

Checklist #2: Analyzing One of Your Contracts

Pick a complicated contract that you have negotiated. Write up the elements of that contract using the following headings:

- 1. The Boundaries of Your Analysis**
- 2. Objectives of the Project**
- 3. The Kind of Information You Seek**
- 4. Your Role in the Project**
- 5. The Product You Will Deliver**
- 6. What Support and Involvement You Need from the Client**
- 7. Time Schedule**
- 8. Confidentiality**
- 9. Feedback to You Later**