|  |  |
| --- | --- |
| **Collaboration Checklist**(*After you have identified a suitable project and be aware that this list may not cover every eventuality and you should consider independent advice)* | Yes, No or N/A |
| 1. Is there a clear need for a packaged product/service?
 |  |
| 1. Where has the need been established – customers/market/competitors etc.?
 |  |
| 1. What about the Package Holidays or Linked Travel Arrangements legislation?
 |  |
| 1. Do I need to seek independent legal or professional advice?
 |  |
| 1. Is there sufficient need that will allow me to make an appropriate level of profit?
 |  |
| 1. Will my time developing it be well spent?
 |  |
| 1. Will the delivery time for the product/service be justified by the return?
 |  |
| 1. Is it clear who the specific partner businesses will be?
 |  |
| 1. Is it clear who the specific project individual(s) will be in each partner business?
 |  |
| 1. Do I know enough about the potential partner(s) involved to trust them?
 |  |
| 1. Is a non-disclosure necessary to protect my Intellectual Property?
 |  |
| 1. Are the goals (including KPIs) of the project clearly defined and agreed?
 |  |
| 1. If appropriate, is a separate legal entity and business model being set up?
 |  |
| 1. Are my role and my responsibilities clear and documented?
 |  |
| 1. Am I clear that I am not solely in control, with responsibility shared?
 |  |
| 1. Are the roles and responsibilities of all key individuals clear and documented?
 |  |
| 1. Are the roles of all key individuals fairly shared across the partner businesses?
 |  |
| 1. Is there a clear leader and is there a decision making process established?
 |  |
| 1. Am I as sure as possible that the other partners will deliver their part of the project?
 |  |
| 1. Do the partners have all the skills/resources necessary to complete it successfully?
 |  |
| 1. Are risks identified/agreed (Risk Register), with appropriate mitigants in place?
 |  |
| 1. Is the project clearly defined (in writing) and agreed by all partners e.g. SLA?
 |  |
| 1. Have I sought and obtained independent legal or other advice if necessary?
 |  |
| 1. Has the potential profitability of the project been established and agreed?
 |  |
| 1. Has the share of profit been agreed and is it fair?
 |  |
| 1. Is the time on the project shared equitably by the partners?
 |  |
| 1. Have invoicing, costs and payment terms been established and agreed in writing?
 |  |
| 1. Has a preferred communication channel between all parties been agreed?
 |  |
| 1. Is there a clear reporting and review mechanism for KPIs to monitor the project?
 |  |
| 1. Is there a clear conflict resolution process in place if things go wrong?
 |  |
| 1. Is there appropriate good governance in place to cover all eventualities?
 |  |
| 1. Are there any GDPR issues?
 |  |
| 1. Is there a clear exit strategy?
 |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

***\*Note that you may add other issues to check to meet the particular needs of your own project***