# 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 / No  Yes / No  Yes / No Yes / No  Yes / No |