

The following checklist for a successful partnership is from [The Partnership Analysis Tool- for partners in health promotion](#), Victorian Health Promotion Foundation, Victoria, Australia- It is designed to provide feedback on the current status of the partnership and suggest areas that need further support and work.

Checklist

Rate your level of agreement with each of the statements below, with 0 indicating strong disagreement and 4 indicating a strong agreement.

	0 Strongly agree	1 Disagree	2 Not sure	3 Agree	4 Strongly agree	
<p>1. Determining the need for the partnership</p> <p>There is a perceived need for the partnership in terms of area of common interest and complementary capacity</p> <p>There is a clear goal for partnership</p> <p>There is a shared understanding of, and commitment to, this goal among all potential partners</p> <p>The partners are willing to share some of their ideas, resources, influence and power to fulfil the goal</p> <p>The perceived benefits of the partnership outweigh the perceived costs</p> <p>TOTAL</p>						TOTAL
<p>2. Choosing Partners</p> <p>The partners share common ideologies, interests and approaches</p> <p>The partners see their core business as partially interdependent</p> <p>There is a history of good relations between the partners</p>						

<p>The coalition brings added prestige to the partners individually as well as collectively</p> <p>There is enough variety among members to have a comprehensive understanding of the issues being addressed</p> <p>TOTAL</p>						TOTAL
<p>3. Making sure partnerships work</p> <p>The managers in each organisation support the partnership</p> <p>Partners have the necessary skills for collaborative action</p> <p>There are strategies to enhance the skills of the partnership through increasing the membership or workforce development</p> <p>The roles, responsibilities and expectations of partners are clearly defined and understood by all other partners</p> <p>The administrative, communication, and decision-making structure of the partnership is as simple as possible</p> <p>TOTAL</p>						TOTAL
<p>4. Planning collaborative action</p> <p>All partners are involved in planning and setting priorities for collaborative action</p> <p>Partners have the task of communicating and promoting the coalition in their own organisations</p>						

<p>Some staff have roles that cross the traditional boundaries that exist between agencies in the partnership</p> <p>The lines of communication, roles and expectations of partners are clear</p> <p>There is a participatory decision-making system that is accountable, responsive and inclusive</p> <p>TOTAL</p>						TOTAL
<p>5. Implementing collaborative action</p> <p>Processes that are common across agencies such as referral protocols, service standards, data collection and reporting mechanisms have been standardised</p> <p>There is an investment in the partnership of time, personnel, materials or facilities</p> <p>Collaborative action by staff and reciprocity between agencies is rewarded by management</p> <p>The action is adding value (rather than duplicating services) for the community, clients or the agencies involved in the partnership</p> <p>There are regular opportunities for informal and voluntary contact between staff from the different agencies and other members of the partnership</p> <p>TOTAL</p>						TOTAL

<p>6. Minimising the barriers to partnerships Differences in organisational priorities, goals and tasks have been addressed</p> <p>There is a core group of skilled and committed (in terms of the partnership) staff that has continued over the life of the partnership</p> <p>There are formal structures for sharing information and resolving demarcation disputes</p> <p>There are informal ways of achieving this</p> <p>There are strategies to ensure alternative views are expressed within this partnership</p> <p>TOTAL</p>						TOTAL
<p>7. Reflecting on and continuing the partnership There are processes for recognising and celebrating collective achievements and/or individual contributions</p> <p>The partnership can demonstrate or document the outcomes of its collective work</p> <p>There is a clear need and commitment to continuing the collaboration in the medium term</p> <p>There are resources available from either internal or external sources to continue the partnership</p> <p>There is a way of reviewing the range of partners and</p>						

bringing in new members or removing some							
TOTAL							TOTAL

Aggregate score

TOTAL

Determining the need for a partnership							
Choosing partners							
Making sure partnerships work							
Planning collaborative action							
Implementing collaborative action							
Minimising the barriers to partnerships							
Reflecting on and continuing the partnership							
TOTAL							

Checklist score

0-49

The whole idea of a partnership should be rigorously questioned

50-91

The partnership is moving in the right direction but it will need more attention it is going to be really successful

92-140

A partnership based on genuine collaboration has been established. The challenge is to maintain its impetus and build on current success.