

Source: Annis, R. C., Beattie, M., & Gibson, R. (2006). Partnership implementation checklist. In: Rural Development Institute's Regional Round Table Handbook for the Community Collaboration Process (p. 37). Rural Development Institute, Brandon University. Brandon Manitoba.

Partnership Implementation Checklist

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Complete the checklist as you implement the partnership.



Start with clearly defined vision, 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 a partnership implementation plan for the first 100 days.	
Ensure the required resources and people are available.	
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 to internalize necessary skills and avoid partner dependency.	
Be realistic about how long it will take to see results.	
Stay flexible. Recognize that circumstances change – your agreement may have to change, possibly more than once.	