

## COLLABORATION AGREEMENT TEMPLATE

Collaboration is about people working together. This template contains essential elements in an effective agreement, to guide a new working relationship. Use this template for constructing agreements. Reach an understanding about each element, before committing to the agreement, as a whole.

Element		Agreement
1.	Intent and vision - the big picture of what you intend to accomplish together	<input type="checkbox"/>
2.	Roles - duties, responsibilities, and commitment of everyone are clearly defined	<input type="checkbox"/>
3.	Promises - specific promises so that everyone knows who will do what	<input type="checkbox"/>
4.	Time and value – delivery schedule for promises and an understanding of who gets what for what, in the collaboration	<input type="checkbox"/>
5.	Measurements of satisfaction – evidence used to indicate everyone has achieved his or her objectives	<input type="checkbox"/>
6.	Concerns, risks, fears – process for safely discussing as-yet-unspoken fears and risks	<input type="checkbox"/>
7.	Renegotiation/dissolution – process for reviewing the promises, conditions of satisfaction, and the relationship as a whole	<input type="checkbox"/>
8.	Consequences – consequences for anyone who breaks a promise and/or if the collaboration does not accomplish its purpose	<input type="checkbox"/>
9.	Conflict resolution – process for addressing conflicts and disagreements	<input type="checkbox"/>
10.	Agreement – signed commitment by everyone, signifying they are satisfied with elements 1-9 and ready to move forward, together	<input type="checkbox"/>

