

# Checklist #1: Assessing the Balance of Responsibility

On the scales below, rate who is taking responsibility in an important project you are now engaged in. Put a check mark where it currently balances out.

**Client Has Major  
Responsibility;  
I Have Little**

**I Have Major  
Responsibility;  
Client Has Little**

50/50

1. Define the initial problem

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2. Decide whether to proceed with the project

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3. Select the dimensions to be studied

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4. Decide who will be involved in the project

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5. Select the method

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6. Do discovery

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7. Through 9. Funneling the data and making sense of it

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10. Provide the results

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11. Make recommendations

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12. Decide on actions

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Connect the marks you made. Any place the line deviates from the center shows an opportunity for you to restructure this project or your next one to take full advantage of using client involvement to increase your chances of success—especially the chances that your project will still be active and used after you have left the scene.