

Negotiation Planning Document

Negotiation & Role:		
Partner's Names(s) & Roles		
STATED PURPOSE What is this negotiation <i>supposed</i> to be about?		
INTERESTS: (Think broadly, then prioritize. Compare your priorities to find tradeoffs/concessions.)		
Mine:	Theirs:	
BATNAs: (State in words and in terms of points, dollars, or the appropriate metric)		
Mine:	Theirs:	
OPTIONS & ISSUES (Brainstorm ways to expand the pie or find a mutually attractive agreement)		
STANDARDS (equity, need, fairness, market rates, industry benchmarks, historical data, assumptions...)		
PROPOSALS (think in terms of multi-issue packages)		
Aspire to (=Target Point)	Content with	Live with (=Reservation Point)
INTENTION FOR THIS NEGOTIATION (tactics/strategies you want to try, goals, focus areas)		