

## Strategic Priorities Alignment Tool

This tool helps organisations and teams ensure that daily actions and projects directly support the overall strategy. It clarifies how activities connect to long-term goals and prevents effort from being wasted on low-value tasks.

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### 1. Purpose of This Tool

- ☐ Align teams and departments around shared strategic priorities.
- ☐ Link operational activities to organisational objectives.
- ☐ Eliminate conflicting or redundant goals.
- ☐ Support evidence-based resource allocation.
- ☐ Build accountability and focus across all levels.

**Tip:** Alignment transforms strategy from a document into daily behaviour.

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### 2. Strategic Overview

Category	Description
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Vision	What future state are we working towards?
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Mission	Why we exist and what we deliver.
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**Core Priorities** The three to five key focus areas driving success this year.

- ☐ Ensure everyone understands the direction before reviewing priorities.

**Tip:** Strategic alignment begins with shared understanding of purpose.

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### 3. Priority Mapping Table

Strategic Priority	Related Objectives / KPIs	Supporting Projects or Initiatives	Priority Level (High / Medium / Low)	Owner
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- ☐ Confirm each project links clearly to at least one strategic priority.
- ☐ Eliminate or postpone work that does not align.

**Tip:** Every resource invested should advance a strategic goal.

#### 4. Department or Team Alignment

Department / Team	Strategic Priority Supported	Key Deliverables	Alignment Status (Full / Partial / None)	Notes / Adjustments Needed
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- ☐ Check that each team's goals connect to higher-level priorities.
- ☐ Address partial or missing alignment immediately.

**Tip:** Misalignment creates duplication, inefficiency, and conflicting agendas.

#### 5. Resource Allocation Check

Resource Category	Current Allocation (%)	Ideal Allocation (%)	Gap	Adjustment Plan
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Budget

People

Time

Technology

- ☐ Redistribute resources to support top priorities first.
- ☐ Document trade-offs clearly for transparency.

**Tip:** Budgets and time reveal real priorities — align them to strategy.

#### 6. Alignment Review Questions

- ☐ Do all current projects support one or more strategic priorities?
- ☐ Are any resources tied up in low-impact activities?
- ☐ Are team KPIs directly linked to business outcomes?
- ☐ Is there clear ownership for each strategic objective?
- ☐ Are cross-functional dependencies managed effectively?

**Tip:** Ask these questions quarterly to keep the organisation focused and agile.

## 7. Communication Alignment

Audience	Key Message	Channel Frequency Owner
Employees	How our work connects to the overall strategy	
Leadership Team	Strategic progress updates	
Stakeholders / Partners	Alignment and collaboration points	

- ☐ Communicate priorities clearly and repeatedly.
- ☐ Reinforce how each role contributes to success.

**Tip:** Repetition builds understanding and commitment.

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## 8. Progress Tracking Dashboard

**Strategic Priority KPI Baseline Current Target RAG Status (Red / Amber / Green)**

- ☐ Track alignment and performance monthly.
- ☐ Use results to guide resourcing and decision-making.

**Tip:** Transparency around progress increases accountability and motivation.

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## 9. Review and Adjustment Cycle

- ☐ Conduct quarterly alignment reviews.
- ☐ Update priorities if market or organisational conditions change.
- ☐ Remove outdated objectives or duplicate initiatives.
- ☐ Communicate all updates promptly to maintain consistency.

**Tip:** Alignment is not a one-off activity; it must evolve with the business.

## 10. Reflection and Next Steps

- ☐ Which priorities had the strongest impact this quarter?
- ☐ Where is misalignment costing time or money?
- ☐ What changes are needed to strengthen focus and delivery?
- ☐ How can communication of priorities be improved across teams?

**Tip:** Continuous reflection keeps strategy active, relevant, and actionable.

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### How to Use This Tool

Use this template during quarterly business reviews or strategic planning sessions. Encourage every team to map their work to the organisation's key priorities. Consistent use of this tool ensures that everyone moves in the same direction, driving productivity, clarity, and measurable success.

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### Notes