

LEADERSHIP & GOVERNANCE · FRAMEWORK

Executive Alignment Review Template

For leadership teams and boards who need a recurring, structured way to check whether current priorities, risks, and resourcing still match the agreed strategy, before drift becomes expensive.

How to use this: Run this review monthly or quarterly with the full leadership team present; each leader should complete their section honestly before the meeting, so the discussion focuses on discrepancies rather than first impressions.

Priorities Check

Compare where the team's best energy is actually going against what the strategy calls for.

What were the top 3-5 strategic priorities agreed at the last full strategy review?

What has each function actually spent its best time and attention on this cycle?

Where do these two lists diverge, and was that divergence a deliberate, discussed decision?

Risk Check

Risk Flagged Previously	Status This Cycle	New Severity	Newly Emerged Risks Since Last Review

Resourcing Check

Confirm time, budget, and headcount are still allocated the way the strategy assumed.

Is current budget and headcount allocation still matched to the strategic priorities, or has it drifted?

Where has resourcing shifted without an explicit leadership decision to shift it?

What would need to be reallocated to bring resourcing back in line with the plan?

Per-Function Drift Disclosure

Each leader completes this honestly before the meeting.

Where has my function's actual decision-making diverged from the agreed strategy this cycle?

Was that divergence deliberate and discussed, or did it happen without a formal decision?

What would I change if we decided to correct back to the original plan?

Review Outcome

- ☐ Priorities, risks, and resourcing were checked against the agreed plan, not against this month's most urgent topic
- ☐ Every identified drift was classified as either a deliberate adaptation or an unnoticed accumulation
- ☐ Any deliberate adaptation was explicitly ratified, so the strategy document reflects reality
- ☐ Any unnoticed drift has a named owner and a corrective action before the next review