

Checklist #3: Planning a Contracting Meeting

Answer these questions when you are planning a contracting meeting.

1. **What imbalance do you expect in the responsibility for this project? Do you think the client will want to treat you as the expert and give you 80 percent of the responsibility? Or will the client treat you as a pair of hands and keep 80 percent of the responsibility?**
2. **What do you want from the client?**
 - What are your essential wants?
 - What are your desirable wants?
3. **What are you offering the client?**
 - Technically?
 - Personally?
4. **What do you think the client might want? List all possibilities.**
 - Technically?
 - Personally?
5. **Are the key clients going to be in the room?**
 - Who can make a decision on proceeding with this project?
 - Who will be strongly affected by this project?
 - Who is missing from the meeting?
 - What are their roles. For example, to get some action on the problem started or implement the outcome of your consultation or because they have the best information on the problem?
6. **What resistance do you anticipate?**
7. **What are the conditions under which it would be best not to proceed?**