PARTNER
Program to Analyze, Record, and Track Networks to Enhance Relationships

PowerPoint Presentation
Template Instructions

Version 1.1 – Sept 2012
PARTNER can only be used for non-commercial purposes.
For commercial applications or additional software development, please contact Danielle Varda at danielle.varda@ucdenver.edu or (303) 315-2129.

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Congratulations on the Completion of Your Project

If you are creating a PowerPoint using this template, you have successfully completed at least one round of using the PARTNER tool. Congratulations to you and the collaborative(s) on all your work! There are three types of templates you can use to disseminate the results of your work; the report, the PowerPoint, and the poster templates. The purposes of the 3 templates are to provide users of PARTNER support to organize and present their findings to stakeholders in a concise yet comprehensive way in the most efficient and effective manner possible. How to choose which template to use will be based on the user’s need for reporting their results and quality improvement plan. This document provides instructions for how to create a PowerPoint presentation. The PowerPoint blank template and example slides (all figures presented in these instructions) can be found at www.partnertool.net/resources.

How to Use the PowerPoint Template

The PowerPoint Template would be a good choice if the PARTNER user needed to present their findings to a live audience. A PowerPoint presentation can assist you in facilitating a presentation to a group, for example, a board meeting. It could also be used to facilitate group discussion, for instance if the user wanted to present the findings to the representative members of their collaborative in order to elicit feedback and plan next action steps. Each section of these instructions starts with an explanation of why you would include the suggested information, instructions on how to use the data and examples on developing the section. Many of the sections include examples from other projects or language that may be universal for all PARTNER users that could be said during a presentation. Every section also contains slides as examples or slides with content you may choose to use but are only suggestions about what to include in your presentation. These template instructions begin with a section called Tips on Using PowerPoint for Presentations. The sections of the presentation we suggest that you include in the presentation are Introduction, Conceptual Framework, Goal/Research Questions, Methods/Approach, Results, and Action Plan/Next Steps. Appendices meant to accompany all 3 templates can be found in the partner resources; Appendix A: Definition of Terms, Appendix B: Survey Questions, Appendix C: Example Text, Appendix D: Example Action Steps.

As a user of PARTNER, it is not required that you create your PowerPoint presentation exactly as this template, these are simply our suggestions. If you have further questions about this template and how to use it, please contact us at partnertool@ucdenver.edu.
Tips on Using PowerPoint for Presentations

The following section provides general tips on how to create a clear and compelling PowerPoint presentation.

**Presenting Text**

PowerPoint presentations are meant to be a visual aide, not a written report, therefore “Less is More”. In order for your audience to listen to your presentation, you should avoid full sentences or paragraphs on the slides you present. Rather, slides can should the presentation and help the audience follow key ideas. For example, look at the difference between the two slides below on the same introduction to “Project Launch”.

**Figure 1. Example of “Busy Slide”**

**Figure 2. Example of a Clear and Concise Slide**

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**Fonts**

- Avoid fonts that are difficult to read.
- Use no font size smaller than 24 point.
- Use different colors, sizes and styles (bold, underline) for impact.
- No more than 6-8 words per line
- For bullet points, use the 6 x 6 Rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide
- Use dark text on light background or light text on dark background.
- To test the font, stand back six feet from the monitor and see if you can read the slide.

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**Graphics and Design**

- Keep the background consistent and subtle.
- Use only enough text when using charts or graphs to explain clearly label the graphic.
• Keep the design clean and uncluttered.
• Try to use the same style graphics throughout the presentation (e.g. cartoon, photographs)
• Limit the number of graphics on each slide.
• Check all graphics on a projection screen before the actual presentation.

**Color**

• Limit the number of colors on a single screen.
• Bright colors make small objects and thin lines stand out. However, some vibrant colors are difficult to read when projected.
• Use no more than four colors on one chart.
• Check all colors on a projection screen before the actual presentation. They may project differently than what appears on the monitor.

