**Partnership Management Checklist**

Adaptation of the ‘Informationsblatt für Operationelle Gruppen in der Gründungsphase“ (© BLE 2023)

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**1. Innovation Project**

* **Understanding of the project goals
🡪** Is there a common understanding of the project objective? How can the achievement of the objective be assessed so far?
* **Timetable
🡪** Is the implementation of the project in the timetable?
* **Cost projection
🡪** Were the costs correctly estimated in advance? Does the project adhere to the cost projection?
* **Implementation
🡪** Are there any practical or administrative hurdles in the project work?
* **Risks
🡪** Are the risks associated with the innovation project and the implementation of the project known and manageable?
* **Internal use
🡪** Does each partner of the Operational Group (OG) benefit from the implementation of the innovation project? Is the "give and take" of the partners in an appropriate relationship?
* **Practical relevance
🡪** Is the practical relevance of the implementation of the innovation project sufficiently taken into account? What role do the practice partners play in this?
* **External use 🡪** Are the potential uses of the results of the innovation project (e.g. new products, processes or technologies) sufficiently defined? How do you assess the practical benefits of the results to date?

**2. Cooperation in the Operational Group (OG)**

* **Rules
🡪** Are there clear rules, structures and responsibilities for cooperation in the OG and have these proven themselves so far?
* **Teamwork
🡪** Does the OGs understand themselves as a team and pull together? Is the chemistry in the OG right? Are you content with the teamwork in the OG so far?
* **Internal communication
🡪** How good is the information exchange in the OG? Is information made available in good time and to an appropriate extent? Does transparent decision-making take place?
* **Trust
🡪** Is there open communication in the OG? Is the cooperation based on trust?
* **Engagement
🡪** Does the members of the OG work motivated and engaged on the realisation of the innovation project?
* **Ability to “course-correct”
🡪** Are strengths and weaknesses of the cooperation being thematized/analysed? Are there adjustments being made as a result?
* **Innovation culture
🡪** Are creative open spaces being used? Are failures seen as opportunities?
* **Competencies and composition
🡪** Do the OG have the necessary skills to realize the innovation project? Do the skills of the members of the OG complement each other? How is missing knowledge acquired? Is a change in the composition of the OG necessary?
* **Long-term nature
🡪** Is the long-term cooperation of the members of the OG seen as useful – beyond the innovation project?

**3. Management and external cooperation**

* **Management/cooperation
🡪** How efficient is the coordination through the lead-partner? Are there areas in which the lead-partner needs support?
* **External cooperation
🡪** How is the project integrated into the EIP network? Is there an exchange of information with comparable innovation projects? Are the results of focus groups at EU level taken into account? Are interim and final results and the potential uses of the innovation project of the innovation project communicated in a practical manner and integrated into the EIP networks at state, federal and EU level? Are there regular contacts with innovation service providers or networking centres?
* **External image
🡪** Are interim and final results presented to the public (internet presence of the OG, lectures, etc.)?