

Pediatric Readiness Recognition Programs Collaborator Grid

Purposes

A collaborator is any person or group that can have influence or power on a project, who may be affected by changes made during the project, or who may have an interest in the outcome of the work. The purpose of the collaborator grid is to name and identify the extent of influence and interest each person or group has on the project or change. In doing so, one can use the opinions and inputs of the appropriate people to improve the quality of the project, gain support from needed collaborators to enhance the success of the project and communicate effectively and efficiently with everyone involved.

General Information about the Collaborator Grid

- Communication early and regularly will ensure the collaborators understand the benefits of the project and can actively support when necessary.
- While a collaborator can be a person or an organization, remember the importance of communication and ensure you are interacting with the correct individual in an organization.
- Each collaborator could have different levels of communication and information needs. Understanding these individual needs early will help you work more effectively.

Here is how to use it

1. Identify and list your collaborators. Who can influence your project, positively or negatively, and who will be interested in your project?
2. Prioritize your collaborators on the grid below based on the level of their interest (x axis) and their influence/power over the project (y axis).
3. Review the communication and information needs of each collaborator, based on where they are placed on the grid, and create a plan to follow these throughout the project.
 - **High Influence/High Interest:** These are your key players within the project. Involve them in the project and decisions and engage with them on a regular basis. Work to maintain the relationship, as these individuals will be crucial to the outcome of the project.
 - **Low Influencer/High Interest:** Keep these people informed of your project as it moves forward. Consult with them on their specific interests in the project. They likely don't need to be involved in each meeting, but with information they can be a strong supporter.
 - **Low Influence/Low Interest:** Monitor individuals placed in this box. They were named as collaborators, but only need a low amount of communication to keep them updated. Try to increase their level of interest to gain more support for the project.
 - **High Influence/Low Interest:** Actively consult with these individuals and keep them satisfied by asking how much communication they would prefer. Engage and consult with them, as their opinions will be needed. Try to increase their level of interest to gain support for the project.

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