CCNETWORK
Comprehensive Center Network

REGION 14
Arkansas
Louisiana
Texas

Conditions for Successful Projects (CSPs)
Buy-in From Collaborators

Explicit and active engagement from all collaborators ensures the project has maximum support and access to necessary resources.

① Understand

Each condition is described in detail to demonstrate how it is connected to project success. You will learn why the condition is important, how to assess your status within the condition, how to document your current condition, and how to use this information to develop a project plan.

② Reflect

Once you understand the value of each condition, we invite you to reflect on how your project fares on the rating scale. During this reflection, consider what evidence supports your rating and if you are where you want to be. If not, what would it take to move across the continuum? We offer a self-assessment worksheet for each condition. Additionally, if you are having trouble determining your current state, we have a resource library to help you.

③ Act

Once you identify your current state and determine what to change, you are ready to add your next steps to your project plan. In the future, the CSPs can serve as a checkpoint to help you maximize your project's likelihood of success. Review your CSP work regularly to determine if you have improved your condition ratings and see if those changes have helped move your project forward. Write down your action steps in the table.

Before You Begin…

» List all interested parties/groups. Include both direct and indirect for the entire education delivery chain impacted by the project and involved in achieving desired outcomes

» Research evidence-based practices that might apply to your project's goals

» Scan for relevant policies/legislation that may influence project implementation

1 **Understand**

Charting Your Course: Navigating from Present Position to Future Destination

In any project, one individual's influence can significantly steer its progress. Securing buy-in from collaborators ensures there are more project champions and fewer roadblocks. As you work through this condition, you might realize several key collaborators are not currently involved in the potential project. That's okay! Even with only 50 percent participation, it's not a roadblock but an opportunity to strategize.

Use your assessment of buy-in from collaborators to guide your action steps. For example:

» If only 50 percent of interested parties are committed, what can you do to engage the other 50 percent? Is it a matter of informing them?

» Does the project need to be adjusted to gain their support? When facing an unengaged collaborator, explore ways to address their concerns.

You can also use this as a checkpoint during implementation.

» Are the collaborators still committed to the project goals?

» Has the situation changed regarding adjustments in the project plan to address evolving collaborator needs and priorities?

Building Your Case: Gathering Evidence for Your Current Position

STEP 1

List every interested party. Knowing who has a vested interest in the project's success is important.

» Who are the interested parties?

» Who will benefit from the project?

» Who may not benefit directly but will still be involved in implementation?

» Are there policymakers or organization leaders who are interested in the outcomes this project might yield?

STEP 2

Once you have a list of interested parties, assess their knowledge level and commitment to the potential project.

» Who are your biggest champions?

» Where can you find documentation for this buy-in?

② Reflect

Guiding Questions for Reflection

» What evidence suggests collaborators at all levels will actively support the project, including changing their behaviors and practices as needed?

» Are there interested parties or collaborator groups that hold more power? Are some collaborators more influential than others (e.g., gatekeepers or cultural brokers)? Why?

State of the Project

Rate the current state of the project:

Emerging	Developing	Advancing	Mastery
No evidence of collaborator buy-in documented	50% of collaborator buy-in documented	75% of collaborator buy-in documented	100% of collaborator buy-in documented

Reflection/Evidence:

Potential Evidence Sources

Meeting notes, emails, written agreements, survey results, collaborator analyses, and asset maps

Supporting Tools/Resources:

» Collaborator Buy-In Tool
» Project Management Institute Collaborator Analysis

③ **Act**

Guiding Questions for Action Planning

What other conversations can you have to move along the continuum?

》 What opportunities are available to engage potential collaborators interested in this project?

》 How can the team better leverage the interested groups that hold more power and influence in service of achieving project goals?

》 After completing this reflection and self-assessment, what meetings and conversations need to happen immediately to improve collaborator buy-in?

》 Who needs to be informed or consulted before implementing the proposed actions?

》 How can collaboration and communication be strengthened within the team during the implementation of actions?

》 Are there specific milestones or checkpoints to track progress and make necessary adjustments? For example, a target date to onboard a new collaborator or creating outreach materials to share.

》 How will success be measured to evaluate the effectiveness of the actions taken?

Action Plan: