

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