

Successful Partnerships Checklist

Tools/Actions	We Have	We Need
A partnership agreement		
A detailed plan for the partnership project		
Integrate partnership plan into our individual service/organisational plans		
Criteria for measuring if we have achieved what we set out to achieve		
Principles that will govern our work together		
Policies and protocols to guide specific areas of working together		
Standards for key areas of work		
Team development/building activities to build the partnership team		
Incorporate partnership responsibilities in management committee and staff role/job description, workplans, supervision sessions, performance appraisal processes		
Training and development opportunities for management committee members and staff		
Regular communication		
Acknowledgement and promotion of the partnership		
Other		
Action to Take	By Whom	When