



# TOOL | Collective Impact Self-Assessment and Planning Tool

This self-assessment and planning tool can be a reference tool for each of the five phases of the Collective Impact process. This tool is based on FSG's "Phases of Collective Impact" document. It will enable you to assess your progress within the five core "components of success" needed to effectively sustain a Collective Impact effort. Within each of the core components, progress can be assessed across five phases of evolution that are typically seen in Collective Impact efforts

## Main Ideas

The purpose of this tool is to help your collaborative leadership group to pause and take stock of where you are and the progress you have made in advancing your Initiative. Further, the tool can be used by your collaborative leadership group to consider what is needed to support the work moving forward. The graphic on the following page provides you with a holistic snapshot of this tool.

Together the "*Governance & Infrastructure*" and "*Strategic Planning*" elements of success focus on the work needed to design, implement and lead your initiative.

The "*Community Involvement*" element of success emphasizes your work to assess and consider the unique context within which your work will unfold over time.

Finally, the "*Evaluation & Improvement*" element of success is focused on how you intend to assess the progress, outcomes and impact of your work and make adjustments as required over time. Use the tool to explore and consider the best plan for your collaborative leadership group to accelerate your effectiveness and momentum.

## Tool How To:

For collaborative leadership groups, this tool includes check list for each of the five phases of the Collective Impact journey. The check-lists has been developed to provide concrete examples of activities within each component of success to provide prompts to help assess your progress and consider how the work may need to expand or change over time.

The check-list is a starting point. Please feel free to add additional insights and signs of progress as needed.

## Tool Debrief:

After reflecting on your progress and considering the work required within each component to sustain healthy progress on your initiative. Use the information to set priorities and establish milestones for how your work will unfold across all four components of success for the coming year. Use the planning tool and work plan templates to capture these critical pieces of your collaborative process.

Source: [www.FSG.org](http://www.FSG.org)



## The Phases of Collective Impact

		The Phases of Collective Impact				
Over-arching Actions	Components of Success	Phase I <i>Generate Ideas and Host Dialogues</i>	Phase II <i>Initiate Action</i>	Phase III <i>Organize for Impact</i>	Phase IV <i>Begin Implementation</i>	Phase IV <i>Review and Renew</i>
		Pre start-up <i>Focus: Engagement and Exploration</i>	Start up <i>Focus: From Idea to Formation</i>	Growth <i>Focus: Early Experimentation</i>	Growth <i>Focus: Scaling efforts</i>	Maturity <i>Focus: Sustain and Renew</i>
		EARLY YEARS Key Question: <i>What needs to happen?</i>		MIDDLE YEARS Key Question: <i>How well is it working?</i>		LATER YEARS Key Question: <i>What difference are we making?</i>
<b>KEY ELEMENTS</b>						
<b>Design, Implement and Lead your CI Initiative</b>	<b>Governance and Infrastructure</b> How decisions are made and responsibilities shared	Convene Community Stakeholders	Identify champions and form cross-sector Steering Committee (SC) to guide the effort	Develop infrastructure (backbone, leadership team, and working groups)	Launch work groups and formalize backbone infrastructure	Facilitate, refine and renew
	<b>Strategic Planning</b> What are we trying to do and how: Our Theory of Change	Hold dialogue about issue, community context and available resources	Map the landscape and use data to make the case	Create common agenda, clear problem definition, agreement on population level goals	Develop blueprint for implementation and identify quick wins	Refine strategies to mobilize for quick wins and to review progress
<b>Understand Context</b>	<b>Community Involvement</b> Who is involved? Who else's eyes need to be on this issue?	Determine community readiness; create a community engagement plan	Begin outreach to community leaders	Incorporate community voice, gain community perspective and input around issue	Engage community more broadly and build public will	Continue engagement and address policy change needs
<b>Assess Progress, Outcomes, Impact and Learning</b>	<b>Evaluation and Improvement</b> What are we learning and how are we changing culture, norms and systems?	Determine if there is consensus and urgency to move forward	Analyze baseline data to identify key issues and gaps	Establish shared metrics (indicators, measurement and approach)	Establish shared measures (indicators and approach at SC and WG levels	Collect, track, and report progress (process to learn, improve, and renew)

