A Checklist for the Expansion of Services:  
A Guide for Collaborative Partnerships

Initiating/Defining
  Project Parameters
  Goals and Objectives
  Partnership(s)

Planning
  Responsibilities
  Policies and Procedures

Organizing/Staffing
  Resources

Technical Issues
  Equipment and Software
  Customization
  Support Services

Training
  Documentation
  Ongoing Training
  Troubleshooting
  Communication Mechanism

Executing and Implementing
  Timing
  Promotion Strategy

Project Review
  Assessment Strategy
  Record keeping
  Information Gathering
  Evaluation
  Change Cycle