

PATHWAYS OUT OF POVERTY: COVERING YOUR BASES

Partners and Roles

REQUIRED PARTNERS

- Non-profit organizations, such as community or faith-based organizations
- Local WIB and CareerLink
- Education and training providers
- Public and private employers and industry-related organizations
- Labor, including unions and labor-management organizations

OPTIONAL—BUT STRONGLY ENCOURAGED —PARTNERS

- Public Housing Agencies
- Community Action Agencies (implementing weatherization)
- Organizations implementing ARRA projects related to energy
- National, state, and local foundations
- State and local social service agencies (support services)

TIPS FOR WORKING WITH PARTNERS

- *Bring partners in early*
- *Make sure each partner shares your vision*
- *Allow each partner input into the project design*
- *Make sure each partner brings something to table, tangible or intangible*
- *Determine who will write proposal; set up a timeline for completion*
- *Clarify roles and responsibilities*
- *Determine how funded will be awarded*
- *Draw up an MOU with each partner*

FILLING OUT THE MATRIX

The purpose of this matrix is to assign departments or individuals to activity categories, define role responsibilities, and define relationships between groups. This matrix should be completed early in project planning, before detailed resource allocating or scheduling.

The goals of the roles and responsibilities matrix are to:

- Define roles and responsibilities of project stakeholders.
- Improve overall project team and stakeholder communication.
- Proactively identify gaps in assignments, accountability, or resources.
- Clarify cross-functional interactions between project team members.
- Document project interdependencies with other initiatives.
- Define project team interactions with supporting resources and departments.

KEY:

A – Accountable for successful completion of task.

R – Responsible for completion of task. (Task can be delegated to this person.)

S – Supports task.

C – Requires communication about the task.