Defining the Components for Success			
Governance and Infrastructure			
<b>Description:</b>	This component is focused on ensuring that your group shares responsibilities and leadership; and, is clear about how – and who – makes decisions. The aim, when possible should strive for a consensus that is honoring of multiple perspectives.	<b>Questions to consider:</b>	<p><b>“Who are we? &amp; How do we work together?”</b> The focus of work for this element involves continually assessing:</p> <ul style="list-style-type: none"> <li>• What are the minimum agreements needed for us to work well together?</li> <li>• What practices do we have to help us foster understanding and trust between us? (When disagreements arise, how do we address them constructively?)</li> <li>• What structures are needed to enable us to work together well?</li> </ul>
<b>Goal:</b>	To agree upon how your initiative is best designed and led	<b>Indicators of Success:</b>	<ul style="list-style-type: none"> <li>• There is clarity around how we work together;</li> <li>• We have established adequate structures to support us in our work; and,</li> <li>• We have established a high degree of trust throughout our initiative</li> <li>• We have determined a set of values and principles that guide our collective work</li> </ul>
Strategic Planning			
<b>Description:</b>	This component is focused on ensuring that your group is clear about what we are trying to accomplish together and how.	<b>Questions to consider:</b>	<ul style="list-style-type: none"> <li>• What is your group’s aspiration?</li> <li>• What can we accomplish together to change the circumstances for individuals impacted by this issue or problem?</li> <li>• What are the key actions that must be taken to realize your aspiration?</li> </ul>
<b>Goal:</b>	To establish an action plan that outlines how – and who – will do what to realize your common agenda.	<b>Indicators of Success:</b>	<ul style="list-style-type: none"> <li>• There is broad understanding and endorsement of your plan;</li> <li>• Regular and consistent progress is being seen and interest and involvement are growing; and</li> <li>• The plan is regularly updated and refined using data and learning from the group’s actions.</li> </ul>
Community Involvement			
<b>Description:</b>	This component is focused on ensuring that your group has engaged diverse perspectives to view your issue holistically.	<b>Questions to consider:</b>	<p>The focus of work for this element involves continually assessing:</p> <ul style="list-style-type: none"> <li>• Who have you involved?</li> <li>• Who else needs to be involved on this issue?</li> </ul>
<b>Goal:</b>	To ensure you understand your community’s unique context; and, engage others to work with you to address it	<b>Indicators of Success:</b>	<p>Indicators of Success for this element:</p> <ul style="list-style-type: none"> <li>• There is shared ownership of an issue; and</li> <li>• There is consensus on common agenda and sustain shared action to make it a reality</li> </ul>
Evaluation and Improvement			

<b>Description:</b>	This component is focused on ensuring that your group has engaged tracking progress and using the data/information to adjust and/or make changes accordingly.	<b>Questions to consider:</b>	The work of this element is focused on answering the questions: <ul style="list-style-type: none"> <li>• What is changing and are we learning?</li> <li>• How are we changing policies, culture, norms and systems?</li> <li>• What impact are we having?</li> </ul>
<b>Goal:</b>	To assess progress, outcomes and impact; and, to document and share learning	<b>Indicators of Success:</b>	Indicators of Success for this element: <ul style="list-style-type: none"> <li>• Learning is captured; used to refine action; and, documented and shared</li> <li>• Evidence of progress and impact is measured and communicated</li> </ul>

**Self-Assessment Check List - Phase One: Generate Ideas & Host Dialogues**

(Pre-Start-Up – 12-18 months) Focus: Engagement &amp; Exploration

Not Started	Beginning/ Early Stage	Making Progress	Ready for Next Phase
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**Governance and Infrastructure**

1. Leadership from multiple perspectives has been engaged to articulate a common agenda
2. Commitment from leaders of multiple sectors has been made to work together on the shared issue
3. Principles and practices guiding how we work together have been endorsed and are reinforced in practice

Comments:

**Strategic Planning**

1. Partner organizations and community members are aware of our CI initiative and its common agenda
2. We have articulated a common understanding of our shared problem and it is informed by data
3. Clear goals and priorities for our common agenda are being identified
4. Partner organizations are willing to commit to working together, over time, to address this issue

