

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 the Major Responsibility I have little.	50/50	I have Major Responsibility: Client has Little
1. Define the initial Problem	_____		
2. Decide whether to proceed with the project	_____		
3. Select the dimensions to be studied	_____		
4. Decide who will be involved in the project	_____		
5. Select the Method	_____		
6. Do Discovery	_____		
7-9. Funneling the data and making sense of it	_____		
10. Provide the results	_____		
11. Make recommendations	_____		
12. Decide on actions	_____		

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.

