

## 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**

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**2. Objectives of the Project**

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**3. The Kind of Information You Seek**

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**4. Your Role in the Project**

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**5. The Product You Will Deliver**

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**6. What Support and Involvement You Need from the Client**

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**7. Time Schedule**

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**8. Confidentiality**

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**9. Feedback to You Later**

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