

Seven Element Prep Worksheet - Short

COMMUNICATION

Purpose / Product / People / Places / Process
Opening / Agenda / Roles / Ground rules / Advocacy / Inquiry / Exit

RELATIONSHIP

Decision makers, influencers, and stakeholders
CURRENT STATE | Action Steps to bridge the gap | DESIRED STATE

INTERESTS

Priorities : Shared, Different, Conflicting

Ours

Theirs

Others?

OPTIONS

Possible agreement components; From all perspectives

CRITERIA

Benchmarks / Objective Standards / Fair Processes

IF "NO"

IF "YES"

ALTERNATIVES to joint agreement

"Walk-Aways" / BATNA

OURS

THEIRS

COMMITMENT

Aspire to / Content With / Bottom Line

OURS

THEIRS

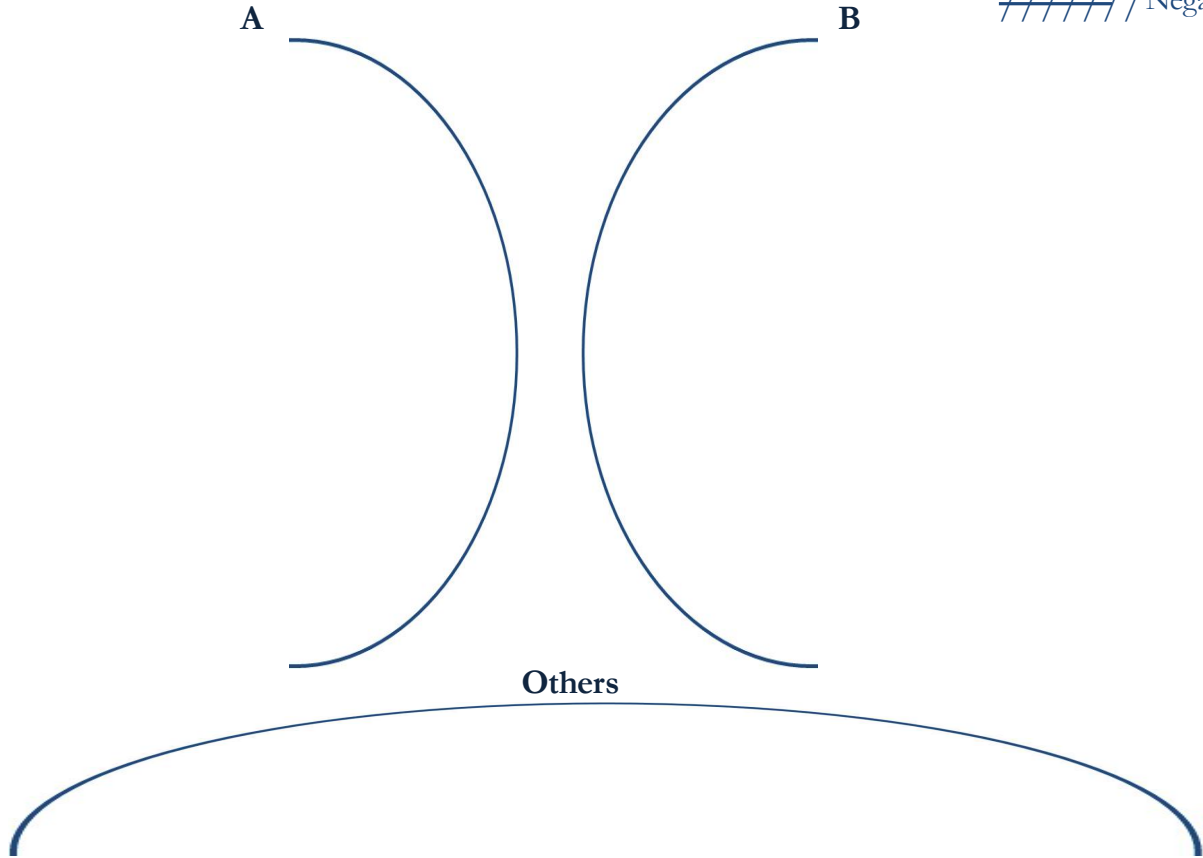
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Relationship Map

Diagram the organizations and key parties: decision makers, influencers, and stakeholders and lines of actual (and potential) influence and antagonism

Relationship Line Key:

- Hierarchy
- - - - Influence
- ##### / Negative



Issues

Draft topics that must be, should be, or could be discussed – the negotiation “table of contents.”

Given the issues, have we identified all the parties?

Sequence Map (complete after 7 Element analysis)

A timeline of the interactions, tasks and decisions required to negotiate, vet, close and implement a deal



Given the Sequence Map, have we identified all the parties and issues?