This tool is for use in the ***Plan and Activate***phase of the CEIH partnership process.

***Use this tool to:***

* Help create an organised and coordinated commitment for collaborative action
* Prompt critical discussion about key deliverables and support shared decision-making
* Support open communication on essential and shared priorities

***How to use the tool:***

* Develop the plan with your partner members
* Record issues to address, specific steps and strategies, timelines and responsibilities. Also include activities relating to governance arrangements
* The plan should be endorsed by the governance group
* Progress should be discussed regularly at governance meetings and in working group meetings. Do not be discouraged if activities need more time than anticipated to be completed. Remember, it takes time and energy to build and maintain relationships, navigate decision-making processes, and allocate resources.
* Record when activities are completed and remember to celebrate successes!
* It is recommended that a new plan is developed annually to support the timely achievement of goals (noting activities can be carried over from previous plans)

*Note:* while completing this high-level action plan, specific projects may emerge. In this case, it is suggested the [CEIH Project Management Lifecycle](https://ceih.sa.gov.au/ceih-project-lifecycle) and its tools may be used.

**Collaborative Action Plan**

**Collaborative Action Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Agreed by: | Name partners | Date agreed: |  | Review date: |  |

**Dedicated partnership activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AREA OF MUTUAL INTEREST** | **ACTIVITIES TO UNDERTAKE** | **KEY RESPONSIBILITIES** | **TIMEFRAME/NOTES** | **END DATE** |
| Agreed focus area/alignment with areas of mutual interest in the Partnership Agreement | Relevant activities and tasks | Partners/key staff | Projected timeframe and any relevant notes | Expected end |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Governance and maintenance for the partnership**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOVERNANCE ARRANGEMENTS AND MAINTENANCE CONSIDERATIONS** | **SPECIFIC ACTIVITIES TO UNDERTAKE** | **LEAD RESPONSIBILITY** | **NOTES** | **END** **DATE** |
| E.g. Governance group/Steering Committee terms of reference | Relevant activities and tasks  e.g. review terms of reference annually in {month} |  |  |  |
| E.g. Annual governance meeting | Relevant activities and tasks  e.g. {name of partner} to organise and chair the {biannual} partnership governance meeting (responsibility for organising and chairing the partnership governance meetings should be rotated between the partners) |  |  |  |
| E.g. Complete annual partnership check-in | Relevant activities and tasks  e.g. utilise the Partnership Pulse Check after the first 12 months of the partnership, and then annually thereafter (any agreed actions arising from the Pulse Check can be included in this action plan) |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |