



Checklist:

Project transfer: Objectives & effects, responsibilities & tasks

To make sure that all partners look in the same direction in project transfer

Objectives & effects

- Do all partners have the same objectives and agendas?
- Have partners agreed on a common understanding with regards to the desired effects?
 - Which societal change shall be reached (Impact)?
 - Which changes in the target group or changes in their behavior respectively is forced (Outcome)?
 - Which offerings and activities are used to reach these objectives?
- Did partners agree on core indicators in order to analyze the desired effects?
- Have partners defined success factors which help assess if the project transfer was a success / failure?

Responsibilities & tasks

- Who assumes what role and which tasks in the dissemination or cooperation?
 - establish and cultivate a trusting culture of cooperation with all parties involved
 - establish a culture of project controlling on site
 - share information transparently and continuously
- Who approaches the most important agents and participants?
- Which written agreements are needed to clarify on roles and tasks?

Source: Bertelsmann Foundation / Bundesverband Deutscher Stiftungen (Eds.): Gemeinsam durchstarten – Pilotprojekte mit Kommunen erfolgreich verbreiten, Gütersloh 2014, p. 39.