

Team Alignment Tool

Overview

What and Why

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

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 take time as a team to work clarifying and synchronizing 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.

How

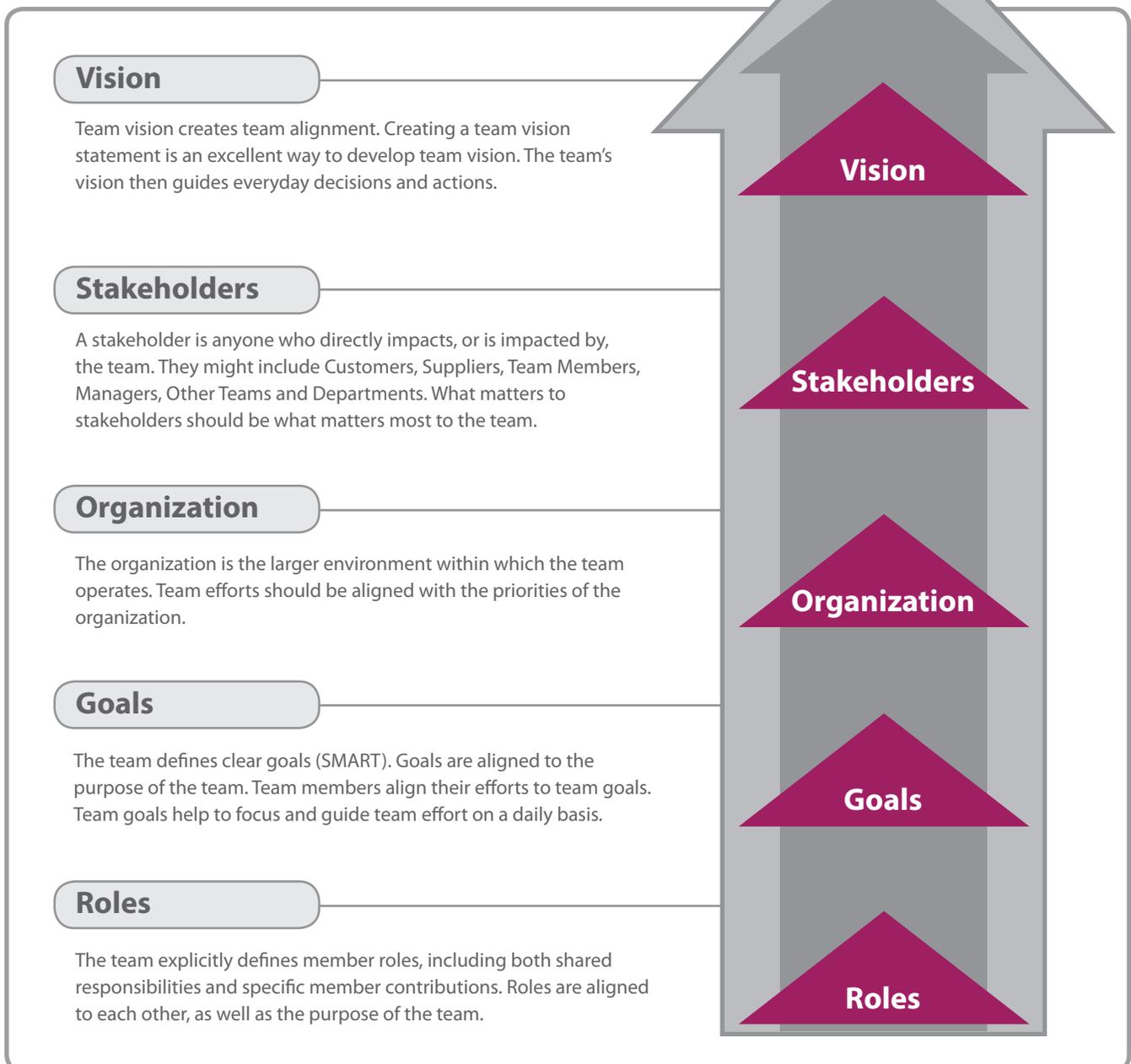
The following key actions can help your team assess and discuss team alignment.

1. Use the Team Alignment Model to help your team learn and apply the concept of alignment to vision, stakeholders, organization, goals, and roles.
2. Use the Team Alignment Assessment to help your team assess, discuss, and improve team alignment with regard to vision, stakeholders, organization, goals, and roles.
3. Use the respective Team Alignment Discussion Worksheets to help your discuss and plan specific ways to improve team alignment to vision, stakeholders, organization, goals and roles.



