Team Alignment Worksheet - Template

Mapping the ecosystem of your organization will help you visualize and understand how different groups work towards common objectives. Try making a chart to understand the goals for different key players within your organization and see where they align, or observe gaps in your capacity.

Keep in mind that this worksheet can help you with your broader organization objectives, not just the specific task you’re hoping to accomplish today. By comprehending the strengths and needs of your staff, your organization gains the ability to adapt quickly in the future and engage in informed strategic planning.

| **Main Objective** | *Example: Building a marketing team for a conference as no marketing department currently exists internally* | |
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| **Key Performance Indicators** | *Example: 80% of maximum conference attendance, 5% increase in social media followings, & web traffic increase on the conference webpage* | |
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| **Person, Team, or Department** | **Strengths or Special Skills of Person/Group** | **Potential Obstacles for Person/Group** |
| *Olivia* | *Advanced skills in social media marketing* | *Very limited bandwidth* |
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