Creating Internal Partner Cards

Tip: Print out these instructions.

Pre-Work: Creating Project Cards. If you have not yet created Project Cards, please complete that step.

Internal Partner Cards: Open your Health Equity Inventory (HEI).

- Refer to your Project Cards for the list of projects associated with your outcome of interest.
- Select the Filters tab.
- Scroll down to the green Partners Data Table Filtering area
- Select the Internal filter.
- Select the Partners tab.
- Click on the External Organization or Internal Department column and sort the data A to Z.

- Use Find and Select (or Ctrl F) to find the name of the first project listed on your Project Cards.
- Open the Internal Partner Cards Template.
  1. Enter the name of this internal partner.
  2. Enter the prioritized outcome of interest.
  3. Enter the project/ initiative name(s) associated with the outcome of interest
  4. Enter any other projects/initiatives with this partner.

- Repeat this process until all internal partners have been entered.
- Print the Internal Partner Cards single sided on blue paper.
- Cut each page in half so that each Internal Partner is on one card.