

Interest-Based Development & Negotiation Plan Worksheet

Prepare		Create Value	
<i>Authority, Parties, Issues</i>	<i>BATNA (alternatives)</i>	<i>Interests</i>	<i>Possible Option Packages</i>
What is my authority from my client?	What are my alternatives/my best alternative to a negotiated agreement (i.e., What will I do if I don't come to an agreement in this negotiation)?	What are my interests (why do I want the things I am planning to ask for?)	What are a few options for possible solutions?
Who are the parties?			Option A.
1.	1. ...	1. ...	
2.	2. ...	2. ...	Option B.
		3. ...	
What are the issues or topics?	What are their alternatives?	What are their possible positions and interests?	Option C.
1. ...	1. ...	1. ...	
2. ...	2. ...	2. ...	
		3. ...	
<i>For parties, be sure to list any individual or entity that cares about the outcome. Another way to think about issues is the things you'll need to agree on in order to get a deal.</i>	<i>Review your BATNA against theirs. How can you make your BATNA more powerful? How can you affect their BATNA?</i>	<i>Also consider your positions or starting points (and you're your strategy & reasoning). Prioritize the interests. What is most important to you and to them?</i>	<i>Options should be presented in packages that include all or most of the issues. Be sure to include logrolling where applicable.</i>

Interest-Based Development & Negotiation Plan Worksheet

Distribute Value	Follow-Through	Information Gathering	Relationship
<i>Building Trust</i>	<i>Expect the Unexpected</i>		
Are there standards or criteria that both sides might be able to agree upon? If so, what are they?	What might go wrong in the negotiation or implementation? How might these be overcome?	What questions do I need to ask?	What type of relationship do the parties have? Are we trying to build a relationship? Repair? Create? Dissolve?
		What questions do I <i>want</i> to ask?	How is the relationship now?
<i>What can I do to build trust with the other party/parties?</i>	<i>Make sure the deal terms specific, measurable, attainable, realistic, and timely..</i>	What is my frame?	How would we like it to be?
		Do I have a theme?	What can I do in this meeting to help us reach our goals?
		<i>Think about how, not just what you will communicate.</i>	<i>Key reminder: Separate the people from the problem</i>