

## Negotiation Preparation Checklist

1. Who am I representing in this negotiation? How will we prepare together?
2. What is my mandate? Is it clear?
3. What are our interests (in order of importance) in the upcoming negotiation?
4. What are the interests of the individuals/groups we're negotiating with?
5. What is our BATNA? (i.e., where would we stand if this deal fell through?)
6. How can we improve our BATNA?
7. What is their BATNA?
8. What information should I try to get early in the discussion? From whom?
9. What proposals can I make that meet their interests well and my interests very well?
10. What criteria can I use to persuade them that these proposals are fair?
11. What implementation problems are likely to arise if they accept my proposal and how might these be overcome?