**General Presentation**

• Check the spelling and grammar.
• Do not read the presentation. Practice the presentation so you can speak from bullet points. The text should be a cue for the presenter rather than a message for the viewer.
• Give a brief overview at the start. Then present the information. Finally review important points.
• It is often more effective to have bulleted points appear one at a time so the audience listens to the presenter rather than reading the screen.
• If the content is complex, print out the slides so the audience can take notes.
• Do not turn your back on the audience. Try to position the monitor so you can speak from it.¹

¹ Fonts, Graphics and Design, Color, and General Presentation above were adapted from:
**Presentation Title**

**Purpose & Instruction:**

The title of your presentation should reflect both your project and intent of your presentation. You may also consider your audience when deciding on your title. If appropriate you may choose to recognize how your project was funded.

**Example Title:**

\[ \text{Lincoln County’s Health Care Access Coalition: A Report on 10 Years of Collaboration} \]

**Figure 3. Example of Title Slide:**

Lincoln County’s Health Care Access Coalition: A Report on 10 years of Collaboration

September 20, 2010

\[ \text{Funded by the Community Health Foundation} \]
Introduction

Purpose of the Introduction:
The introduction is a way for you to “set the stage” for your presentation. It is important to first provide a context for your audience to familiarize them with your collaborative and highlight the mission/purpose of your collaborative. A good introduction draws the reader in so they stay engaged in the material throughout the presentation. All introductions are not alike; the content of the introduction depends on the objective of the presentation.

Things you might include:
- History of the collaborative
- Description of the collaborative purpose/mission/reason for forming
- Type of collaboration (and any program affiliations e.g. MAPP)
- Statement of the problem
- Any relevant accomplishments your collaborative has made
- Transition slide that leads into your next section of goals and/or research questions for the specific project

Example of Language You Can Use During Your Presentation
You may choose to use the following in your presentation (those that are true for you):

In order to better understand and improve our collaborative we used a research tool called PARTNER (Program to Analyze, Record and Track Networks to Enhance Relationships). PARTNER is a social network analysis tool designed for use by organizations involved in inter-organizational collaboration. Our collaborative used this tool in order to measure how our member organizations in the collaborative are working together; assess where and how the collaborative should strengthen their partnerships in the collaborative; and to chart progress in the relationships and activities of the collaborative.
Introduction

- 40 million people living below the poverty line
- Colorado children 15.3%

The Problem

Limited Resources toward self sufficiency services
- Physical and mental health
- Family
- Parenting
- Specialized workforce services
- Supports

The Answer → Project LAUNCH

Mission Statement

To build, enhance, link, and sustain collaborative alliances among those with a vested interest in babies & young children with special health care needs so that they can their families thrive.

What is PARTNER?

Social Network Analysis (SNA) tool
- Measures collaborative network
- Assesses where and how the collaborative should strengthen
- Charts progress in the relationships and activities

PARTNER (www.partnertool.net)
Conceptual Framework

Purpose of a Conceptual Framework

It is common for written presentations to begin by explaining the conceptual framework used to guide the development of the approach. For example, the PARTNER tool is a specific technique that is grounded in Social Network Analysis (SNA). Therefore, it is important to explain to your reader a little about Social Network Analysis in a brief or detailed way (depending on space and needs).

Things you might include:

- Background on the PARTNER Tool
- Explanation of Social Network Analysis
- References from the literature on collaboration, networks, partnerships (etc.)

Figure 7. Example Conceptual Framework Slide, PARTNER:

Survey Tool and Social Network Analysis language you can use (depending on the audience):

As part of our efforts, we have conducted an analysis/evaluation to measure and monitor connectivity of our partnerships. To do this, we used PARTNER (Program to Analyze, Record, and Track Networks to Enhance Relationships). PARTNER is a social network analysis program that includes a survey that can be administered online and an analysis tool which reads the data gathered from the survey and provides options for social network analysis. Social Network Analysis is a method used to identify the members of a network (networks can be operationalized in many ways) and the relationships between those members. Members of a network can be visually represented as nodes (often as circles/squares) and the relationships between them are visualized as lines connecting those nodes.
Goal/ Research Questions

Purpose of the Goal (or “Research Questions”) section:

Once you’ve introduced your project it is important be specific about the goals or questions you are addressing in your project. Stating the goals of the project outlines for the reader those things that you hope to achieve through your collaborative process.

