Is Our Partnership At Risk?

MindTools®

Question	Yes ( )	No ( )	Action
Does your partnership project have the full backing of senior management in each partner organization?			
Are they aware of any changes which you have made to the initial partnership project plan?			
Are they happy with any changes which have been made?			
Do you know which of the stakeholders has the final say on the project deliverables?			

Question	Yes ( )	No ( )	Action
Are all partnership team members aware of their specific responsibilities with regards to this particular project?			
Are all team members aware of the timescale and deadlines?			
Are all team members familiar with the partnership's goals and objectives?			
Is everyone involved completely clear about what the partnership project will cover and what is definitely excluded?			

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Question	Yes ( )	No ( )	Action
Are inter-partner communication channels clearly defined, and is communication between partners effective?			
Do partnership members respond promptly to correspondence?			
Is there a system in place to promptly communicate any changes to the partnership project plan to all stakeholders?			
Have all partnership team member development needs been identified?			

Question	Yes ( )	No ( )	Action
Have these development needs been met?			
Do partnership members respond promptly to correspondence?			
Is support available to individuals when needed?			
Do you have a system in place for monitoring personal progress?			

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Question	Yes ( )	No ( )	Action
Do all partnership team members have sufficient technical skills to be able to fulfil their assigned responsibilities?			
Is the budget (and other resources) monitored effectively?			
Are budget changes communicated to all partnership members and key stakeholders as soon as they become apparent?			
If monitoring identifies a problem, are the means in place to communicate this to the partnership project team?			

Question	Yes ( )	No ( )	Action
If monitoring identifies a problem, are the means in place to make appropriate changes?			
If stakeholder expectations are not being met, is there a procedure in place so that this is recognised?			
Similarly, if stakeholder expectations change, will you know about it?			
Is there a system in place for all partnership team members to raise the alarm as soon as a problem arises?			

Question	Yes ( )	No ( )	Action
Is there a system in place for stakeholders to raise the alarm as soon as their expectations of the partnership project are not being met?			
Is a clear project update regularly circulated to stakeholders to allow them to assess progress and identify potential problems?			