

Quick Start- Up Checklist

Reference - Partnership Self-Assessment Toolkit - A practical guide to creating and maintaining successful partnerships, Anna Frearson, Health Partnership Manager, East Leeds Primary Care Trust, United Kingdom- The steps below are crucial to a successful partnership and can 'missed' if managers/organisations are too focussed on results/outcomes. It is important to ensure the right environment and culture is established and nurtured to allow partners to work well together.

1. Agree a shared, clear vision that defines the purpose of the partnership

2. Create opportunities for partners to get to know each other

3. Define the roles and responsibilities of each partner

4. Set up a structure for communication within and outside the partnership

5. Obtain the appropriate level of support and commitment from each partner

6. Establish a governance structure that ensures open and active decision-making by the partners

7. Determine what resources each partner has available for the partnership

8. Define some clear tasks which have tangible outcomes

9. Design a monitoring plan