



Partnership Management Plan

- Ensure all contractual terms included in the Management Plan

1. CONTEXT

Name of Partnership	
Purpose of Partnership <i>Within context of organisation's own partnership and or business strategies</i>	
Background and priority: <i>Ensuring value of partnership to the organisation</i>	
Related partnerships and stakeholders:	
Partnership goals:	
Partnership objectives:	
Partnership measures:	

Partnership Name:	Date:	File Name:
Partnership Manager:	Partner Contact:	Page: 1 of 5

Partnership Scope:	
• Who benefits from the partnership?	
• What are the benefits to be delivered?	
• How are the benefits to be delivered?	
• When are the benefits to be delivered?	
• Where are the benefits to be delivered?	

Partnership Name:	Date:	File Name:
Partnership Manager:	Partner Contact:	Page: 2 of 5



2. ROLES AND RESPONSIBILITIES

Governance: <i>Who, role, responsibility, authority</i>	
• Partnership Governance:	
• Partnership Management:	
• Partnership Implementation:	
• Other stakeholders: <i>Who, expectations and needs</i>	

3. ACTION PLANS

Schedule		
Action/Activity	Milestone/Target and Date	Responsibility

Partnership Name:	Date:	File Name:
Partnership Manager:	Partner Contact:	Page: 3 of 5

Budget and Resources		
Partnership Budget		
Resource Plan		
Deliverable/Milestone/Phase	Resource	Cost

Risk Assessment		
Risk	Level (high/Medium/Low)	Management Strategy

Partnership Name:	Date:	File Name:
Partnership Manager:	Partner Contact:	Page: 4 of 5

Communications and Reporting			
Who	Information Required	When required	Format

4. MONITORING AND EVALUATION

Monitoring	
<ul style="list-style-type: none"> • How is progress to be assessed? 	
<ul style="list-style-type: none"> • Internal Review meetings and Review meetings with Partner 	

Evaluation	
<ul style="list-style-type: none"> • Targets set in accordance with the contract – what is to be achieved or delivered and how do we know that has been done? 	
<ul style="list-style-type: none"> • How do we know the partnership is delivering on what we require? 	
<ul style="list-style-type: none"> • What are the reporting requirements? 	

Partnership Name:	Date:	File Name:
Partnership Manager:	Partner Contact:	Page: 5 of 5