# Partnership Checklist for Collaborative Activities

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| Partnership Checklist |
| Partnership/Project Title |  |
| Timeframe |  |
| Partners (names of businesses involved) |  |
| Lead Partner |  |
| What is the mutual benefit(s) to all partners? | *Should apply to all partners – all will have varying degrees of benefit, but there will be at least one underlying benefit*  |
| Has an agreement been signed by authorised all partners? | *Authorised personnel ONLY of all partners should sign an Agreement – this will ensure top level buy-in into the venture* Yes / No |
| Does this venture fit with the strategic/business direction of each partner? |  Yes / No |
| Do the budget projections appear to be realistic?  |  Yes / No |
| Is there a plan in place that details the contributions of the partners to the joint venture/activity?Tasks?Funds?Resources?Time?Infrastructure? | *This plan should be attached to the Agreement/MOU.* Yes / NoYes / NoYes / NoYes / No Yes / No |