



COLLABORATION ACTION PLAN

Rarely does one program have the capacity to provide specific inclusive services to meet all the varied needs of clients. Building community and statewide collaborations is necessary if those in need are to be best served. Before completing this guide, it might be helpful to reference the DV and HIV/AIDS service provider **Tip Sheets** as well as the **Successful Collaborations Guide** in the *Positively Safe Toolkit* to get information on best practices in collaborative partnerships. Once you complete this guide, your organizations might also consider signing a Memorandum of Understanding to formalize your partnership further. You can find a **MOU Template** in the *Positively Safe Toolkit*.

This Action Plan is a guide for building collaborative partnerships to implement promising practices on the intersection of domestic violence and HIV/AIDS. This plan is your organizational commitment to build a successful collaboration. Together, please take a few minutes to complete the following.

In the next _____ days we will take the following steps towards a collaborative partnership.

_____ (Organization 1 Name)

_____ (Organization 1 Point of Contact)

_____ (Organization 2 Name)

_____ (Organization 2 Point of Contact)

THE ISSUE WE WILL ADDRESS

This will help to focus your mission, goals, and action steps.

Issue: _____



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MISSION STATEMENT

The Mission (or Vision) Statement aims to be a broad and concise description of your purpose for creating an action plan to address the problem. It does not establish specific tasks that the organization will accomplish, but rather what the problem is and generally how it will be addressed.



GOALS

Goals explain exactly what the intended tasks will be in order to fulfill the mission. Keep in mind that effective goals are: (1) Clear (i.e., who, what, where, by when), (2) Action-oriented, and (3) Directly related to the problem.

1.)

2.)

3.)

ACTION STEPS

Action steps are a realistic list of solutions and activities that will address the challenge, thus fulfilling the goals and working to achieve the mission. To develop the action steps, you must first brainstorm a list of possible solutions.

Possible Solutions:



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Action Step 1: _____

Action Step 2: _____

Action Step 3: _____

Action Step 4: _____



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*If you're not the decision maker at your organization, be sure to take your action plan back to your organization decision makers to explain to them the importance of this collaboration and how this will help victims of domestic violence and people living with HIV.

Name: _____ Date: _____

(Organization 1)

Name: _____ Date: _____

(Organization 2)