Figure 8. Example Language Goals Slide:

Goals:

Like any evaluation, the ideal application of data to decision-making is through the specification of goals and a series of steps identified to reach those goals. The same is true for the use of network data. Before the start of a network analysis, all collaboratives are encouraged to identify the goals they hope to achieve through working together. With these goals in hand, the results of the data collection can be assessed against the goals of the collaborative, opening the door for a number of strategic methods to ensue.

Figure 9. Example Research Questions Slide:

Research Questions:

Alternatively, you may choose to include research questions that you are addressing through your social network analysis. The following example questions can have many practical implications.
Methods/Approach

Purpose of the Methods/Approach section:
The purpose of the Methods (or Approach) section of the presentation is to provide a detailed explanation of the design, implementation, and analysis for the project. It is important to explain to your audience that you used appropriate and evidence-based techniques. This section also allows other organizations an opportunity to understand how they may take the same steps if they have similar goals for their collaborative.

The Methods section of your presentation could contain several places where universal PARTNER language could be used. However, you will need to customize this language to match the approach you took in your project.

Figure 10. Example Slide, Content to Include in the Methods Section:

I. Summary of Research Design
To begin, briefly explain the overall approach of your research design. This provides an outline for the reader to see how your methods fit together and how your activities match your goals. This can be done with some bullet points or a simple table.

Figure 11. Example Slide, Research Design Summary:
II. Data Source and Participants

This section of the report includes a clear description of the survey respondents and what organizations are represented in the PARTNER survey. During the presentation it is important to describe the reasons you chose those respondents which likely relate to their role in the organization and the perspective they would bring. If you used specific criteria then include a list of those criteria in this section.

Figure 12. Example Slide that Presents Participants in PARTNER Survey:

III. Measures

A “measure” refers to a variable (specific dimension or outcome) you intend to understand through analysis once the data is collected. The way you are “measuring” these variables is by asking questions through the survey process. “Level of Analysis” refers to whether or not you are trying to understand a variable that is specific to one organization or the whole network. The table below outlines the variables used in PARTNER.

Figure 13. Example Slide for Measures:
IV.  **Data Collection**

For the data collection section of the report, provide a step by step explanation of how the data was collected. Most users of the PARTNER tool will have a very similar data collection methodology. The unique aspects of your presentation will need to include specific dates, timeframes, whether or not the survey was completed online, on paper, or both. Part of the data collection process also includes how much information about the survey was provided, how respondents were invited to participate, how many times the respondents were sent reminders, and other important aspects of the survey administration. If an Institutional Review Board was involved or if special permission was given by a governing/overseeing ethics body in order for the data to be collected, note those details in this section.

**Figure 14. Example Data Collection Slide:**

- February 1, 2010- April 13, 2010
- 18 Question Survey
- Completed Online via Email Invitation
- 2 Email Reminders
Results

Purpose of the Results Section:

The purpose of this section is to present the network analysis information about your collaborative. We recommend that you think about how you might frame the Action Plan section (the last section of the presentation template) as you develop the Results section. Thinking through your analysis and how it relates to the Action Plan section ensures that a link exists between how you got from discovering information about your collaborative to making important decisions about what needs to change, be improved, enhanced, or other activities, in order to achieve your goals (e.g. engaging in Quality Improvement).

