

A COLLABORATION CHECKLIST

Each of the following factors influences the collaborative process. After reading a brief description for each of the areas place an X in the box (see Figure 1) that best reflects your opinion of how your collaboration is functioning in each of the areas using the following scale:

1 = Strongly Disagree, 2 =Disagree, 3 = Neither Agree or Disagree, 4 = Agree, and 5 = Strongly Agree

Each of the factors are identified and defined:

1. **Communication** - the collaboration has open and clear communication. There is an established process for communication between meetings;
2. **Sustainability** - the collaboration has a plan for sustaining membership and resources. This involves membership guidelines relating to terms of office and replacement of members;
3. **Research and Evaluation** - the collaboration has conducted a needs assessment or has obtained information to establish its goals and the collaboration continues to collect data to measure goal achievement;
4. **Political Climate** - the history and environment surrounding power and decision making is positive. Political climate may be within the community as a whole, systems within the community or networks of people;
5. **Resources** - the collaboration has access to needed resources. Resources refer to four types of capital: environmental, in-kind, financial, and human;
6. **Catalysts** - the collaboration was started because of existing problem(s) or the reason(s) for collaboration to exist required a comprehensive approach;
7. **Policies/Laws/Regulations** - the collaboration has changed policies, laws, and/or regulations that allow the collaboration to function effectively;
8. **History** - the community has a history of working cooperatively and solving problems;
9. **Connectedness** - members of this collaboration are connected and have established informal and formal communication networks at all levels;
10. **Leadership** - the leadership facilitates and supports team building, and capitalizes upon diversity and individual, group and organizational strengths;
11. **Community Development** - this community was mobilized to address important issues. There is a communication system and formal information channels that permit the exploration of issues, goals and objectives; and,
12. **Understanding Community** - the collaboration understands the community, including its people, cultures, values and habits.

A COLLABORATION PROGRESS CHECKLIST

Factors	Strongly	Somewhat	Neither Agree or Disagree 3	Somewhat Disagree 4	Strongly Disagree 5
Goals	_____	_____	_____	_____	_____
Communication	_____	_____	_____	_____	_____
Sustainability	_____	_____	_____	_____	_____
Research and Evaluation	_____	_____	_____	_____	_____
Political Climate	_____	_____	_____	_____	_____
Resources	_____	_____	_____	_____	_____
Catalysts	_____	_____	_____	_____	_____
Policies/Laws/ Regulations	_____	_____	_____	_____	_____
History	_____	_____	_____	_____	_____
Connectedness	_____	_____	_____	_____	_____
Leadership	_____	_____	_____	_____	_____
Community Development	_____	_____	_____	_____	_____
Understanding Community	_____	_____	_____	_____	_____
Totals	_____	_____	_____	_____	_____
Grand Totals	_____	_____	_____	_____	_____

Identifying the collaboration's strengths and challenges assists the collaboration in determining the best course of action to achieve its identified goals. For example, if the group scores from 0-30, it has many components that comprise a successful collaboration, such as goals, working members, and strong leadership. If the collaborative group scores between 31-48, the group has some of the factors; however, there is some need to develop the inter-workings of the group. The group may need to determine new ways of working together. However, if the group scores between 49-65, the group may wish to refocus their goals and leadership. Establishing a group's strengths and challenges can help build a more effective collaborative group.

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