

The Clear Agreement Form

Owner: _____

<p>1. What is the TASK?</p> <p>What is the task or project I am taking ownership of?</p>	
<p>2. What is the OUTCOME/DELIVERABLE?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Level of detail ▪ Format ▪ Measures or standards ▪ End-user of information 	
<p>3. What ACTIONS will I take to complete the task, project, outcome, or deliverable?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Others involved ▪ Authority needed ▪ Assistance needed ▪ Resources needed 	
<p>4. What are the BY WHENs? What are the deadlines for this task, project, or deliverable?</p> <p>Consider: What is the agreement to renegotiate if the deadline cannot be met?</p>	
<p>5. What are the STAKES/BENEFITS associated with this task, project, or deliverable?</p> <ul style="list-style-type: none"> ▪ Benefits of completing? ▪ Consequences of not completing? ▪ Who will be impacted? ▪ Success defined? 	