Comments:

**Community Involvement**

1. We have convened conversations with diverse voices and perspectives from multiple sectors
2. Partners and the community can understand and articulate the problem we want to address
3. Partners are sharing quantitative and qualitative data to inform our understanding of our issue
4. Partners feel a collective responsibility for the issue and generating results around it

Comments:

***Evaluation and Improvement***

- |   |  |  |  |  |
|---|--|--|--|--|
| 1. The importance of continuous and shared learning to the success of working collaboratively is understood     |  |  |  |  |
| 2. A shared agreement on how progress will be monitored and assessed is being developed                         |  |  |  |  |
| 3. The consensus around a shared vision and common agenda is informed by data                                   |  |  |  |  |
| 4. Steering Committee and Backbone staff are thought-leaders and ambassadors for the initiative – building hope |  |  |  |  |

Comments:

<b>Self-Assessment Check List - Phase Two: <i>Initiate Action</i></b> <i>(From Start-Up – 12 months) Focus: From Idea to Formation</i>	Not Started	Beginning/ Early Stage	Making Progress	Ready for Next Phase
<b>Governance and Infrastructure</b>				
1. A Steering Committee that includes diverse voices and perspectives from different sectors is established				
2. Staff supporting this work are neutral and inclusive				
3. A Collaborative Governance agreement and memorandums of understanding have been developed				
4. Boards/leadership teams from participating organizations have endorsed – and are actively involved in – this initiative				
Comments:				
<b>Strategic Planning</b>				
1. Partners have reached consensus on the ultimate goal and have committed to a shared vision for change				
2. Partners have developed and are using a collective plan of action that unifies – and leverages – their distinct activities				
3. Partners have designed a user-friendly, shared measurement system in a participatory and transparent way				
4. Structures and processes to keep partners and external partners well informed about the CI effort are established				
Comments:				
<b>Community Involvement</b>				
1. Members with “lived experience” have helped shape our common agenda				
2. Geographical boundaries and population targets to be addressed have been set and are clear for all partners				
3. Partners accurately describe the goals of our initiative				
4. Partners understand the value of shared measurement & their role in it				
5. Partners have endorsed an action plan with specific activities each partner is committed to implementation				
Comments:				
<b>Evaluation and Improvement</b>				
1. A set of early performance measures and a system to track them has been established to monitor progress				
2. A developmental evaluation process captures learning regarding context and is used to refine the initiative’s design				
3. Partners regularly share insights & lessons about assumptions, successes, failures and promising practices				
4. Community input and feedback is continually sought and used to inform the CI Initiative in its ongoing work				

Comments:				
<b>Self-Assessment Check List - Phase Three: <i>Organize for Impact</i></b> <i>(From 2-3 years) Focus: Experimentation &amp; Growth</i>	Not Started	Beginning/ Early Stage	Making Progress	Ready for Next Phase
<b>Governance and Infrastructure</b>				
1. The Backbone ensures alignment of activity across the overall effort				
2. Funding to support the CI effort has been secured for 2 – 3 years				
3. The Steering Committee and Backbone identify and engage new partners				
4. The Steering Committee and Backbone align their work with other community efforts				
Comments:				
<b>Strategic Planning</b>				
1. Partners have reached consensus on the ultimate goal and have committed to a shared vision for change				
2. Partners are engaged and contributing to a collective plan of action that unifies – and leverages – their distinct activities				
3. Partners have designed a user-friendly, shared measurement system in a participatory and transparent way and are sharing their data and results				
4. Structures and processes to keep partners and external partners well informed about the CI effort are established				
Comments:				
<b>Community Involvement</b>				
1. Partners show commitment to our common agenda				
2. Partners have a data sharing agreement that supports their ongoing collaboration and are sharing data				
3. Partners have clear approaches/goals for their own contributions to their working group				
4. Partners understand the roles of other Working Groups and how they support the common agenda				
Comments:				
<b>Evaluation and Improvement</b>				
1. Partners adapt best practices from other fields/geographies to advance their work				
2. Partners publicly discuss the progress and learning of the initiative and advocate for its goals				

