

Final Check List For Partnerships

The checklist below was modeled after a tool from 'The Partnership Handbook', HRSDC and can serve as a partner prep review. It revisits the most significant components of preparing and working through the partnership process. If you have answered yes to each question, you have a solid foundation for your partnership and are well on your way to success.

Answer Yes or No

As a partnership group, we have:

1. Created a vision _____
2. Defined project and partner goals _____
3. Identified benefactors or audiences _____
4. Have agreement and commitment _____
5. Developed an action plan _____
6. Established roles and responsibilities _____
7. Created some guiding principles or values re: working together _____
8. Designed a communication strategy _____
9. Established meeting schedule and reporting plan _____
10. Developed resource outline:
 - What does each partner bring and what is missing _____
 - People (skills and gaps) _____
 - Financial (Money to Operate) _____