

Collaboration Readiness Checklist

This checklist provides criterion for evaluating your organization’s readiness to collaborate with partners. Answer the following question with your project team and determine whether your organization is ready to enter into a collaborative relationship with a partner(s).

Context or Conditions for the Collaboration		
YES/NO	Criterion	Notes
	The problem, issue or project we want to address requires a collaborative approach; it cannot be done effectively by our organization alone.	
	We have sufficient resources or sponsorship to begin and implement the partnership.	
	We are aware of the qualities and resources needed for successful collaboration, and we believe we can obtain them.	
Organizational Self-Assessment for Collaboration		
YES/NO	Criterion	Notes
	We have organizational protocols for collaboration and have prepared our representative.	
	We have criteria for entering collaborations and selecting collaboration partners, and can use them to help us to commit to or decline collaboration opportunities.	
	The goal of the collaboration is linked to our goals and priorities.	

Organizational Self-Assessment for Collaboration (continued)		
YES/NO	Criterion	Notes
	What are their organization’s philosophy, values, and cultures?	
	What can they bring to the collaboration? Why is their involvement essential to the success of this effort?	
	Why do they want to collaborate with you and others? What are their expectations of this collaboration’s outcome?	
Things to Clarify About the Potential Collaboration		
YES/NO	Criterion	Notes
	Is there a foundation of trust among the partners or members of this collaboration?	
	What will collaboration success look like, and what will be the standards of practice?	
	How will we evaluate the effort and made mid-course adjustments? Are the partners open to developing shared evaluation criteria and conducting periodic evaluations to keep the project on course?	
	Why type and level of organizational representation is expected?	
	How will the partners fulfill the different roles needed to make the collaboration function?	