

Collaboration Characteristics, Strategies and Tools

Characteristics	Strategies	Tools
1. Common purpose: Shared vision for the partnership	<ul style="list-style-type: none"> • Develop a vision for the partnership • Identify common purpose for the group 	<ul style="list-style-type: none"> • Coalition Vision, Mission & Goals • Strategic Planning Process • SWOT Analysis
2. Defined roles and shared responsibilities	<ul style="list-style-type: none"> • Write job descriptions • Identify roles and responsibilities for partners • Establish formal communications (MOUs, ROEs, MOAs, Scope of work) 	<ul style="list-style-type: none"> • Coalition Coordinator • Coalition Administrative Assistant • Partnership MOU Checklist
3. Efficient and shared use of resources: Dollars, staff, equipment, knowledge and space	<ul style="list-style-type: none"> • Engage in strategic planning process (SWOT analysis, key issues, define values, goals & objectives, documented action plan) 	<ul style="list-style-type: none"> • Strategic Planning Process • SWOT Analysis
4. High level of trust with partners and partnership processes	<ul style="list-style-type: none"> • Identify decision making process • Establish conflict resolution process • Set communication norms 	<ul style="list-style-type: none"> • Six Decision Making Options • Graceful Conflict
5. Shared risks and rewards	<ul style="list-style-type: none"> • Document action steps/plan (Who, what, when) • Conduct process evaluation of partnership • Identify accountability of individual partners to the collaboration 	<ul style="list-style-type: none"> • Partnership Action Plan Template • The Coalition Effectiveness Inventory

