

Successful Partnerships Checklist

The following **tools and actions** will assist you to develop and sustain strong partnerships with other agencies.

Tools/Actions	We Have/Have Done	We Need/Need to Do
A partnership agreement /Memorandum of Understanding (MOU).		
A detailed plan for the partnership program/project.		
Integrate the partnership plan into our individual service/organisational plans.		
Criteria for measuring if we have achieved what we set out to achieve.		
Principles and guidelines on how we will work together .		
Agreed quality standards for key areas of our partnership work.		
Team development /building activities to build the partnership team.		
Incorporate partnership responsibilities in Board/Management Committee and staff role/job descriptions, workplans, supervision sessions, performance appraisal processes.		
Learning and development opportunities on working in partnership for Board/Management Committee members and staff.		
Regular communication between partners.		
Acknowledgement and promotion of the partnership.		
Other		
Action to Take	By Whom	When