Creating External Partner Cards

Tip: Print out these instructions.

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

External 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 External filter.
- Select the Partners tab.
- Click on the External Organization or External 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 External Partner Cards Template.
  1. Enter the name of this external 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.

Note: If you have many external partners for one project and they are not partnering with you on other initiatives, you may opt to group them all onto one External Partner Card.

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