Creating Win-Win Agreements   
DR. GRAC gets RACI !

Good delegation, good negotiation, good management all rely on the ability to form Win-Win Agreements. Here is a simple check list to help ensure clear expectations which are mutually agreed upon.

|  |  |  |
| --- | --- | --- |
|  | Desired Results | Is the outcome defined? Does everyone involved envision the same outcome? Is it mutually beneficial? |
|  | Guidelines | Have I identified any rules, policies, or specifications that should be followed? |
|  | Resources | Have I identified the necessary human, financial, and technical resources? Are they available? Where? |
|  | Accountability | Have I identified what will be reported and when and to whom it will be reported?  R – Responsible: Who is ultimately in charge of various elements? The buck stops with them. They have the authority to make those decisions and bear the responsibility for them.  A – Accountable: Who do they report to about their actions and responsibilities?  C – Consulted: Who needs to be consulted, to give input, but doesn’t bear the authority or responsibility in the matter?  I – Informed: Who needs to be informed, kept in the loop, but not consulted nor bears any responsibility for the matter? |
|  | Consequences | Have I identified the consequences for both failure and achievement related both to the organization and the person(s) responsible? Are the consequences linked to desired results? |