

# 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 Partnerships 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 building 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

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

Issue: \_\_\_\_\_

## **MISSION STATEMENT**

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The Mission (and/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.

## **SHARED PRINCIPLES**

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Identifying shared principles can help shape the direction of collaborative partnership. Principles are beliefs, values, and practices that are innate in the work each organization does. As each organization is engaged in systems-change and helping work, there are bound to be shared principles. These principles may also inform roles of leadership within the collaboration.

## GOALS

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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. *Three goals are not required.*

1)

2)

3)

## ACTION STEPS

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Action steps are the details of the plan giving life to the collaboration which will lead to fulfilling the goals and working to achieve the mission. To develop the action steps, you must first brainstorm a list of possible solutions/activities. For example, a possible solution may be creating space for a DV advocate to be onsite at the HIV organization weekly. The action steps would be what needs to be done to make this solution possible.

Possible Solutions/Activities:

1)

2)

3)

4)

Action Step 1: \_\_\_\_\_

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Action Step 2: \_\_\_\_\_

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Action Step 3: \_\_\_\_\_

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Action Step 4: \_\_\_\_\_

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## **COLLABORATION EXPECTATIONS & AGREEMENTS**

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Before officially beginning to work together, setting expectations is key to seeing success and maintaining trust. Expectations and the agreements that come with them vary but may include responsiveness to emails/calls, adhering to deadlines, commitments to regular meetings, methods for communicating, sharing resources, etc. This section allows you to determine the expectations that hold each partner to this full agreement.

\*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)