Team Alignment Model

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





Team Alignment

Assessment Worksheet

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

ASSESS -- > DISCUSS -- > IMPROVE

Alignment Factors	Doing Well	Improvement Ideas
How well are we doing at each alignment factor?	What are we currently doing well to stay aligned in this area?	What can we do to improve alignment in this area?
<div style="background-color: #808080; color: white; padding: 10px; text-align: center; border-radius: 10px;">Vision</div> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		
<div style="background-color: #808080; color: white; padding: 10px; text-align: center; border-radius: 10px;">Stakeholders</div> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		
<div style="background-color: #808080; color: white; padding: 10px; text-align: center; border-radius: 10px;">Organization</div> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		
<div style="background-color: #808080; color: white; padding: 10px; text-align: center; border-radius: 10px;">Goals</div> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		
<div style="background-color: #808080; color: white; padding: 10px; text-align: center; border-radius: 10px;">Roles</div> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		



Team Alignment

Vision Alignment Discussion

VISION ALIGNMENT DISCUSSION

Use this worksheet as a template for holding a team discussion on aligning your team to its vision.

VISION ALIGNMENT

Here are a few questions to consider when discussing alignment to your team vision.

- Do we have a shared vision of what our team will accomplish?
- Is our team's vision clear, compelling, and in alignment with the purpose and priorities of the team?
- Is our vision in alignment with our sponsor, key stakeholders, and the organization as a whole?
- Are our team's goals in alignment with our vision?
- Are the day-to-day actions of our team and team members in alignment with the team's vision.
- What are we currently doing well to align ourselves to our team vision?
- What can we do to align ourselves even more to our team vision?

TEAM NOTES



Team Alignment

Stakeholder Alignment Discussion

STAKEHOLDER ALIGNMENT DISCUSSION

Use this worksheet as a template for holding a team discussion on aligning your team to its key stakeholders.

STAKEHOLDER ALIGNMENT

Here are a few questions to consider when discussing alignment to your stakeholders.

- Do we know who our key stakeholders are and have we discussed them as a team?
- Do we clearly understand the needs, assumptions, and expectations of our key stakeholders?
- Are the goals and day-to-day actions of our team in alignment with the needs and expectations of our key stakeholders?
- Are the actions of individual team members in alignment with key stakeholders?
- Have we held alignment discussions with key stakeholders?
- What are we currently doing well to stay in alignment with our stakeholders?
- What can we do to improve our alignment to our stakeholders?

TEAM NOTES



Team Alignment

Organization Alignment Discussion

ORGANIZATION ALIGNMENT DISCUSSION

Use this worksheet as a template for holding a team discussion on aligning your team to the organization.

ORGANIZATION ALIGNMENT

Here are a few questions to consider when discussing alignment to the organization.

- Do we fully understand the culture, priorities, processes, and politics of the organization within which we operate?
- Have we discussed as a team the priorities of the organization?
- Are the goals and day-to-day actions of our team in alignment with the organization?
- Are the actions of individual team members in alignment with the organization?
- Have we held alignment discussions with any organizational leaders?
- What are we currently doing well to stay in alignment with the organization?
- What challenges do we face in staying in alignment with the organization?
- What can we do to improve our alignment to the organization?

TEAM NOTES



Team Alignment

Goal Alignment Discussion

GOAL ALIGNMENT DISCUSSION

Use this worksheet as a template for holding a team discussion on aligning your team to its goals.

GOAL ALIGNMENT

Here are a few questions to consider when discussing alignment to its goals.

- Do we fully understand the goals of our team?
- Are the team's goals SMART (Specific, Measurable, Attainable, Relevant, and Timebound)?
- Are the day-to-day actions of the team in alignment with the team goals?
- Are the actions of individual team members in alignment with the team's goals?
- Have we held team alignment discussions regarding goals?
- What are we currently doing well to use team goals as an alignment tool?
- What can we do to improve our use of team goals to stay aligned?

TEAM NOTES



Team Alignment

Role Alignment Discussion

ROLE ALIGNMENT DISCUSSION

Use this worksheet as a template for holding a team discussion on aligning your team to defined roles.

ROLE ALIGNMENT

Here are a few questions to consider when discussing alignment to defined roles.

- Do we fully understand the shared responsibilities that we have as members of this team?
- Do we fully understand the specific roles of each individual team member?
- Are team member roles in alignment with the purpose and priorities of the team?
- Are team member roles in alignment with each other?
- Do we know how to help each other succeed?
- Are the day-to-day actions of team members in alignment with their respective role on the team?
- What are we currently doing well to align our roles and to stay in alignment with our roles?
- What can we do better?

TEAM NOTES

