Alignment of People Tool

Review the 6 questions from the "Set Direction Tool" before proceeding

New Project		Current Project
If this is a new project, consider the **roles** that need to be aligned. (What seats are needed?)		If this not a new project, consider the **people** that need to be aligned. (Who is currently in the seat?)
Fill in the first column of this form with one role in mind.		Fill in the first column of this form with one person in mind.
After you have filled in the first column, set an appointment with perspective candidates and fill in the second column during the meeting.	Or	After you have filled in the first column, set an appointment with them and fill in the second column during the meeting.
Fill in the third column and schedule additional appointments to work through any misalignment issues.		Fill in the third column and schedule additional appointments to work through any misalignment issues.

Prepared for: Meeting date and time:

	Thoughts to convey	Reactions on alignment	Further steps
Where we are going?			
Why we are going there?			
Contribution needed from the role or person currently in the role.			
Describe the person you need for the role?			
Why is this person currently in the role?			
What the role looks like when done well?			
Why this role being done well is critical to the overall project?			