

Identifying Needs and Opportunities for Collaboration

Worksheet: Analyzing Existing Partnerships

Before engaging in new collaborative efforts, it's important to assess the status of current partnerships. Who currently sits at your prevention table? What skills and expertise do they bring? How is the relationship working out?

This worksheet is designed to help you develop a brief inventory of with whom you are working and how. Analyzing existing partnerships will help you see and appreciate the value of current partners. It will also help you determine whether the partners you have on board are the right ones, given your current prevention priorities, and to see where you may need to recruit new partners to fill identified gaps and/or ensure representation from key stakeholder groups. (For more on this, see the worksheet [Identifying New Partners.](#))

Instructions

- **List** your current partners. For this tool, partners are defined as organizations or individuals with whom you share prevention resources.
- For each partner:
 - » **Write down** the community sector this partner represents (i.e., Are there any sectors missing, given your prevention priorities?)
 - » **Describe** the nature of your collaboration (i.e., How do you work together?)
 - » **Identify** the prevention resources the partner contributes (i.e., How does collaborating with this partner strengthen your prevention efforts?)
 - » **Determine** the partner's current level of involvement (i.e., What is the nature of your collaboration?)
 - » **Describe** the current status of your collaborative relationship (i.e., Is your collaborative relationship going well? Is this partner still relevant, given your current priorities? Would you like to move the relationship to the next level?)

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Current Partner	Sector Represented (e.g., parents, health care, business)	Nature of the Collaboration (How do you and your partner work together?)	Prevention Resources Shared¹ (e.g., knowledge, skills access to priority populations)	Level of Involvement² (e.g., networking, cooperating, coordinating, full collaboration)	Current Status (Is the collaboration going well/still relevant?)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

¹ For this tool, *prevention resources* are defined as the fiscal, human, organizational, or other assets that help you address identified prevention needs in your community. See the CAPT tool [What Do We Mean by Prevention Resources?](#) for a list of common prevention resources.

² See the CAPT tool [Levels of Collaboration](#) for descriptions of the different levels.

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8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					