

## Collaboration Checklist

Taken from *Collaborative Leadership: How Citizens and Civic Leaders Can Make a Difference* by David D. Chrislip and Carl E. Larson, the following checklist outlines the conditions necessary for an effective collaboration.

### Working Together: A Profile of Collaboration

Read through the following items, which are grouped into five categories: context, structure, members, process and results. Thoughtfully consider what each statement means and decide if it is true, mostly true, false or mostly false.

#### The Context of the Collaboration

1. Now is a good time to address the issue about which we are collaborating.
2. Our collaborative effort was started because certain individuals wanted to do something about this issue.
3. The situation is so critical, we must act now.

#### The Structure

4. Our collaboration has access to credible information that supports problem solving and decision making.
5. Our group has access to the expertise necessary for effective meetings.
6. We have adequate physical facilities to support the collaborative efforts of the group and its subcommittees.
7. We have adequate staff assistance to plan and administer the collaborative effort.
8. The membership of our group includes those stakeholders affected by the issue.
9. Our membership is not dominated by any one group or sector.
10. Stakeholders have agreed to work together on this issue.
11. Stakeholders have agreed on what decisions will be made by the group.
12. Our group has set ground rules and norms about how we will work together.
13. We have a method for communicating the activities and decisions of the group to all members.
14. Our collaboration is organized in working subgroups when necessary to attend to key performance areas.
15. There are clearly defined roles for group members.

#### The Members

16. Members are more interested in getting a good group decision than improving the position of their home organization.
17. Members are willing to let go of an idea in exchange for one that appears to have more merit.
18. Members have the communication skills necessary for effective collaboration.
19. Members of the collaboration balance task and social needs so that the group can work comfortably and productively.

20. Members are effective liaisons between their home organizations and the group.
21. Members are willing to devote whatever effort is necessary to achieve the goals.
22. Members monitor the effectiveness of the process.
23. Members trust each other sufficiently to honestly and accurately share information, perceptions, and feedback.

#### The Process

24. We frequently discuss how we are working together.
25. Divergent opinions are expressed and listened to.
26. The process we are engaged in is likely to have a real impact on the problem.
27. We have an effective decision-making process.
28. The openness and credibility of the process help members set aside doubts or skepticism.
29. There are strong, recognized leaders who support the collaborative effort.
30. Those who are in positions of power or authority are willing to go along with our decisions or recommendations.
31. We set aside vested interests to achieve our common goal.
32. We have a strong concern for preserving a credible, open process.
33. We are inspired to be action-oriented.
34. We celebrate our group's successes as we move toward achieving the final goal.

#### The Results

35. We have concrete, measurable goals to judge the success of our collaboration.
36. We have identified interim goals to maintain the group's momentum.
37. There is an established method for monitoring performance and providing feedback on goal attainment.
38. Our group is effective in obtaining the resources it needs to accomplish its objectives.
39. Our group is willing to confront and resolve performance issues.
40. The time and effort of the collaboration are directed at obtaining the goals rather than keeping the collaboration in business.