

EXAMPLES OF ADMINISTRATIVE COLLABORATION AND CONSOLIDATION				
Option	Human Resources	Information Technology	Finance	Other
Collaboration	<ul style="list-style-type: none"> • Sharing policies, procedures, best practices • Cross-training (e.g. spending time in each other's office[s]) • Shared recruiting, training 	<ul style="list-style-type: none"> • Sharing policies, procedures, best practices • Coordinated IT analysis and assessment • Joint training of staff on new software 	<ul style="list-style-type: none"> • Sharing policies, procedures, best practices • Joint finance training for staff and board 	<ul style="list-style-type: none"> • Sharing governance models • Coordinated long-range planning
Consolidation	<ul style="list-style-type: none"> • Mentoring • Standardized HR practices, training • Development of a common recruiting pool • Shared HR professional 	<ul style="list-style-type: none"> • Shared database and server • Shared IT professional and other key staff • One organization provides IT services for another 	<ul style="list-style-type: none"> • Shared accounting systems • Shared CFO, key staff • One organization provides accounting services for another 	<ul style="list-style-type: none"> • Advocacy training for boards • Joint marketing/branding • Bulk purchasing, translation services
Creating an MSO	<ul style="list-style-type: none"> • Shared employment • Co-employment • Single benefits program • Benefits administration 	<ul style="list-style-type: none"> • Intranet • Common Help Desk • Shared accounting software • Centralized servers 	<ul style="list-style-type: none"> • Centralized finance staff and systems – report generation, cash management, billing 	<ul style="list-style-type: none"> • Centralized facilities management • Coordinated grants management and reporting