

Name of person completing the form and their role: _____

Date: _____

Section 1. Before your collaboration starts

Before the collaboration starts - consider answering the following questions:

- How will you give partners the opportunity in the collaboration to share their knowledge and expertise?
- How will you follow up after formal meetings with ongoing communication and check ins?
- What strategies will you put in place to ensure actions are followed through with?
- How will you communicate this to all partners in a timely fashion?
- How will partners share feedback amongst the team that is respectful?

Section 2. During Collaboration Checklist

Have we:

- given each partner the opportunity to share their views on each agenda item for the meeting?
- developed a summary of actions that have been generated from the meeting and a plan for how to action these?
- developed a time frame for actioning these?
- developed a plan with the team for the best way to communicate the results of these actions, including when and how this will be communicated?
- provided opportunity at the end of each formal meeting to share feedback and reflect on the collaborative process?
- discussed the best way to follow up/check in between more formal collaborations?
- set a date for the next formal meeting?

Section 3. After the Collaboration Checklist

Have we been:

- keeping the team updated about the progress of actions within the time frames discussed in the meeting?
- letting the team know if there has been a delay on actioning things and provided a new suggested date that these will be actioned, and outcomes reported on?
- sending reminders about next meeting dates, times, and locations?
- providing opportunities for the team to contribute to the next draft agenda?
- checking in regularly with team members less formally between more formal collaboration opportunities?

Section 4. Other reflections

Reflect on what you will START-STOP-CONTINUE in your partnerships here

Start	Stop	Continue

