PURSUING COLLABORAIVE ADVANTAGE

PLANNING WORKSHEET

The purpose of this worksheet is to help you plan successful partnerships. It will help you develop collaborative goals and processes that foster buy-in, creativity, innovation, and trust. Complete this worksheet with a team from your organization to plan for a new partnership or complete it with an existing partnership to improve how you collaborate. You can fill this worksheet out here, but it is best to write this out on a blackboard so your whole team can see it.

Identifying Collaborative Goals
1. List your organization's most important goals that cannot be accomplished alone.
2. Choose a goal (or closely aligned goals) to focus on (write your goal(s) here):

_____

_____

Building the Conditions for Alignment and Buy-in
3. List the stakeholders that are invested in this goal, or list the organizations involved in the partnership.
4. List what each stakeholder needs to get out of the collaboration to create buy-in.
5. Write out how this goal can be modified to support the needs of all the stakeholders.

Stakeholders	Needs	How can the goal be modified to meet the needs of all the stakeholders?
List your organization here		
Expand this table to fit all partners		

Fostering Creativity and Innovation
6. Write out the strengths of each organization listed that could be leveraged to accomplish the goal.
7. Write out how these strengths compliment each other and could be leveraged to promote creativity, innovation, or transformation.

Stakeholders	Strengths	How can the strengths complement each other to create something better?
List your organization here		
Expand this table to fit all partners		

Processes that Support Trust and Transformation
8. List quick wins you and your partners could accomplish that could build trust towards more ambitious goals.
9. List processes you and your partners could use to ensure reciprocity to meet mutual needs.
10. List processes you and your partners could use to ensure reflection and openness to change.

Putting it to Work
Record your team's work somewhere so you will not lose it. Use this information to guide discussions with new or existing partners. The information and processes could also be incorporated into a team charter to define expectations for your partnership.

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