

## How should I collaborate?

Remember!  
Collaboration doesn't have to mean a meeting! It might be:

A discrete piece of work, a 1:1 conversation, sharing a resource, giving feedback, signposting other support...

- Children?
- Networks?
- My team?
- Other staff?
- External connections?



Remember!

If someone asks **you** to collaborate, it's good to check there is enough clarity in what's expected of **you**, and when, before you commit to taking part.

A new project or idea



Who is impacted by this project?

Have I included them in developing the idea?

YES

NO

Do I need to? (Will the project be better quality or more useful? Is there time?)

NO

YES

Does my project have a clearly defined goal?

Collaborate

Gather input from stakeholders

Who can help you to clarify the goal?

Collaborate

NO

YES

Line manager?  
Team? Other?

Do I have what I need to deliver the project successfully?

Resources - People? Time? Money?

Collaborate

Where can you get these resources? Who can offer support to the project?

YES

NO

Your team? Other staff or volunteers?  
External partnerships?

Is there a clear timeframe and clear expectations? (Who is required to do what, by when, to what standard? How much time will it take?)

YES

Who do you need to talk to to establish the right timeframe and deadline?

Collaborate

NO

Do you need support to produce a GANTT chart or project timeline?

Who do you need to communicate with about expectations and capacity?

How will feedback and learning from this project be shared? When? Who with?

Take responsibility for giving timely, clear feedback to those you are collaborating with during the process

Collaborate

Share your learning from the project with others (consider all original stakeholders)