

Collaboration checklist

The following checklist sets out a range of questions that can be used to help establish a clear purposeful way of working. Starting by considering these questions will help the group to reach agreement on what they need to work together well.

Purpose 	• What is the shared purpose of the collaboration? Does everyone involved describe the intended outcomes in similar terms? • Has everyone been clear about what they need the shared work to achieve, in order that it is worthwhile investing time and resources. • Does everyone have a shared understanding of what the limitations are and what success will look like?
Roles 	• Are the right people, with the necessary authority to take action, around the table? Are there other voices that need heard? • Has each party been able to describe what they bring to the table, and how it will contribute to the intended outcomes? • Has there been the opportunity to ask questions and seek clarification so that everyone can go forward with some understanding about the different interests? • Has everyone involved clarified their understanding of individual and collective roles and responsibilities – including which people are in lead roles?

Processes



- How will decisions be made? Are authority levels clear?
- If the organisations participating in the collaboration are from different sectors or professional backgrounds, has everyone taken time to induct others into their 'culture' e.g. the pace at which work happens and decisions get made, the structure of management and governance, the organisations' and individual values?
- What specialist human, financial or technical resources do we require from one another, or from other sources?
- Are communication processes clear?
- What checks are in place to make sure communication between different groups is effective?
- Are structures, content and processes in meetings effective?
- How is activity co-ordinated? Are reporting procedures understood and adhered to?
- How will disagreements or poor performance be addressed by the group?
- How will progress be reviewed and assessed; and learning facilitated and integrated?
- Is there a clear timetable (what, when, why)?
- Are processes as accessible as possible to everyone taking part?

Relationships



- How do people feel about and treat one another?
- Are people's individual needs recognised and respected?
- Are members individual work styles and strengths understood, and integrated into the group's work?
- Does the culture allow for open debate and sharing of concerns?
- Does the culture encourage feedback on individual and group performance, and are there multiple ways of providing feedback?