



Preparing, Planning, and Developing Collaborations: a Practical Checklist

Scenario: You have made the strategic determination that collaboration will be beneficial to your institution. You are actively seeking collaboration partners. Below is a checklist of activities to engage in to prepare, plan, and develop strategic, sustained collaborations.

PHASE 1: Prepare Your Institution for Collaboration

1. Audit the assets, resources, and capabilities you bring to potential collaborations.
2. Document the specific benefits you seek from collaboration.
3. Review your overall strategic goals and your organizational readiness for collaboration.
4. Delegate responsibilities for guiding collaboration development.
5. List current relationships with other institutions.

PHASE 2: Plan Strategic Collaborations

6. Map your current relationships on the *Collaboration Continuum*.*
7. Research potential new collaborations to assess emerging strategic opportunities.
8. Identify institutions with which you might create sustained collaborations.
9. Design a communications plan for each potential collaboration.

PHASE 3: Develop Strategic Collaborations

10. Develop the *Statement of Shared Purpose* for the collaboration.
11. Consider developing the *Memorandum of Understanding* (MOU) for the collaboration.
12. Outline a draft program plan.