CHAPTER TEN WORKSHEET

What This Should Cost

One sitting, and you need at least one real proposal.

Name _____ Date _____

1 Write, in nouns, what you are actually asking for.

WHAT I AM ASKING FOR, IN NOUNS

_____

_____

_____

_____

2 Mark the proposal against the six parts of a complete thing.

Part	In	Out	Unstated
Baseline	☐	☐	☐
One outcome	☐	☐	☐
Real activity	☐	☐	☐
Measurement	☐	☐	☐
Training	☐	☐	☐
Handoff	☐	☐	☐

Unstated counts as out.

3 Mark it against the seven items above.

The seven items from the chapter are listed in the table.

Item	Met	Missed
Delivered in nouns	☐	☐
What you supply	☐	☐
What is excluded	☐	☐
Who owns the result	☐	☐
What happens when it breaks	☐	☐
The assumptions	☐	☐
How you would know it worked	☐	☐

Misses _____

4 **Ask the discovery question out loud.**

The question: “At the end of this, will I have a document that I could hand to a different supplier and get a comparable quote from?”

THEIR ANSWER, IN THEIR WORDS

_____

_____

_____

5 **Ask who carries the surprise, and say which of you should.**

☐ Well specified: ask for a fixed price ☐ Not specified: ask for a ceiling and a review point

Who should carry the surprise _____