Collaborative Effectiveness Assessment Activity
Instructions

Purpose: The purpose of this activity is to stimulate your thinking about some of the elements of effective collaboration. The information is for your own use. We will not be collecting it.

1. Take about 10 minutes to quickly 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. Take a couple of minutes to write your responses 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).

3. Next, take 15 minutes to discuss the responses to questions a)-c) among participants seated at your table.

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Collaborative Assessment Activity

Take about 5 minutes to complete the tool according to directions on the previous page.

Priority (H, M, L)	Less Developed 1 — 2 — 3 — 4 — 5 More Developed	Effectiveness (1-5)
	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	

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