



## Negotiation Planner

Customer:

Project or Product:

### Step 1 – Identify and Prioritize the Elements

Create a list of the elements or issues that are part of this negotiation. Then assign priorities to each based upon your position as well as the customer's.		Priority Level							
		Yours			Theirs				
		H	M	L	H	M	L		
1.									
2.									
3.									
4.									
5.									

### Step 2 – Establish Settlement Ranges

Negotiable Element (above)	Your opening or initial offer	Range acceptable to you	Your “walk away” point
1.			
2.			
3.			
4.			
5.			



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#### Step 3 – Plan Your Concessions

Negotiable Element (above)	Concession #1	Concession #2	Expected Customer Commitment
1.			
2.			
3.			
4.			
5.			

#### Step 4 – Anticipate Stalemates and Tactics

Negotiable Element (above)	Ideas or Strategies to overcome
1.	
2.	
3.	
4.	
5.	