This tool is for use in the ***Scope and Discover***phase of the CEIH partnership process.

***Use this tool to:***

* Assess whether a prospective partner is ‘partnership ready’
* Determine the benefits, value, risks and implications of a partnership opportunity
* Consider if further information or discussion is needed to make an informed decision about partnering

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

* Use the tool as early as practical and prior to a partnership being formalised through an agreement
* Consider each area and record any comments or actions required
* Once completed, reflect on all responses and consider whether it is appropriate to proceed with a partnership approach
* If further action or information is needed, set a review date to determine next steps

**Partner Readiness Analysis**

| **AREAS FOR CONSIDERATION** | **COMMENTS AND FURTHER ACTIONS** |
| --- | --- |
| 1. Partnership is strategically aligned and fits with organisational vision, values and/or objectives  * Is there alignment between potential partner’s organisational interests and priorities? * Does the potential partnership fit with the organisational mandate of each partner agency? * Are there any interests/priorities of the potential partner that may cause conflict? |  |
| 1. Mutual areas of interest exist  * Do potential mutual areas of interest exist between potential partners? * Will the partnership enable partners to pursue these shared areas? |  |
| 1. Partnering has potential to produce added value and/or impact  * Will the partnership provide a positive impact for beneficiaries (e.g. partner organisations and end users)? * Will the partnership maximise value creation for the partners (i.e. the partnership creates extra value, beyond that which is possible by each organisation individually)? * Can the partnership exert greater influence than what the individual organisations could exert on their own? |  |

| **AREAS FOR CONSIDERATION** | **COMMENTS AND FURTHER ACTIONS** |
| --- | --- |
| 1. Organisational and leadership support  * Is there initial executive/organisational support (either formal or informal) for the partnership from all partners? * Is there an interest and willingness to collaborate at all levels? |  |
| 1. Reputation  * Does the partner have a positive reputation in their sector/industry? * Is there a willingness to act with transparency and form respectful relationships? * Is there a willingness to innovate and learn from experience? * Is there any previous experience of partnering with the organisation? |  |
| 1. Partner is willing to share ideas and sphere of influence  * Is there a sense the partner will share decision-making and contribute collaboratively to achieving the goals of the partnership? * Is the partner willing to use their position to provide access to opportunities, such as networks and information and promotion of the partnership? |  |

| **AREAS FOR CONSIDERATION** | **COMMENTS AND FURTHER ACTIONS** |
| --- | --- |
| 1. There are available resources and capacity  * Will partners be able to contribute resources, relative to their means? (Resources can include people, budget, data, supplies, knowledge, expertise, and infrastructure.) * Will partners have sufficient capacity to support the partnership work, including as the partnership evolves over time? |  |
| 1. Risks of partnering are low and/or mitigated  * Have potential risks in partnering with the organisation been considered such as financial implications, reputational issues, compromised neutrality, harm to existing relationships, implied endorsement or over-stretched time investment.   *(NOTE: There will also be risks associated with specific project delivery and these should be identified in the project action plan)* |  |

Acknowledgement: adapted from The Partnering Initiative (TPI), Internal prospective partnership assessment tool.