



## Partnership Planning/ Advisory Group Worksheet

Directions: This tool may be used to think through issues and record decisions related to forging a partnership with another organization. In some cases, the consideration may require a joint response rather than individual responses from the program and partner. The table is formatted to show when a joint response is needed. This tool also can be modified to plan the goals of your program’s advisory group. Use this tool to draft a “Memo of Understanding” with your partner.

Consideration	Program Response	Partner Response
Goals for the partnership		
Respective responsibilities:		
Day-to-day program management		
Programming decisions		
<i>Staffing</i>		

Staff training		
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<i>Providing materials</i>		
Budget decisions		
Facilities use decisions		
<i>Program evaluation</i>		

<p>Other</p> <hr/> <hr/> <hr/> <hr/> <hr/>		
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<p>Reporting channels</p>		
<p>Governance structure and processes</p>	<p>Joint Response:</p>	

<p>Method for establishing meeting time and place and for deciding meeting preparation responsibilities</p>	<p>Joint Response:</p>
<p>Communication structure to encourage partners to discuss perceptions, satisfaction levels, and suggestions for relationship</p>	<p>Joint Response:</p>

<p>Process for resolving conflict</p>	<p>Joint Response:</p>
<p>Process for ensuring partners receive recognition for contribution to mission</p>	<p>Joint Response:</p>
<p>Process for evaluating usefulness of the relationship</p>	<p>Joint Response:</p>
<p>Other:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Joint Response:</p>

