

Team Alignment Map Instructions



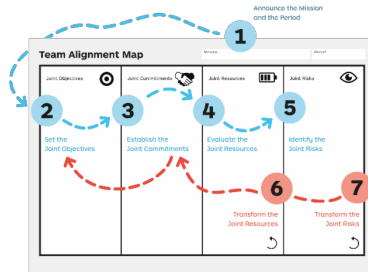
WHAT IS IT?

The Team Alignment Map (TAM) is a co-planning tool. A visual facilitation canvas to bring the team on the same page before doing the actual work. You can use it to plan the work ahead, clarify everyone's role, negotiate resources and reduce risks together.

HOW IT WORKS

The TAM is divided in 4 columns and alignment session are conducted using a two-step process: the forward pass and the backward pass. The four columns each containing a question to answered as a team:

1. Joint Objectives: what do we intend to active together?
2. Joint Commitments: who will do what (and for whom)?
3. Joint Resources: what resources do we need to do our parts?
4. Joint Risks: what might prevent us from succeeding?



Key benefits

- Aligned contributions— Clarify and align every team member's contribution.
- Simple two-step process — to set the team mission, objectives, roles , manage resources and risks
- Faster project execution— higher initial understanding accelerates coordination among team members.

Steps 1,2,3,4,5

The Forward Pass

The first part of the session, called the forward pass, consists of planning together. Participants describe what is needed to collaborate effectively by filling in each column in a logical order from left to right. This sets a big picture, both in terms of expectations and problems, on which participants can reflect to increase their chances of success. Team members jointly consider each other's contributions and needs, common understanding develops, so does a we're-all-in-this-together-mindset.

Steps 6,7

The Backward Pass

The second part is called the backward pass and helps reduce execution risks. Practically speaking, this part consists of removing as much content as possible from the last two columns. This happens by creating, adapting, and removing content from the rest of the map. Latent problems, such as missing resources and open risks, are transformed into new objectives and new commitments. Fixing and removing problems visually, together, gives a sense of progression.

EXAMPLE

Honora, Pablo, Matteo, Tess, and Lou work for a communications agency. Their mission is to develop a social media strategy for an important client in record time. They decide to align with the Team Alignment Map and here is the result of the forward and the backward pass.



Forward Pass

1 Announce the Mission and the Period

Joint Objectives	Joint Commitments	Joint Resources	Joint Risks

2 Set the Joint Objectives

Joint Objectives	Joint Commitments	Joint Resources	Joint Risks
Research and analytics report			
Client interviews			
Partners competitor analysis			

3 Establish the Joint Commitments

Joint Objectives	Joint Commitments	Joint Resources	Joint Risks
Research and analytics report	Research and analytics report		
Client interviews	Client interviews		
Partners competitor analysis	Partners competitor analysis		

4 Evaluate the Joint Resources

Joint Objectives	Joint Commitments	Joint Resources	Joint Risks
Research and analytics report	Research and analytics report	Research and analytics report	
Client interviews	Client interviews	Client interviews	
Partners competitor analysis	Partners competitor analysis	Partners competitor analysis	

Backward Pass

5 Identify the Joint Resources

Joint Objectives	Joint Commitments	Joint Resources	Joint Risks
Research and analytics report	Research and analytics report	Research and analytics report	
Client interviews	Client interviews	Client interviews	
Partners competitor analysis	Partners competitor analysis	Partners competitor analysis	

6 Transform the Joint Resources

Joint Objectives	Joint Commitments	Joint Resources	Joint Risks
Research and analytics report	Research and analytics report	Research and analytics report	
Client interviews	Client interviews	Client interviews	
Partners competitor analysis	Partners competitor analysis	Partners competitor analysis	

7 Transform the Joint Risks

Joint Objectives	Joint Commitments	Joint Resources	Joint Risks
Research and analytics report	Research and analytics report	Research and analytics report	
Client interviews	Client interviews	Client interviews	
Partners competitor analysis	Partners competitor analysis	Partners competitor analysis	

Team Validation

Joint Objectives	Joint Commitments	Joint Resources	Joint Risks
Research and analytics report	Research and analytics report	Research and analytics report	
Client interviews	Client interviews	Client interviews	
Partners competitor analysis	Partners competitor analysis	Partners competitor analysis	

WHEN TO USE IT

The TAM can be used at 3 different levels.

In single meetings, for example, to:

- Translate ideas into concrete actions
- Increase meeting impact

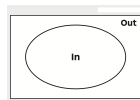
In projects, to:

- Get off to a good start
- Reduce risks (while having fun)

In organizations, to:

- Empower teams
- Facilitate collaboration across departments and functions

WORKS WELL WITH



The Team Alignment map works well with the **Team Contact**, a tool to build psychological safety by co-defining and sharing team rules.



A **Kanban board** is ideal to monitor progress after a TAM session. Simply list joint objectives merged with their respective joint commitments in the To Do column.

DISCOVER MORE

Excerpt from **High-Impact Tools for Teams** by Stefano Mastrogiacommo and Alex Osterwalder
5 Tools to Align Team Members, Build Trust, and Get Results Fast
Wiley | Strategyzer Series, 2021

The Team Alignment Map is a tool designed by Stefano Mastrogiacommo © 2020.
All rights reserved. www.teamalignment.co

Illustrations by Saverine Assouls



DOWNLOAD THE TEMPLATE

<https://www.teamalignment.co/tools>