD

Every page in this file should help a founder assess readiness, hand off real work, make a decision, cover a client, or improve the system after returning. If a page is only decorative, it does not belong.

The core promise

The Founder Away Kit is not a generic SOP bundle. It is a continuity system for a founder-led service business that needs one trusted person to cover active clients, daily obligations, and escalation decisions for 1–5 business days.

Phase	Timebox	Open these files	Definition of done
1. Diagnose	20 minutes	Readiness Assessment	You know the top three risks that would break coverage.
2. Stabilize	45 minutes	Handoff Brief + Control Center	Backup knows priorities, access paths, clients, and recurring work.
3. Bound decisions	30 minutes	Decision Rights + Escalation	Backup knows what to decide, what to wait on, and when to interrupt.
4. Cover clients	45 minutes	Client Coverage System + Swipe Files	Active clients have next actions, risks, and approved messages.
5. Document essentials	60 minutes	SOP Starter Library	Most likely coverage tasks

			have minimum viable SOPs.
6. Improve	30 minutes after return	Return Debrief	Gaps become system fixes instead of guilt.

Buyer outcome checklist

Done	Requirement	Owner / evidence
☐	A backup can name this week's top priorities without asking the founder	
☐	Every active client has next action, owner, risk label, and communication rule	
☐	Routine decision thresholds are written in dollars, dates, or risk language	
☐	Emergency triggers are specific enough to act on	
☐	The daily operator checklist tells the backup exactly what to do morning/midday/end-of-day	
☐	Return debrief converts coverage issues into process improvements	

What makes this worth paying for

Low-value template behavior	Premium kit behavior
Blank forms with vague labels	Specific fields, examples, thresholds, and instructions
Decorative cover pages	First page explains practical use and expected output
Generic SOP template	Ten SOP starters tied to coverage situations
Spreadsheet as raw data dump	Control center with Start Here, readiness, clients, tools, recurring work, decision log, daily log, and debrief tabs
No preview strategy	PDF preview and screenshots show actual interior pages