

INTRODUCTION

The Stewart Leadership Focused Collaboration Model was developed to help leaders and organizations assess projects and situations for collaboration opportunities. Use this handy worksheet to evaluate the collaboration potential of your next project.

DIRECTIONS

Score project or situation in each step before moving on to the next step. If a project isn't suited to collaboration, consider other options for completion, such as assigning to an individual contributor, outsourcing, or splitting the work into different projects.

KEY

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neutral
- 4 = Agree
- 5 = Strongly Agree

POTENTIAL COLLABORATION WORK OR SITUATION:

Step One: Identify Opportunities

	1	2	3	4	5
This situation is new, uncertain, or unprecedented.					
This situation could have a significant impact to our organization. (Cost savings, revenue increase, etc.)					
The timeline for this work is flexible and/or the urgency to complete this work is low.					
This work will require a high degree of effort and/or multiple skillsets.					

Score:

- 4 - 8: This situation is not ideal for a collaborative project.
- 9 - 14: This situation may be a good candidate for collaboration. Assess further, but consider this work lower priority for collaboration.
- 15 - 20: This situation is likely ideal for collaboration. Move on to assess barriers and potential solutions.

Step Two: Manage Barriers

	1	2	3	4	5
Potential team members have easy access to each other and to the tools, resources, and information they need to complete this work.					
Potential team members have the right skillsets, outlook, and mindset to work closely together and accomplish this work.					
Our incentive structure is designed to reward the entire cross-functional team.					

Score:

- 3 - 6: Barriers are likely too large to be overcome for this work.
- 7 - 11: With support from leadership, barriers may be overcome. Assess further.
- 12 - 15: Barriers to success are not significant. Move this work on to assess solutions.

Step Three: Create Solutions

	1	2	3	4	5
We have the right people with the right skillsets to participate in a cross-functional team without significant impact to their usual responsibilities.					
This work can be completed in a reasonable and definable timetable, such as 30, 60, or 90 days.					
Our organization and team members can agree on clear, common goals for this work, and we can align the group goals to individual performance goals.					

Score:

- 3 - 6: A low score on this step likely indicates that the project, situation, or work definition likely needs tweaking. Reconsider where to find the right people, how to define your timetable, and how to create a good goal structure before abandoning this potential collaboration.
- 7 - 11: Go ahead and plan your collaboration, but be sure your team is made up of people who are coming to the work ready to participate on a team. Clearly define your timetable or reduce the goals to make the project more definable.
- 12 - 15: All systems go! Move ahead with your collaboration work, and be sure to build in checkpoints and clear deadlines.