

Collaborative Effectiveness Assessment Activity Instructions

Purpose: The purpose of this activity is to stimulate your thinking about some of the elements of effective collaboration.

1. Complete the tool on the next page, according to the following directions:

- **Step 1:** Think about the collaborative groups you belong to. Choose one as the focus of this activity.
- **Step 2:** Assess the current status of the collaborative based on the 5-point assessment scale (1=less developed, 5=more developed). Write this number in the far right column labeled “Effectiveness Score.”
- **Step 3:** Prioritize each of the elements according to how important you think this element is to the success of your collaborative. Write the result in the left hand column (High, Medium, or Low). You may want to *strengthen your overall collaborative* by prioritizing as “high” those activities that are not highly developed (a score of 1 or 2). You may want to *build on your successes* by prioritizing as “high” those activities that could be developed even further (a score of 3 or 4).

2. Respond to questions a)-c) below:

a) Which of the elements of collaboration effectiveness are most important to the success of your collaborative group?

b) Circle the elements you ranked as “more developed” (a score of 4-5).

c) Circle the elements you ranked “less developed” (a score of 1-2).

Collaborative Assessment Activity

Complete the tool according to directions on the previous page.

Priority (H, M, L)	Less Developed			More Developed		Effectiveness Score (1-5)
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
	Clarity of mission/Strength of vision					
	Collaborative members lack a clear understanding of the collaborative's mission/vision		⇒	All collaborative members have a clear understanding of the collaborative's mission/vision		
	The collaborative takes actions that are not related to the mission		⇒	The collaborative bases its actions on a focused mission		
	The collaborative has defined the mission narrowly to carry out one activity		⇒	Our mission is comprehensive and looks at the big picture		
	Communication/Link to others					
	The collaborative works largely in isolation of the community		⇒	The collaborative's work is effectively integrated with the community, including meaningful participation by the constituency we serve		
	The collaborative's efforts do not translate into meaningful influence in the larger community		⇒	The collaborative influences key decision-makers, government agencies, and other organizations		
	The collaborative is seen largely as self-serving or irrelevant		⇒	The collaborative has successfully maintained or increased its credibility		
	The Collaborative Environment					
	Members of the collaborative are unmotivated and lack inspiration		⇒	Members of the collaborative are motivated and inspired		
	Members distrust one another and/or the collaborative leadership		⇒	The collaborative has an honest and open environment, and lines of communication are always open		
	The collaborative allows conflicts to go unresolved		⇒	The collaborative effectively addresses and resolve conflicts		
	Building Membership Capacity					
	Members are recruited haphazardly		⇒	Members are recruited based on the goals of the collaborative		
	The collaborative seems to be controlled by just a few people		⇒	The collaborative encourages inclusion and participation by all members by working to empower them		
	New members are uncertain about how to integrate themselves into the group		⇒	New members are welcomed and effectively oriented to the group		
	The collaborative does not draw on the specific abilities, capacity, and perspectives of members		⇒	The collaborative develops specific roles and responsibilities for members based on their resources and skills		
	Management					
	The administrative structure of the collaborative is not clear		⇒	The collaborative maintains clear roles, responsibilities, and procedures		
	Deadlines are rarely met and staffing is insufficient to meet goals		⇒	Activities, staffing and deadlines are effectively coordinated to meet goals		
	Meetings are perceived as unproductive		⇒	Meetings have clear objectives that meet the group's needs		