3. Partners raise questions and clarify or questions assumptions and beliefs 4. Partner organizations report improvements in knowledge and effectiveness due to the Initiative's work				
Comments:				
<b>Self-Assessment Check List - Phase Four: <i>Implementation</i></b> <i>(From 2 – 4 years) Focus:</i>	Not Started	Beginning/ Early Stage	Making Progress	Ready for Next Phase
<b>Governance and Infrastructure</b>				
1. The Steering Committee launches work groups for the implementation phase 2. Staff supporting the work groups by facilitating meetings and providing resources 3. The Steering Committee evaluates its progress and memberships 4. Boards/leadership teams from participating organizations are providing resources to support the work				
Comments:				
<b>Strategic Planning</b>				
1. An implementation blue print is in place and all partners agree to the blue print 2. Quick wins are identified as progress on the blue print is made 3. The Steering Committee begins to document policy shifts around the SC and working group tables 4. A sustainability plan is being developed				
Comments:				
<b>Community Involvement</b>				
1. An engagement strategy is implemented that reaches broadly across the community 2. The Steering Committee develops indicators that prove that trust and public will is being built 3. The community begins to become engaged with the common agenda of the collaborative effort 4. The CI Initiative convenes meetings with stakeholders and integrates their input into the overall strategy				
Comments:				
<b>Evaluation and Improvement</b>				
1. A shared measurement system is established including indicators or progress and approach				

2. Shared measurement data is collected on a regular basis				
3. A formal process is established for reviewing the data and making sense of results being achieved				
4. Changes in individual attitudes and/or behaviors or in the public media align with the goals of the CI Initiative				
Comments:				
<b>Self-Assessment Check List - Phase Five: Review and Renew</b> <i>(From 4 years ++ Focus: Sustain and Renew)</i>			Not Started	Beginning/ Early Stage
<b>Governance and Infrastructure</b>			Making Progress	Ready for Next Phase
5. The Steering Committee initiates a review and renewal process for the initiative				
6. Staff supporting this work support the renewal process				
7. A Collaborative Governance agreement and memorandums of understanding are reviewed and renewed				
8. Boards/leadership teams from participating organizations have endorsed – and are actively involved in – the renewal process				
Comments:				
<b>Strategic Planning</b>				
5. CI Partners are kept informed and inspired by the success of the CI Initiative				
6. Steering Committee and Backbone establish relationships with policy-makers				
7. A policy/advocacy agenda has been developed and partner capacity around it is nurtured				
8. A sustainability and renewal plan has been developed for the CI initiative				
Comments:				
<b>Community Involvement</b>				
5. Partners demonstrate flexibility and willingness to adapt strategies and tactics to realize our common agenda				
6. Partners re-assess indicators, data collection methods and approaches to disseminating results & learning				
7. Partners use data to guide decision-making in their own organization				
8. The CI Initiative convenes meetings with stakeholders and integrates their input into the overall strategy				
Comments:				

<b>Evaluation and Improvement</b>				
5. Professional standards are evolving to support the goals of the CI Initiative				
6. The issue(s) championed by the CI Initiative are viewed as a priority & receive greater attention by system actors				
7. Formal and informal organizational policies have changed as a result of the CI Initiative's work				
8. Changes in individual attitudes and/or behaviors or in the public media align with the goals of the CI Initiative				
Comments:				

<b>Planning Tool</b>		
<b>Our strengths and achievements to date:</b>	<b>What are our current priorities?</b>	<b>What do we need to plan for next?</b>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
<b>What can we stop doing now?</b>	<b>What do we need to continue?</b>	<b>What new things need to be added?</b>
1.	1.	1.
2.	2.	2.

3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.

**Work Plan (Process focused) : Current Phase:****List your 6 month process related goal by component of success:**

1. Governance &amp; Infrastructure:

2. Strategic Planning:

3. Community Involvement:

4. Evaluation &amp; Improvement:

<b>Activities to Reach Your 6 Month Goals:</b>	<b>Who's Responsible?</b>	<b>By When?</b>	<b>How? (Potential Tools)</b>
<b>Governance &amp; Infrastructure:</b>			
<b>Strategic Planning:</b>			
<b>Community Involvement:</b>			
<b>Evaluation &amp; Improvement:</b>			

