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| Partnership:  |
| **Purpose and Background** | **Partnership Mission/Objectives** |
| * Why the partnership is being formed
* Background behind the formation
* Connection to your organizations (mission, vision, values)
* Big picture
* Develop a two or three-sentence description.
 | * Desired outcomes or goals
* Measures of success
* Definition of done
 |
| **Milestones** | **Roles and Responsibilities** |
| * Key milestones
* Deadlines
* Steps and sub-steps
* Steps to get to the “Big Picture”
 | * Members
* Conveners
* Team structure and roles
* Responsibility for activities or deliverables
* Authority
 |
| **Exclusions** | **Resources** |
| * What are we NOT doing?
* Consider the related (or unrelated) things that others might assume you will take on because you are doing this partnership.
 | * Budget
* Time of partners
* Technology
* Supplies
 |
| **Operating Guidelines** |
| **Meetings**  | **Conduct In Meetings**  |
| * Convening
* Frequency
* Format
* Communication Plan
 | * Meeting ground rules
* Tolerated behaviors and actions
 |
| **Decision Making** | **Conflict Resolution** |
| * Decision-making approaches
* Agreeing and disagreeing on ideas
* Voting on ideas
 | * Resolving conflict
* Stalemate resolution
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