Unsticking Stuck Groups: Reassessing the Collaboration
A Questionnaire for Partners

This diagnostic tool is designed to help collaboration leaders identify what is missing or getting in the way of working effectively and successfully to reach the goals of the collaboration. This worksheet can be used to identify collaboration components that could be strengthened.

Directions:

1. Make copies for each partner in the collaboration.
2. Have each partner individually respond to questions.
3. Collect completed questionnaires, tally responses (Note: this should be done in front of the partners).
4. Interpret and discuss your findings with your partners. Possible discussion questions:
   - What do you see from the response tally?
   - What caught your attention?
   - Was anything surprising?
   - What seemed really on target and confirms your experience?
   - Where does this information lead us?
   - What is the next step?

Tallying the Responses	Interpreting the Responses
A. Number 1-36 down the side of flipchart paper or chalkboard.	Questions are divided into nine areas

B. Draw a line between:
    4 and 5   20 and 21
    8 and 9   24 and 25
    12 and 13   28 and 29
    16 and 17   32 and 33
 	
C. Put an X by the number for each "NO" response
	• Questions 1-4: Stakeholder involvement
	• Question 5-8: Trust within the team
	• Question 9-12: Shared Vision
	• Questions 13-16: Expertise within team
	• Questions 17-20: Team Functioning (e.g., decision-making, sharing power, joint responsibility)
	• Questions 21-24: Partner Communication
	• Questions 25-28: Team motivation and energy
	• Questions 29-32: Partnership Capacity
	• Questions 33-36: Team Plan of Action
	
	  ➢ If the "NO" responses are clustered in **one of these areas**, this indicates that the team needs to work on that particular area.
	
	  ➢ If the "NO" answers are **scattered throughout the nine areas**, discuss with the team what might be wrong and together decide a plan of action for working through the issues one at a time.

Circle One	Question
Yes/No	1. Are all partners affected by the problem addressed by the project?
Yes/No	2. Is there a strong core of committed partners?
Yes/No	3. Is the team open to reaching out to include new people?
Yes/No	4. Are there ways for meaningful involvement from all interested partners?
Yes/No	5. Have team norms been developed?
Yes/No	6. Do partners demonstrate a willingness to share resources?
Yes/No	7. Is time provided for partners to get to know each other?
Yes/No	8. Have relationships deepened as a result of the partners working together?
Yes/No	9. Are all team members clear about the purpose of the team?
Yes/No	10. Do you trust team members to move beyond personal agendas?
Yes/No	11. When new people join the team, is it easy to explain what the team is about?
Yes/No	12. Do all team members agree on the purpose of the team?
Yes/No	13. Are meetings well run and organized?
Yes/No	14. Do you know what skills other team members have?
Yes/No	15. Do you know what skills/expertise the collaboration needs to achieve its goals?
Yes/No	16. If you have a task that requires expertise unavailable within the team, do you know where to access that expertise so implementation of the plan can continue?
Yes/No	17. Do people volunteer freely to work on projects?
Yes/No	18. Do team members share responsibility for completing tasks?
Yes/No	19. Is it clear and agreed upon within the team how decisions are made?
Yes/No	20. Do leadership responsibilities shift with a shift in tasks?
Yes/No	21. Do all people feel free to speak at meetings?
Yes/No	22. Are decisions and information communicated to all members in a planned fashion?
Yes/No	23. Is there a regular time to give feedback to the project leadership?
Yes/No	24. Do you feel that your opinions are heard and respected?
Yes/No	25. Is it fun and satisfying working with this team?
Yes/No	26. Does the team make steady progress in working toward the goal?
Yes/No	27. Do people want to join and stay with the project?
Yes/No	28. Are youth attracted to working with the team?
Yes/No	29. Are there enough people involved in the project to do the tasks in a realistic time-frame?
Yes/No	30. Do you have the financial resources to do what the team wants?
Yes/No	31. Do members of the team share leadership responsibilities?
Yes/No	32. Are youth involved as full partners in the problem-solving process?
Yes/No	33. Is it clear what strategies you are working on?
Yes/No	34. Are team members clear about their assigned tasks?
Yes/No	35. Do team members carry through on what they say they will do?

Yes/No	36. Does the team seem to stay on track in addressing the issue?