

The Negotiation Event one-pager

part of the Negotiation Hypercube toolkit

<i>The other party:</i>	<i>Project:</i>
<i>Negotiation round:</i>	<i>Creation date and version:</i>


Context and Background

Our business and Interests	Their offer
Our relationship and Power balance	The competition
Our key interests	

Objectives and Trading plan

	Priority	Scope elements and interests	Origin	Our organisation			The other party		
				Most Desirable Outcome	Objective	Least Desirable Outcome	Least Desirable Outcome	Moves in the negotiation	Most Desirable Outcome
Must - have									
Nice-to-have									
Extended Scope									

Tactics

 <p>Opening</p> <p>Main</p> <p>Closing</p>	Our participants and their Roles
	The other party's participants
	Seating positions
	Key messages and Questions

Trades and Concessions proposed by us

If	Then
Proposed trades	Requested reciprocation

Trades and Concessions proposed by them

Alternatives

BATNA :

Additional value creation ideas

Negotiation Performance Review

part of the Negotiation Hypercube toolkit

Negotiation Title:

Summary date:

Parties involved:

Negotiation outline and Outcomes

High-level project scope:

Negotiated value:

Individuals involved:

Negotiation methods used:

Negotiation outcomes:

Next steps:

Performance evaluation

Overall evaluation result:

Performance Measures	Evaluation Result	Comments

Key business intelligence captured

The other business:

The market:

The industry:

Key lessons learned

About the negotiation plan:

About the other team:

About our team:

Feedback

Internal:

External: