

TRG PROJECT SPEC SHEET MODEL 11/2/11

NEWEST TRG LEADERSHIP TOOL

"Practical Means for Dealing with Difficult Times"

This section of our site features business tools and planning considerations designed to assist leaders for whom "just keeping up" is not good enough. These notes focus on sequences of thought and action intended to enhance the positioning of your group, both on a long and short-term basis.

Each week additional sets of Tools on a wide array of business subjects will appear. Your input is requested as to which Tools might be of interest to you. Requests will NOT create any form of obligation on the Reader who makes the suggestion, but will help us understand which subjects are of general interest.

Please check back weekly to review the next tool. Visit our [LEADERSHIP TOOLS ARCHIVE](#) for previous tools.

TRG PROJECT SPEC SHEET MODEL

BACKGROUND:

A TRG Project Specification Sheet is used to define and advance ANY project, group activity or area of development, moving verbal understanding to a tangible plan. The "Spec Sheet" is used to identify all participants, outcomes and steps, allowing the leadership AND followers a clear view of 1) the intended outcome, 2) options for development and 3) a path forward. Not all Spec Sheets are complete pictures, particularly at the start of a project, and many do evolve with the life of the activity. A Spec Sheet is also a best start on the way to a contractual agreement between parties who must cooperate.

Below is a broad list of elements that might be used in a Project (or Issue Management) Spec Sheet. Using this model will accelerate the deliberation/decision process toward successful conclusions.

IDENTIFICATION OF PARTIES:

- Target Entity (TE) - The company to be engaged that is seeking a market, range of goods/services or rights
- Home Company (HC) - The creator/provider of products/services/rights
- Leadership for each

OVERVIEW:

- Target Entity (TE) has developed a...
- The results affect...
- TE wishes to replicate the success of...

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- The HC currently offers...
- The HC has the resources and technology to...

PURPOSE:

- Create ...
 - Jointly develop...
 - Jointly communicate...
 - Individually and/or jointly promote
- Mutually license...
 - To become a source of recurring revenue directly for...
 - Can be placed in a series of targeted...
 - Can be sub-licensed to...
 - Encourages large numbers of people to...

OUTCOME/RESULT/PRODUCT:

- Percentage (%) of Market share for...
- Gross revenues of \$...

DEVELOPMENT SEQUENCE:

- Initiating Steps
 - The agreement between HC and TE begins with...
 - TE will initiate...
 - HC will initiate...
 - TE will provide HC with...
 - \$xxxx.xx on contract signing
- Duration
 - TE will accomplish...
 - TE will provide HC with
 - \$yyyy.yy when...
 - \$zzzz.zz when...
- Timeline

GENERAL POINTS:

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- XYZ will be required to seek TE's approval to
- HC gives TE a license to...
- TE is permitted to...

FUNDING:

- Initial Payments of...
- Royalties paid to TE will come to no less than \$xxx in the five years after achieving...

OWNERSHIP:

- HC owns all...
- TE owns all...

COMPENSATION:

- xx Percentage of a Market increase of...
- Gross fees of \$...

DISTRIBUTION OF REVENUES:

- Royalty
 - HC will pay TE yy percentage of the adjusted...

MARKETING/COMMUNICATION RESPONSIBILITIES/RIGHTS:

- HC and TE are permitted to each...
- HC and TE must act together to...
- HC is responsible for...
- TE is responsible for...
- Restrictions
 - TE may not transfer rights of TE to any other party
 - TE may not...

TERM:

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- Renewal
 - The working relationship will continue when...
- Termination
 - The working relation will end when...
- Surviving Rights
 - After termination the parties will...

JURISDICTION:

For additional information regarding TRG PROJECT SPEC SHEET MODEL, please visit our [Contact Page](#) and send us an Email or simply call us directly during East Coast business hours on our toll free number 1.800.97-REGIS (1.800.977.3447).