

TEAM **LEADER** TOOLS

Team Alignment Roadmap





Team Alignment Overview

WHY

Even with a well-defined team charter, the rigors of everyday organizational life can pull your team out of alignment. That is why it is so important to regularly clarify and synchronize team efforts.

The goal is to create one heart, one mind, and one agenda within the team. This in turn produces team focus, team power, and team efficiency.

SUGGESTED PRACTICE

Team alignment means the team and its members understand and are working in complete unison with the team’s vision, sponsor, stakeholder, and organization.

- Vision
- Stakeholders
- Goals
- Roles

HOW

1 **LEARN TEAM ALIGNMENT.**
Use this Team Alignment Roadmap to help your team learn what team alignment means, why it is important, and how to sustain it within the team.

2 **DISCUSS TEAM ALIGNMENT.**
Discuss as a team the factors of team alignment (Vision, Organization, Stakeholders, Goals, and Roles). Define what each factor should look like for your team. Discuss as a team how each factor can help your team ensure necessary alignment.

3 **TAKE ACTION to ALIGN YOUR TEAM.**
With your team, plan a few specific actions that are relevant to your team to ensure necessary alignment. Lead and support your team as it implements those actions.

4 **CHECK YOUR ALIGNMENT.**
Help your team check its progress. How well has it implemented planned actions? How have those actions helped to ensure necessary alignment? What should be the next key actions?

3

Team Alignment

Alignment Factors

Here are five key factors to consider as you work to ensure team alignment.

Vision

Team vision creates team alignment. Creating a team vision statement is an excellent way to develop team vision. The team's vision then guides everyday decisions and actions.

VISION

Stakeholders

A stakeholder is anyone who directly impacts, or is impacted by, the team. They might include Customers, Suppliers, Team Members, Managers, Other Teams and Departments. What matters to stakeholders should be what matters most to the team.

STAKEHOLDERS

ORGANIZATION

The organization is the larger environment within which the team operates. Team efforts should be aligned with the priorities of the organization.

ORGANIZATION

GOALS

The team defines clear goals (SMART). Goals are aligned to the purpose of the team. Team members align their efforts to team goals. Team goals help to focus and guide team effort on a daily basis.

GOALS

ROLES

The team explicitly defines member roles, including both shared responsibilities and specific member contributions. Roles are aligned to each other, as well as the purpose of the team.

ROLES

3 Team Alignment Assessment

The Team Alignment Assessment will help you assess, discuss, and ensure the proper alignment of your team and its members.

ASSESS -- > DISCUSS -- > ALIGN

How well are we doing at each alignment factor?	What are we currently doing well?	What can we do to improve in this area?
<p>Vision</p> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		
<p>Stakeholders</p> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		
<p>ORGANIZATION</p> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		
<p>GOALS</p> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		
<p>ROLES</p> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		



Team Alignment

VISION ALIGNMENT Discussion

Team vision creates team alignment. Creating a team vision statement is an excellent way to develop team vision. The team's vision then guides everyday decisions and actions.

Team Discussion

- What does it mean to our team to be aligned to our vision?
- Do we have a clearly defined team vision?
- Do we intentionally use our team vision on a regular basis to help align our daily actions and decisions?
- Are our team goals aligned to our team vision?
- When it comes to VISION ALIGNMENT, what should we START doing?
- What should we STOP doing?
- What should we CONTINUE doing?

Notes:



Team Alignment

STAKEHOLDER ALIGNMENT Discussion

A stakeholder is anyone who directly impacts, or is impacted by, the team. They might include Customers, Suppliers, Team Members, Managers, Other Teams and Departments. What matters to stakeholders should be what matters most to the team.

Team Discussion

- What does it mean to our team to be aligned with our key stakeholders?
- Do we know who our key stakeholders are?
- Do we know what they need and expect from us?
- Do we know what we need and expect from them?
- In what ways can misalignment impact our team and organization?
- When it comes to STAKEHOLDER ALIGNMENT, what should we START doing?
- What should we STOP doing?
- What should we CONTINUE doing?

Notes:



Team Alignment

ORGANIZATION ALIGNMENT Discussion

The organization is the larger environment within which the team operates. Team efforts should be aligned with the priorities and cultural principles of the organization.

Team Discussion

- What does mean to our team to be aligned to the organization?
- How does organization alignment benefit our team?
- How does it benefit the organization?
- In what ways can or should we align to the operational priorities of the organization?
- In what ways can or should we align to the cultural principles and values of the organization?
- When it comes to ORGANIZATION ALIGNMENT, what should we START doing?
- What should we STOP doing?
- What should we CONTINUE doing?

Notes:



Team Alignment

GOALS ALIGNMENT Discussion

The team defines clear goals (SMART). Goals are aligned to the purpose of the team. Team members align their efforts to team goals. Team goals help to focus and guide team effort on a daily basis.

Team Discussion

- How important is it for our team to set and use SMART GOALS?
- How can SMART GOALS help us stay in alignment?
- How well aligned are our daily actions to the goals we have as a team?
- Do we have a good method to track and measure our progress toward our goals?
- When it comes to GOAL ALIGNMENT, what should we START doing?
- What should we STOP doing?
- What should we CONTINUE doing?

Notes:



Team Alignment

ROLES ALIGNMENT Discussion

The team explicitly defines team member roles, including both shared responsibilities and specific member contributions. Roles are aligned to each other, as well as the purpose of the team.

Team Discussion

- What does it mean to our team to have clearly defined and aligned roles?
- How well defined are our roles?
- Do we have highly specialized roles or more common role responsibilities?
- What should be some of the shared responsibilities that we all need to align to?
- How can we improve the alignment between our roles?
- When it comes to ROLE ALIGNMENT, what should we START doing?
- What should we STOP doing?
- What should we CONTINUE doing?

Notes:



Team Alignment

Team Implementation Plan

GOAL

Date:

Current Practice (Status)	Desired Practice (Vision-Goal)
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PLAN

DO

Action	Completion
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CHECK

On track? Lessons learned? Obstacles? Opportunities?

ACT & STANDARDIZE

Adjustments? Corrections? Standardize.