

Defining (or Re-Defining) Mutual Expectations in a Collaborative Relationship

1. **What is the overall purpose of this relationship?**
2. **What specifically do you hope to accomplish by having this relationship?**
Consider benefits for both members of the group and any stakeholders outside the group.
 - Communication
 - Interaction
 - Tasks
 - Events
 - Products
 - Processes
 - Other outcomes
3. **Who can or should participate regularly in this group's meetings?**
 - Are there others who can or should *periodically* participate in meetings or provide feedback to guide the actions of this group?
 - Will leadership be assigned or rotated?
 - Who can bring issues to the group's attention through either the formal agenda or informal discussion?
4. **Who is expected to carry out which actions, and for whom?**
 - Logistical arrangements for convening meetings
 - Financial management
 - Communicating with group members or external stakeholders
 - Implementing new or revised service or support activities
5. **Who can invoke or alter these expectations? Under what circumstances?**
6. **How will decisions be made within the group?**
 - About the group
 - About group finances
 - About the group's service population or desired outcomes
 - About the group's joint or coordinated service or support activities
7. **How will resources be shared or allocated?**
8. **How will the group report on its activities, responsibilities, or progress?**
 - Content and format of information
 - Who collects the information?
 - Who prepares the information?
 - Who receives the information?
 - How can this information be used outside the group?
9. **How will the group evaluate its success?**