It is important that you decide ahead of time, based upon your original goals or questions, what types of information you want to report from your collaborative PARTNER data. In this portion of the template you will find not only examples of how to present information, you will also find directions on how you can extract these data from the PARTNER tool itself to put into your presentation. In order to follow these steps it is important that you are familiar with the PARTNER Technical Manual, paying particular attention to Step 7, Analyzing Data (Analyze Results). The analysis functions of PARTNER are built into the PARTNER Excel file. Analysis options include network visualizations (maps), outcome measures, and network scores. The user will select the appropriate options to run the analyses (refer to the PARTNER manual for detailed instructions on all of the following analyses). Once you become familiar with the analysis stage of using the PARTNER tool, then you can present the results.

Instructions

The results section outlines three types of analysis: Part 1: Visualizing Network Maps, Part 2: Reporting on Network Scores, and Part 3: Reporting on Outcomes. Once your results are narrated you can move into developing an Action Plan, linking your data to action steps for performance improvement (allowing you to implement a Quality Improvement plan).
**Part 1. Visualizing Network Maps**

The most common way to present network information is through network map visualization. The following sections describe how you can:

1. Draw Map(s) of the Network
2. Display Characteristics of the Network
3. Display Attributes
4. Display Resource Contributions

### 1. Drawing a map of the network

**How to create a network map in PARTNER:**

**To create the basic map:** Open the excel data file with the macros enabled -> On the Introduction Page, click on CREATE NETWORK MAPS -> then under “Choose what groups to show:” click on “Select All” tab -> under “Show group affiliation by:” click on “Different Shapes” -> then click on “Show Names of Organizations” -> click on “Display Network” tab. You can adjust the size of the network map by moving the bar under “Size of network map”, and you can change the arrangements of the same network by clicking the “Display Network” again and again.

**To copy and paste as a picture into a PowerPoint:** place the cursor in a corner of space that would encompass the content in a highlighted square, by holding the left mouse tab down, drag the cursor down and across until the entire network is highlighted -> Right Click-> Copy. Go to your Start Menu (left lower corner for your screen) -> Applications -> Go to Paint (click on and open the Paint program). Paste the copied graph in and save it as a JPG file. From the Paint program select your image, copy and paste it into any document.

![Figure 15. Example Display of Network Slide](image)
2. Displaying characteristics of the network

How to create a network map that includes relationships between members in contact once a year or less in PARTNER like Figure 16 below (Note that these directions are for the example below, you may wish to display a different frequency depending on your goals):

To create the basic map: refer to Page 15.

To make the network map reflect contact once a year or less: go to “Relationship” tab in the Networks Map box -> under “Show network map based on ties” choose Type 1 or Type 2 -> under “Options” click on “Show strength of ties by thickness of the lines” and “Show direction of the ties by using arrows” -> under “Step through: Show only interactions that (happen) at least:” click on “Once a year or less”.

To copy and paste as a picture into a PowerPoint: See Page 15.

Figure 16. Example Display of Frequency of Contact Once a Year or Less Slide:

3. Displaying attributes

To display characteristics and quality of relationships in a collaborative use PARTNER to assess and then produce tables and figures containing attributes and contributions. Tabs can be found in the menu that appears when you select the option to “Create Network Maps”. There is an “Attributes” tab that includes Overall Value (which is a composite of scores including Power/Influence, Level of Involvement, and Level of Resource Contribution) and Overall Trust (which is a composite of scores including Reliability, Support of Mission, Openness to Discussion, and Time in the Collaborative). You can choose composite scores or scores for any of the distinct attribute scores. See Figure 17 for an example of visualization of network attributes.
To use an example to further explain the presentation of network attributes, you may want to report on data you collected on trust. You may want to include a map like the one below:

How to create a network map that includes trust scores of member represented by shape size in PARTNER like Figure 18 below (Note that these directions are for the example below, you may wish to display a different frequency):

To create the basic map: refer to Page 15.

To make the network map reflect Overall Trust Scores: go to the “Attributes” tab in the Networks Map box -> under “Please select one of the listed attributes” choose “Overall Trust” -> click on “Update Network Map”.

