



Negotiation Strategy Planner

INTRODUCTION

Negotiation isn't easy, it requires planning and understanding. This document will support you in a simple negotiation to help you get what you need.

It's not a complicated exercise but takes time and consideration to go through. It is recommended to complete it initially, and then take a second pass later as you'll consider other things you can add in.

Most importantly, this document is *yours*, once completed do not share it outside your business as you will lose all your bargaining power.

HOW TO USE THIS DOCUMENT

The document below is split into some suggested negotiation points, preferred outcomes, and leverage detail.

Use the negotiation points in the table below as an aide and add to them anything further you see fit.

Preferred outcomes – these are the positions you want to land on during your negotiation. Be realistic here, whilst you can ask for anything, are those you're dealing with going to entertain your wants? Note down where you want to get to, whether that is a specific price, a specific clause or way of managing the relationship. This will help you when you are discussing with the other party to ensure you remember all of your requirements.

Leverage Detail – this is how you are going to get to your preferred outcome. What you can do to improve the price or how you can factor your own clauses in. This is for you to utilise and get thinking about how you can move the discussions in your favour.

Risk level – this is the level of risk to your business should the negotiation either fail, or the services not be sufficient for you. For example, negotiating services for a payroll company would be "high risk" -> they hold a lot of employee personal data (Data risk), if the services aren't suitable people don't get paid (Employee risk), if you don't pay your employees your business could have negative publicity (Reputational risk). However, if it's an office stationery contract, then it's likely to be low risk, little data, low expense, easy to change. Thinking about risk in these contexts will help you frame where you're preferred positions will be. Think about why you've classified it as high risk, and what you could do to mitigate against this.

ADDITIONAL ASSISTANCE

Do you need added support in your negotiation, contract drafting or supplier sourcing? Sourcing Manager can support you with an array of Contract and Procurement activity including negotiating and reviewing contracts on your behalf for a low-cost fixed fee.

We also offer free advice sessions and will also support you in completing this planner if you need help.

Contact us:

Contact@sourcing-manager.co.uk

www.sourcing-manager.co.uk

Negotiation Planner

SUPPLIER

[Supplier Name]

RISK LEVEL

[High/Medium/Low]

RISK REASONING

[Why this Risk Level]

OVERVIEW

[Provide brief overview of what you're negotiating for]

Your Preferred Position

Leverage Detail

	<i>Your preferred outcome or position</i>	<i>How will you aim reach this.</i>
<p>PRICING</p> <p><i>Cost</i> <i>Cost Structure</i> <i>Billing</i> <i>Bolt-on</i></p>		
<p>PRODUCT</p> <p><i>Product obtained</i> <i>Additional Services</i> <i>Access and availability</i></p>		
<p>CONTRACT</p> <p><i>Yours or Supplier terms</i> <i>Key Clauses</i> <i>Schedules</i> <i>Contract inclusions</i></p>		
<p>DATA PROTECTION</p> <p><i>Amount of data processed by supplier</i> <i>Types of data processed (Sensitive, Confidential, Medical)</i> <i>Data Protection Schedule</i> <i>Processor/Controller</i> <i>Yours or Supplier terms</i></p>		

Your Preferred Position

Leverage Detail

<p>GOVERNANCE</p> <p><i>Service Level Agreement</i> <i>Rebates or Service Credits</i> <i>Contract inclusions</i> <i>Accountable Stakeholders</i> <i>Review Cadence (Quarterly Business Reviews)</i></p>		
<p>RELATIONSHIP</p> <p><i>Accountable Stakeholders</i> <i>Regular Review cadence (Monthly, quarterly, annual) and content</i></p>		

OTHER NOTES: