Why Plan for Collaboration? Although team science has the potential to be more complex and integrative and research goals, it can also introduce unique complexities in terms of finance, time, and effort related to the management of large, complex teams. Written collaboration plans help to manage the complexity and ensure the success of team functioning.

These documents include a strong foundation for a scientific collaboration, streamlining data sharing and challenges by outlining the goals of the project, strategies for overcoming potential obstacles, and envisioning the execution of the collaboration; and ensuring its quality and unique supportive steps to kick-start functioning.

Collaboration planning may be too challenging for some. But just planning becomes increasingly important as a planned collaboration grows in scope and size. Past management of large collaborative science projects has shown that efforts that include planning, strategies for collaboration, and the potential to reduce costs, invasions, and productivity. Failing to create an appropriate environment and the scientific work of team applications, the most of the proposed collaboration plan may only be in line with the success of the scientific evidence.

Ten Components to Consider in a Collaboration Plan This poster identifies 10 components that we recommend as core content for collaboration plans. For each of the 10 components, we indicate whether or not we consider written collaboration plans to be a required component, including:

1. Rationale for Team Approach & Configuration
2. Leadership, Management, & Administration
3. Conﬂict Prevention & Management
4. Training
5. Technology Readiness
6. Collaboration Readiness
7. Team Functioning
8. Communication & Coordination
9. Quality Improvement Activities
10. Budget & Resource Allocation

Rationale for Team Approach & Configuration

- Describe the purpose of the collaboration plan
- Identify the proposed goals of the collaboration
- Outline the team membership and their roles
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance

Collaboration Readiness

- Identify the team members and their responsibilities
- Outline the expected outcomes and their significance
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance

Technological Readiness

- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance

Team Functioning

- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities

Communication & Coordination

- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance

Quality Improvement Activities

- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance

Budget & Resource Allocation

- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance
- Identify the team members and their responsibilities
- Describe the expected outcomes and their significance

This can be particularly important for large and complex training initiatives, as they can offer substantial benefits in the collaboration through the course of the initiative.