

Easy WinWin Negotiations Guidelines

This document contains guidelines for performing Easy WinWin negotiations for your project. All the team members should be involved in the negotiations. It is necessary to consult your customer for the negotiations, although the customer may not use the tool directly.

Step 1. Stakeholders

Identify the key stakeholders in your system. The following stakeholder roles are suggested you can add more or drop some for your project if required:

1. Customer
2. Administrator
3. User
4. Developer
5. Maintainer
6. Project Manager
7. Architect

Please decide who would serve as any of these roles through discussion with your team members.

Step 2. Review and Expand the Negotiation Topics

Easy WinWin schema has a basic taxonomy for the negotiation topics. The class web page has [suggested taxonomy](#) for various projects. Review these taxonomies and tailor the Easy WinWin taxonomy so that all the elements of the taxonomy are relevant to your project.

Step 3. Set Win Conditions

Identify the win conditions for your project's stakeholders by going through the brainstorming, converging on the win conditions and prioritization. If the customer is not present, you have to consult with the customer to identify his win conditions and his priorities. Discuss the win conditions and appoint one of the team members as a surrogate customer if the customer would not be using the EWW tool.

It is necessary to use each taxonomy element through the various win conditions. It is also necessary to provide clear description and explain the rationale for your win conditions.

Step 4. Capture Glossary of Terms

Identify the terms that have special meaning within the context of your project. Those terms would require explanation to the different stakeholders. You have to write a definition for each term. You can add terms anytime during the negotiation.

Step 5. Identify Issues, Options Negotiate Agreements

Identify the issues for the win conditions wherever there is a conflict or risk with the win conditions. Create options for the issues.

Win conditions for which no issues have been raised are usually declared agreements. But you need to negotiate agreements for options. It is extremely important to involve your customers in making agreements, especially those related to their win conditions.

Make sure that all identified negotiation topics have been sufficiently covered in the process.

Step 6. Submitting results

Print a report of the Easy WinWin negotiations in MS Word format. Submit a hard copy of the report and post the documents on your team web site.

The report should include:

- Agreed upon taxonomy
- Captured terms and their definitions.
- Charts for the win conditions prioritization as shown on page 94 of the EWW process guide. One chart will not display all win conditions correctly, you need to select a set of win conditions sequentially and then produce a chart for each set.
- Win conditions and, if any, their identified issues and options.
- Final agreed upon win conditions, which will later provide a basis for your project artifacts.