

## **CASE Tool 6-3: Project Scoping Tool**

### **ABSTRACT**

Do your proposal letters and agreements fully describe your intended scope of service?  
Adequately understand scope and clearly representing that scope to clients can be difficult.  
CASE Tool 6-3, Scoping Development Tool can assist with scope development and presenting that scope to clients. The tool is provided in editable Word and Excel formats or easy adaptation in any office and for any type of project.

See also, *CASE Contract Document #2-2019* for more information.