To copy and paste as a picture into a PowerPoint: See Page 15.

Figure 17. Example Slide Measures summary:
When creating network maps you may also consider displaying information about more than one variable or attribute you are interested in. By examining the collaborative by looking at more than one variable at a time, one could reveal areas of strengths and weaknesses. Some examples below are ways other organizations display connectivity among collaborative members through questions and answers.

How to create a network map that includes trust scores of member as well as frequency of contact (as an example) represented by size of node and presence of lines:

To create the basic map: See Page 15.

To make the network map reflect which organizations contact with each other every week with sharing information and referring clients: go to the “Relationships” tab in the Networks Map box -> under “Show network map based on ties” choose “Type 1 or 2” (Note that the relationship types are chosen by the user, the reason this type of contact was chosen is because it was one of the goals of the collaborative so this will likely not be the same type for your collaborative) -> under “Step through: Show only interactions that (happen) at least:” -> choose “Every Week” -> click on “Update Network Map” -> go to “Attributes” tab and select “Overall Trust” -> click on Update Network Map button.

Figure 19. Example Slide Example of Overall Trust and Frequency of Contact:
4. Displaying Resource Contribution

The Contributions tab found in the menu that appears when you select the option to “Create Network Maps”. The contributions could change depending on what you chose for your network tab (the default list includes: Data Sets, Service Opportunities, Info/Feedback, Specific Health Expertise, Expertise of Other than in Health, Community Connections, Decision Making, Facilitation, Advocacy, and Leadership).

![Most Valuable Contribution of Each Member](image)

Figure 20. Example Slide Most Valuable Contribution of Each Member:

How to create a network map that reflects Contributions and Resources:

To display the network:
See Page 15 to review how to create an initial network map.

To display Contributions and Resources: Go to the “Contributions” tab on the Network Maps box -> select the Resource that you want to display -> then click on the “Update Network Map” button. You can step through each resource using this process.

To show the most important Contribution for each organization: Go to the “Contributions” tab on the Network Maps box -> under “Show organizations for which the most important contribution(s) is:” click on the box at the bottom that says “Use different colors to show the most important contributions for all organizations” -> then click on the “Update Network Map” button.
The descriptive information in the Organization Attributes Table slide example that follows the instruction box below is specific to a particular collaborative. This type of information about your network could be found when analyzing your PARTNER data and looking in the PARTNER excel file on the Organization Info worksheet (See the instructions below for where to find it).

**To find organization Names, Attributes, and Resource Contributions:** go to the data excel file - > go to the Organization Info tab (the first tab to the right of the Introduction at the bottom of the screen) -> there you will find survey answers including a column labeled “Q4/Contribution” -> the numbers listed in the same line as the organization name are codes for those contributions that organization identified (Unless modified for the survey, the numbers correspond to the resources in the default list. If you modified the survey, use the list of resources that you developed.

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### Figure 21. Example of Table Display of Organization Characteristics Slide:

![Organization Attributes Table](image-url)
Part 2. Reporting on Network Scores

PARTNER not only allows a user to create visualizations that represent a social network, it also allows us to display the scores that are important to networks. There are two types of scores that you can report on using the PARTNER tool, whole network scores and individual scores of members within the network.

How to Find/Report Network Scores: Go to the Introduction sheet of the PARTNER excel file that contains your data with the macros enabled. Under “Choose from the Options Below:” click on “Analyze Network Scores” -> in the Partner Tool pop-up box, click on “Calculate Network Scores” -> a table with density, degrees centralization, and trust scores will appear. Select “Show Score Explanations” to see a definition of each score.

To Copy and Paste: choose which scores to display (the example below features Density, Degrees Centralization, and Trust Scores) and delete the columns you do not want to display -> highlight the table -> hover the cursor over the table and right click the mouse -> select “Copy” -> go to the report document -> place the cursor where the table should go -> right click the mouse and select “Paste”.

