

PROJECT EXECUTION: STRATEGIC ALIGNMENT

Blank template begins on page 2.

EXAMPLE

STRATEGY ALIGNMENT

CONCISE OVERVIEW	Lower operational risk, lower operating costs, and empower employees.
------------------	---

PROJECT EXECUTION GOAL	ESSENTIAL QUESTION	SUPPORTING ACTIONS	ASSIGNED TEAM MEMBER
INCREASE COMMUNICATION	Can every team member articulate what their colleagues are focused on?	Have regular check-ins with the team.	PM/Team
		Have a kick-off agenda item.	PM
		Make a communication calendar.	Admin
	Can every team member identify dependencies in order to set realistic expectations?	Check task and resource dependencies.	Team Member(s)

PROJECT EXECUTION GOAL	ESSENTIAL QUESTION	SUPPORTING ACTIONS	ASSIGNED TEAM MEMBER
INCREASE STAKEHOLDER ENGAGEMENT	How will stakeholders receive updates?	Set the stakeholder communication schedule.	PM
	What level of interaction will satisfy your project goals and increase stakeholder engagement?	Communicate the need for regular updates.	PM
		Use stakeholder time carefully – ensure the efficiency of meetings and cancel them as needed.	PM

PROJECT EXECUTION GOAL	ESSENTIAL QUESTION	SUPPORTING ACTIONS	ASSIGNED TEAM MEMBER
TEAM ALIGNMENT TO STRATEGY	How will we know that all the project members understand what the goals are?	Have a kick-off agenda item.	PM/Team
		Implement a messaging plan that connects with the strategy.	PM
		Have regular check-ins with the team.	PM

Try Smartsheet for FREE

PROJECT START DATE

CLOSING DATE

00/00/0000

00/00/0000

CLOSING FOLLOW-THROUGH

WHAT WENT WELL	WHAT NEEDS TO CHANGE
The kick-off meeting went well and the team members were on board with the idea of a communication calendar.	As problems arose midway through the project, communication dropped off. We need to build in more quick check-ins. We may even increase to daily check-ins toward the end of a project.
The newly formed team could foresee 75 percent of dependencies.	Involve more departmental leadership in the future.

WHAT WENT WELL	WHAT NEEDS TO CHANGE
We implemented a new communication schedule.	The meetings were not efficient, increasing the team's frustration. We must have training regarding meeting guidelines. Create a one-sheet for the leadership.
The communication schedule kept more team members aware of their progress.	

WHAT WENT WELL	WHAT NEEDS TO CHANGE
Increasing the agenda's strategy visibility and clarifying the plan's language improved the team's understanding.	On the next project, allocate more time to strategy meetings and assess whether that adjustment increases or decreases productivity.
Increasing the time we allot to team alignment at the start of the project had a positive impact on the overall success of the project.	

PROJECT EXECUTION: STRATEGIC ALIGNMENT

PROJECT START DATE

CLOSING DATE

STRATEGY ALIGNMENT

CONCISE OVERVIEW	
-------------------------	--

--	--

CLOSING FOLLOW-THROUGH

PROJECT EXECUTION GOAL	ESSENTIAL QUESTION	SUPPORTING ACTIONS	ASSIGNED TEAM MEMBER

WHAT WENT WELL	WHAT NEEDS TO CHANGE

PROJECT EXECUTION GOAL	ESSENTIAL QUESTION	SUPPORTING ACTIONS	ASSIGNED TEAM MEMBER

WHAT WENT WELL	WHAT NEEDS TO CHANGE

PROJECT EXECUTION GOAL	ESSENTIAL QUESTION	SUPPORTING ACTIONS	ASSIGNED TEAM MEMBER

WHAT WENT WELL	WHAT NEEDS TO CHANGE

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.