

Conflict Resolution Worksheet Template

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 strategies available to resolve the conflict and identify a residual consequence for each strategy		
Strategies for Resolution:	Option:	Consequence:
1.		
2.		
3.		
4.		

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

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