

TOOL 5: KEY QUESTIONS FOR SCOPING PARTNER COMMITMENTS

Purpose:

This tool provides a structured set of questions to help scope out the roles, responsibilities, and expectations for economic development committee members and partners. It ensures clear alignment on objectives while providing flexibility for partners to adapt how they deliver to unique skillsets, knowledge, and connections.

Use these questions to guide discussions and clarify commitments.

Objectives:

1. What specific economic development objective (i.e., information gathering, program participation, infrastructure development) are we trying to achieve with this commitment?
2. Are there any secondary objectives (e.g., relationship building, raising awareness) that should be considered?
3. Is the partner aware of these objectives? If not, what is the best way to communicate these?

Partner Role & Contributions:

4. What role are we asking the partner to play?
5. As part of that role, what specific activities are we asking our partners to take on or contribute to?
6. How will the partner's role and contributions complement those of others?

Guardrails:

7. What parameters or guidelines must be established to ensure consistency and alignment with the broader initiative (e.g., consistent data collection format, aligned messaging, or confidentiality requirements)?
8. Are there any risks that we should take steps to proactively address (e.g., conflicts of interest, confidentiality concerns)?
9. How will we monitor progress to ensure the objective is being met?

Autonomy:

10. What level of flexibility will the partner have in deciding how to fulfil their role?
11. Are there any decisions we are asking the partner to make independently? What decisions need to be escalated to a committee or project lead?

Communication & Support:

12. What communication channels and frequency of check-ins will help keep the partner informed and aligned?
13. How will we recognize and celebrate the partner's contributions to keep them motivated and engaged?

Measuring Success:

14. Are there any tangible deliverables that the partner is being asked to complete?
15. How will we measure those outcomes? What data or information are we requesting our partners to provide?