

Collaboration Clarity Checklist

This simple checklist helps organisations enter and manage partnerships with clarity. Use it before starting a collaboration or when reviewing an existing one.

1. Purpose Conversation – Why are we collaborating?

- ☐ What shared problem or goal are we addressing?
- ☐ How does this collaboration support each organisation's mission?
- ☐ How will learners or the community benefit?

2. Value Conversation – How does each partner benefit?

- ☐ What does each partner bring to the collaboration?
- ☐ What does each partner gain?
- ☐ Is the benefit fair and mutually valuable?
- ☐ Are there any financial expectations or resources involved?
- ☐ How transparent do we need to be about funding or budgets?

3. Roles Conversation – Who is responsible for what?

- ☐ What are the clear roles and responsibilities of each partner?
- ☐ Who makes decisions **and how are they documented and communicated?**
- ☐ Who communicates with learners, schools, or the community?
- ☐ How will we hold each other accountable for what we've committed to?
- ☐ What does the monitoring and evaluation look like for this partnership?
- ☐ How will we know if the collaboration is working?

4. Communication Conversation – How will we work together?

- ☐ How often will partners communicate or meet?
- ☐ How will information be shared?
- ☐ How will challenges or disagreements be addressed?
- ☐ Where might we clash or misunderstand each other?
- ☐ What small issues could create tension if not addressed early?

5. Boundaries & Review Conversation – What are the limits?

- ☐ What are each partner's values?
- ☐ How do we navigate differences in culture, language, or ways of working?
- ☐ What falls inside this partnership and what does not?
- ☐ What compromises are acceptable and what are not?
- ☐ When will we review whether the collaboration is working?