Whole Network Scores

Whole network scores represent the network at the aggregate level. That is, the whole network members’ responses comprise these scores. Each one is a percentile. Whole network scores offered by PARTNER include density, degree centralization, and trust (for further definitions see the PARTNER Technical Manual).

Example of Density, Degree Centralization, and Trust:

<table>
<thead>
<tr>
<th>Network Scores</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Density</td>
<td>21.80%</td>
</tr>
<tr>
<td>Degree Centralization</td>
<td>46.70%</td>
</tr>
<tr>
<td>Trust</td>
<td>23.40%</td>
</tr>
</tbody>
</table>
Individual Scores

Individual network scores provide analysis about each single organization or individual. The scores help to explain how “embedded” each organization is in the overall network. Individual scores offered by the PARTNER tool include centrality scores such as key player scores (degree centrality), scores for value, and scores for trust (for further definitions see the PARTNER Technical Manual). Below are instructions on how to create a table of individual scores.

![Individual Organization Scores](image)

![Value & Trust Scores](image)

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**Figure 23. Example of Individual Organization Scores Slide:**

**Figure 24. Example of Individual Organization Value and Trust Scores Comparison Slide:**
How to create a table in PARTNER to copy and paste into your reports like the example shown below that features the two tables *(Note that these directions are for the examples below, you may wish to display a different network scores):*

Go to the Introduction Page of the PARTNER excel file that contains your data with the macros enabled. Under “Choose from the Options Below:” click on “Analyze Network Scores” -> in the Partner Tool pop-up box, click on “Calculate All Scores”. Select “Show Score Explanations” to see a definition of each score.

**To Copy and Paste:** choose which scores to display (the example below features Overall Value, Power/Influence, Level of Involvement, and Resources Contribution) and delete the columns you do not want to display (for the example below all other columns but the 4 Value scores were deleted) -> highlight the table -> hover the cursor over the table and right click the mouse -> select “Copy” -> go to the report document -> place the cursor where the table should go -> right click the mouse and select “Paste”.

To rank the scores in chronological order, click on the arrow in the grey box at the bottom of any of the columns to select a particular category in which to order the scores (for example if you want to see how all the organizations ranked from high to low on Overall Value you would select high to low on the grey box arrow drop down located in that cell and the table will be re-arranged to show the organization with the highest Overall Value Score would be at the top and those will subsequently lower scores listed below). You may also choose to highlight certain organizations and their scores, to do this: highlight the line you wish to fill in with color, then select the color fill tab at the top of the excel page on the tool bar to select the color you wish to fill in.
**Part 3: Reporting on Descriptive Results and Graphs**

The PARNTER tool analyzes process outcomes as well as other single and multiple choice questions asked on the survey. These outcomes and other variables are decided upon when developing the survey tool. It is important to include the findings of these outcomes in your report. As network scores will, other scores found during the PARTNER tool process users engage in will also contribute to the QI process.

How to create outcomes tables in PARTNER to copy and paste into your reports similar to the examples shown below *(Note that these directions are for the example below, you may wish to display different types of outcomes):*

Go to the Introduction Page of the PARTNER excel file that contains your data with the macros enabled. Under “Choose from the Options Below:” click on “Analyze Results” -> in the Partner Tool pop-up box, chose which question you’d like to display the outcome for -> click on the “Okay” button -> a table of outcomes scores and bar graph will appear.

