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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 |