

1. Unstructured:

(What are the issues at hand, who are the parties, where will the negotiation be held, what are the needs of both parties, what do you hope to achieve, what are the issues, claims and counter claims?)

We were first contacted by Joe Smith at NewCo in 2003. When he called, he told us that he wanted a price quote.... Etc. etc. etc.

<i>Issue</i>	<i>Action</i>	<i>Reaction</i>	<i>Counter-Reaction</i>
Issue 1	Our action	Expected reaction	Our counter to the reaction
Issue 2	Our action	Expected reaction	Our counter to the reaction
Issue 3	Our action	Expected reaction	Our counter to the reaction
Issue 4	Our action	Expected reaction	Our counter to the reaction
Issue 5	Our action	Expected reaction	Our counter to the reaction

Other: There are rumors out there – which will likely be brought up during negotiations as additional issues. These rumors are summarized below.

<i>Subject</i>	<i>Rumor</i>	<i>Own Party's Position</i>	<i>Other Party's Position</i>
Price	Competing bids, price pressures from companies X, Y and Z	We are aware of competing bids...	Bids are firmly in hand
Quality	Would be willing to pay high price for guaranteed quality	We can guarantee quality, haven't said so yet.	Quality is required for long-term commitment

2. Structured

Why:

Needs:

Other Options: Are there other options?

Characters: Fred, Joe, Alice, Bob

Strengths and Weaknesses:

Own Party Strength:

Own Party Weakness:

Other Party Strength:

Other Party Weakness:

Alternatives:

Who:

Parties: Company X and Company Y.

Style: Competitive / friendly / hostile?

Relationship: What is the relationship?

Third Parties / Competitors: Who else is involved?

Authority: do all parties have the authority to do a deal?

Personal: how have the parties been on a personal level?

Recording: Who's going to record the negotiation?

NEGOTIATION PREPARATION WORKSHEET

What:

Issues:

<i>Issue</i>	<i>Own Party</i>	<i>Other Party</i>	<i>Difference</i>
Issue 1	Position 1	Position 1	The Difference
Issue 2	Position 2	Position 2	The Difference
Issue 3	Position 3	Position 3	The Difference
Issue 4	Position 4	Position 4	The Difference
Issue 5	Position 5	Position 5	The Difference
Issue 6	Position 6	Position 6	The Difference