**Conflict Resolution Worksheet Template**

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| **Participants** | | |
| **1. Identify the participants in the conflict and what you hope to achieve.** | | |
| **Conflict Participants** | **Name:**  **Role:** | **Name:**  **Role:** |
| **Problem** |  | |
| **Preferred State** |  |  |
| **Common Ground** |  |  |
| **Options for Resolution** | | |
| **2. Brainstorm and list the options available to resolve the conflict and identify a residual consequence for each option.** | | |
| **Options for Resolution:** | **Option:** | **Consequence:** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Best Options for Resolution** | | | | | | | |
| **3. Prioritize each option and determine how each will be implemented.** | | | | | | | |
| **Implementation Plan** | | | | | | | |
| **Priority** | **Step Description** | | **Team Member Responsible** | **Status/Follow-Up** | | **Due Date** | |
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| **Options for Resolution** | | | | | | | |
| **4. Always get document signatures. This is useful input for audit trails and historical data.** | | | | | | | |
| **Project Name:**  **Project Manager** | | | | | | | |
| **Name** | | **Role** | | | **Signature** | | **Date** |
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*By signing this document, I understand and agree with the purpose and contents of this Project Resource Plan document.*