ICTR
UW Institute for Clinical and Translational Research

Collaboration Planning Worksheet Template

UW-ICTR Collaboration Planning

Collaboration Planning helps teams develop strong collaborative relationships from the beginning of a project by proactively addressing potential areas of conflict before they arise. In a facilitated discussion, our Team Science experts will guide your team through key dimensions of its project, including: the team's vision, roles, outputs, culture, decision-making processes, and plans for project, data, and information management.

Collaboration Planning is most effective when all team members participate in the process. We recommend that teams participate in a facilitator-led session because we believe that a trained facilitator

- Makes the session more productive by keeping the discussion moving,
- Ensures the team thinks deeply about team processes by asking probing questions,
- Encourages all team members to speak, and
- Enforces session ground rules.

To schedule a Collaboration Planning Session, contact teamscience@ictr.wisc.edu. You can also contact Whitney Sweeney (wasweeney@wisc.edu) directly.

Question	Team Notes
Section 1: Shared Team Vision	
What is the overarching research question or problem you'd like to answer/solve?	
How can you and your team members create a shared vision of what success looks like for this project? How do you ensure everyone's goals are in alignment with that shared vision?	

What is the longer-term vision for this team?	
Section 2: People, Roles, & Responsibilities	
Who is on this team and what skill set do they contribute to achieving your team's shared goals for this project?	
Are there skill sets that are missing? Have you engaged relevant community partners?	
Do any of your team members have unique needs? (e.g., early career faculty preparing for tenure or promotion, staff needing project management training)	
Section 3: Authorship and Attribution	
What kinds of outputs do you anticipate arising from this project? Please specify what and where, if applicable. These outputs might include: • Publications • Intellectual property/patents • Data sets • Conference presentations • Public outreach/communication • Preliminary data for future grants	

Of the outputs listed, which are the highest priority for this project? And why?	
What will your authorship or attribution policies be?	
Section 4: Team Culture	
How would you describe your team's culture to a new person? What are some of your team norms and expectations?	
How can you make that team culture explicit and communicate and enforce those team norms and expectations for both existing and new team members?	

Section 5: Team Processes & Team Functioning	
What is your process for making decisions about: • Scientific direction? • Resource allocation? • Personnel? • Selection of data sources? • Use of AI and other data science tools and techniques? • Other?	
What is your process for resolving disputes?	
How can your team assess if it is functioning well? What red flags indicate problems?	
Can you add a short “team function” question to each leadership and/or team meeting? Examples: • Did our team work as effectively as possible this past [month, week]?	

• What did our team learn this week and how does that impact what we do next? • What is one thing that happened this month that exemplified our team values? • How did we do this month in making progress toward our goals? • Where are we struggling to meet our team expectations? • Is there a way that our team can better support you in your work?	
Section 6: Project Management & Infrastructure	
How do you anticipate managing the project? • Is there a designated project manager? • How will tasks be identified, assigned, tracked, and judged complete? • Who will organize meetings and record the discussion and decisions? • How often will your team meet and by what modality?	
Are there sub-teams that will meet? If so, how will the outcomes of those meetings be communicated to the larger group?	
Project Infrastructure and Shared Tools: • What communication technologies (WebEx,	

email) will you use to work together • What coordination technologies (shared calendar, Box, shared drive, project management tools) will you use to work together? • Are there outside collaborators who will need access to UW systems? Will the UW resources you're using be accessible to the entire team?	
Data Management: • At a high level, how will data be managed? • What will your data sharing policy be? • Do you need any data use agreements with non-UW partners?	
Section 7: Rigor and Reproducibility	
How is team information documented and stored so it is accessible to all for future use? How is this information communicated to the team?	
What processes does your team have in place to validate data, analyses, and conclusions?	

ICTR
UW Institute for Clinical and Translational Research

References

Hall, K.L., Vogel, A.L., Crowston, K. (2019). Comprehensive Collaboration Plans: Practical Considerations Spanning Across Individual Collaborators to Institutional Supports. In: Hall, K., Vogel, A., Croyle, R. (eds) Strategies for Team Science Success. Springer, Cham. https://doi.org/10.1007/978-3-030-20992-6_45

Rolland B, Scholl L, Suryanarayanan S, Hatfield P, Judge K, Sorkness C, Burnside E, Brasier AR. Operationalization, implementation, and evaluation of Collaboration Planning: A pilot interventional study of nascent translational teams. J Clin Transl Sci. 2020 Jul 24;5(1):e23. doi: 10.1017/cts.2020.515. PMID: 33948246; PMCID: PMC8057480.