



# Process Approach to Collaboration

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- 1. Bring People Together**  
Invite participation, choose members, define situation, common analysis of problem or situation
- 2. Enhance Trust and Cooperative Problem Solving Skills**  
Disclose self interests; establish ground rules; define role of facilitator; train in problem solving, communication and consensus skills
- 3. Confirm (create) Shared Vision**  
Write a vision statement which all can support
- 4. Specify Desired Results**  
Define desired results; think strategically; act strategically
- 5. Confirm Organizational Roles**  
Determine individual and team role; document progress; clarify authority of team, subteam, team leaders, and individuals
- 6. Resolve Conflicts**  
Raise and clarify issues; create a conflict management system (identify, separate, resolve)
- 7. Establish Team Charter Agreement**  
Communicate the philosophy, structure, membership, purpose, and ground rules of the team to the organization.
- 8. Organize the Effort**  
Deal with logistic issues
- 9. Support the Members**  
Establish decision-making process, communications plan, information-sharing process, reward system
- 10. Create Action Plan**  
Lay out implementation plan and timeline, create accountability standards, build collaborative work habits
- 11. Implement Actions**  
Create joint systems, create and approve joint agreements, make needed organizational changes
- 12. Evaluate Results**  
Create evaluation plan; assess progress; improve the work
- 13. Renew the Effort**  
Promote adaptability and flexibility; reenergize with changing members; celebrate successes
- 14. Build Continuity**  
Create visibility; involve greater community
- 15. Institutionalize Changes**  
Understand and begin to change present system; identify and manage constraints
- 16. Identify Next Steps**  
Determine needs to continue, change or end the collaborative; create ending rituals