

Partner Identification Chart

Community (name) _____

Organization	Activities	Mission & Goals	Resources

Partnership Considerations

Write the answer to the questions in the “answer” box.

Question	Answer
Who is directly and indirectly affected by this problem?	
Who would be interested in working with you?	
Who else shares your concerns about this problem? Are they willing to work with you?	
Whose support will be needed to bring about change in the community?	
Who has been involved with changes in the community in the past?	
Consider the lines of protocol and power in individual agencies and organizations. Whose support do you need for this project?	
Are there people in the community who could play a role in managing or diverting public controversy? Would these people be able to lend credibility to the organization or influence opposition? Who are they?	

Partner Characteristics Checklist

Complete the checklist as you seek the answers to the questions.

Are there complementary technical skills and resources?	✓
Is there a mutual need?	
Is there financial capability?	
Are the organizations relatively the same size?	
Is there a compatible view of strategy and objectives?	
Are there complementary operating policies?	
Are the management teams compatible?	
Is there a low risk of competing for resources?	

Partnership Implementation Checklist

Complete the checklist as you implement the partnership.

Start with clearly defined goals and objectives – the more narrowly focused, the better.	✓
Evaluate the potential partner in terms of technical and organizational compatibility, personal chemistry and other relationships.	
Use the negotiation process to foster understanding, commitment and a problem solving attitude as a foundation for the partnership.	
Set out an implementation plan for the first 100 days – the who, what and when to get the venture done.	
Ensure the required resources and people are available.	
Choose an experienced leader.	
Be realistic about how long it will take to see results.	
Set up clear lines and procedures for vertical and horizontal communication.	
Be clear about how and where the organizations link together.	
Ensure the roles and responsibilities of different organizational levels are clearly understood.	
Ensure all parties involved know their responsibilities and accountability.	
Ensure and maintain top level of commitment.	
Ensure that your agreement has clearly defined milestones and checkpoints, and agree on reviews and measures.	
Think strategically but deliver short-term results to build trust, maintain enthusiasm, commitment, and momentum.	
Encourage a learning environment in your organization to internalize necessary skills and avoid partner dependency.	
Stay flexible. Recognize that circumstances change – your agreement may have to change, possibly more than once.	