

**WORKING TOGETHER:  
A PROFILE OF COLLABORATION**

**An Assessment Tool**

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# WORKING TOGETHER:

## A PROFILE OF COLLABORATION

The purpose of this booklet is to record your opinions about items that measure collaboration effectiveness. Your honest responses to these items will be extremely helpful. Your responses will be statistically summarized and displayed, along with the responses of others, without identifying you individually.

### Collaboration Identification

You are a member of a group. The group may be called a partnership, consortium, or coalition. The group exists to deal with one or more concerns, issues, or goals. The name of the group is below. You will be asked to report the extent to which certain items are true or not true of your group. As you respond to each of the items in this booklet, please keep in mind the group you are describing.

NAME OF THE GROUP: \_\_\_\_\_

### Instructions:

Items are grouped into five categories. To the right of each item is a scale for recording your responses. Read the item, think about the extent to which it describes your group, and fill in the appropriate circle.

<b>The Context of the Collaboration</b>				
	<b>True</b>	<b>More True than False</b>	<b>More False than True</b>	<b>False</b>
1. Now is a good time to address the issue about which we are collaborating.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Our collaborative effort was started because certain individuals wanted to do something about this issue.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The situation is so critical; we must act now.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>The Structure of the Collaboration</b>				
	<b>True</b>	<b>More True than False</b>	<b>More False than True</b>	<b>False</b>
4. Our collaboration has access to credible information that supports problem solving and decision making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Our group has access to the expertise necessary for effective meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. We have adequate physical facilities to support the collaborative efforts of the group and its sub-committees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. We have adequate staff assistance to plan and administer the collaborative effort.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The membership of our group includes those stakeholders affected by the issue.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Our membership is not dominated by any one group or sector.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Stakeholders have agreed to work together on this issue.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Stakeholders have agreed on what decisions will be made by the group.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Our group has set ground rules and norms about how we will work together.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. We have a method for communicating the activities and decisions of the group to all members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Our collaboration is organized in working sub-groups when necessary to attend to key performance areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. There are clearly defined roles for group members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Collaboration Members

	True	More True than False	More False than True	False
16. Members are more interested in getting a good group decision than improving the position of their home organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Members are willing to let go of an idea for one that appears to have more merit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Members have the communication skills necessary to help the group progress.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Members of the collaboration balance task and social needs so that the group can work comfortably and productively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Members are effective liaisons between their home organizations and the group.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Members are willing to devote whatever effort is necessary to achieve the goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Members monitor the effectiveness of the process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Members trust each other sufficiently to honestly and accurately share information, perceptions and feedback.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## The Collaboration Process

	True	More True than False	More False than True	False
24. We frequently discuss how we are working together.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. Divergent opinions are expressed and listened to.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. The process we are engaged in is likely to have a real impact on the problem.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. We have an effective decision making process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. The openness and credibility of the process help members set aside doubts or skepticism.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29. There are strong, recognized leaders who support this collaborative effort.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30. Those who are in positions of power or authority are willing to go along with our decisions or recommendations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. We set aside vested interests to achieve our common goal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. We have a strong concern for preserving a credible, open process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. We are inspired to be action-oriented.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. We celebrate our group's successes as we move toward achieving the final goal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>The Results of the Collaboration</b>				
	<b>True</b>	<b>More True than False</b>	<b>More False than True</b>	<b>False</b>
35. We have concrete, measurable goals to judge the success of our collaboration.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. We have identified interim goals to maintain the group's momentum.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37. There is an established method for monitoring performance and providing feedback on goal attainment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
38. Our group is effective in obtaining the resources it needs to accomplish its objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. Our group is willing to confront and resolve performance issues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40. The time and effort of the collaboration is directed at obtaining the goals rather than keeping itself in business.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What one change would *most improve* the effectiveness of this collaborative effort? \_\_\_\_\_

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**Thank you for completing this assessment of our collaboration!**

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**ADDENDUM**

NAME OF THE GROUP: \_\_\_\_\_

**Instructions:**

Please answer the following questions in the spaces provided.

1. Based on this and/or prior collaborations, what recommendations do you have for improving this group?

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2. What do you think is working well in this collaboration?

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3. What is your incentive now for participating in this collaboration?

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4. What could we do to increase the participation of others?

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