![Example Presentation of Outcomes](image)

*Reponses to any open-ended questions you asked in your survey can be located on the “Org Info” sheet of the PARTNER analysis tool.*
Analyzing Open-Ended Questions

Open-ended questions do not appear as graphs or charts. To get the data for the open-ended questions, click on the tab "Org Info". Look across the columns to find the questions you set as open-ended. The raw data for these questions will be listed in these columns.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org1</td>
<td>I did not see the Red Cross on this survey. They are an active part of the coalition. We work well together in Example County in part due to the very limited resources we have to work with.</td>
</tr>
<tr>
<td>Org2</td>
<td>Opportunity for increased collaboration between partners and building capacity to serve our communities when in need.</td>
</tr>
<tr>
<td>Org3</td>
<td>Great working group.</td>
</tr>
<tr>
<td>Org4</td>
<td></td>
</tr>
</tbody>
</table>
Action Plan/ Next Steps

The purpose of the Action Plan/ Next Steps section:

The purpose of this section is to present your plan for next steps based on the results. The PARTNER analysis process allows you to use your data to guide Quality Improvement (QI) efforts based on those findings. QI efforts include four basic phases – Plan, Do, Study, Act. Strategic Collaborative Management (SCM) can assist public health administrators and facilitators engaged in collaboration to understand how and why networks develop, what conditions influence success, how the benefits of networks can be improved while the minimizing drawbacks, and how to more effective be a leader within a network. SCM takes a QI approach by providing public health personnel with a framework to study their collaborative efforts by collecting network data using existing tools and act upon this data by strategically using data to develop action steps for performance improvement. These steps loop back into the Plan and Do stages of QI.

Once you have collected and analyzed your PARTNER data, the next step is to use the data to develop action steps for performance improvement. This is an important step in the Quality Improvement process, specifically in the “study” and “act” steps of the process. The need for Quality Improvement in the area of collaboration is strong because collaboration has the potential to improve the processes of healthcare which can “create better outcomes, but also reduce the cost of delivering services by eliminating waste, unnecessary work, and rework.” In the case of collaboration, it is important to recognize that “both the resources (inputs) and activities carried out (processes) must be addressed together to ensure or improve the quality of care.” Once these dimensions are addressed, then practice and policy can be affected through strategic planning, involving the workforce that makes up the bulk of leadership within public health collaboratives.

Suggested Action Steps for Performance Improvement:

- Considering levels of trust and determining whether any changes can be made to improve low trust among partners
- Increasing/Decreasing the number of connections among partners in order to increase efficiency or expand the level of connectivity
- Leveraging existing relationships and resources
- Identifying gaps, vulnerable points, and other areas where relationships can be strengthened
- Accounting for the cost of strategizing and fostering new relationships
- Reporting progress of collaboration to funders, stakeholders, community members, and partner
Action Plans can be presented in PowerPoint Slides in a variety of ways and will be very specific to your goals and results. The following sides contain very basic examples:

**Figure 26. Example Slide for Discussion of Results:**

- Large network but not leveraging all resources available
- Work is done by a few key members, work can be delegated better
- Trust could be improved between certain members
- Two outcomes could be improved

**Figure 27. Example Slide for Action Plan/Next Steps:**

- Inquire with members about increasing resource contribution
- Planning meeting for work delegation
- Team building sessions for key members to address trust
- Revisit activities and efforts around the two outcomes
Suggestions for Organizing Analysis:

PARTNER data is often organized into the following categories:

1. **Take Note of Potential and Existing Partners** – A simple count is the most common way that public health collaboratives are taking note of potential and existing partners. This should be done as the first step; however your goals probably go beyond just identifying the number of partners in your network. Additional network data analyses allow managers to take a much more in-depth look and move much deeper through the process of quality improvement with a focus on the types and number of relationships among partners.

2. **Assess the Characteristics/Quality of Relationships** - Network data allow the manager to assess strength of relationships, exchange among partners, and formality of relationships, levels of trust, and the value that each partner brings to the collaborative in terms of meeting goals.

3. **Consider the Connectivity among Members of the Network** – The manager can assess whether there are vulnerabilities in the network (places where the relationships are weak and need to be developed), members that are not well connected, and redundancy in connectivity. These specific findings from such assessments should be presented in the results section.

4. **Evaluate process outcomes perceived by the members of the collaborative** - Match Evaluation to Collaborative’s Goals – The manager can assess whether the collaborative is meeting its goals (goals are specified by each collaborative).