

Strategy Roles and Responsibilities

Objective: By clearly defining the roles and responsibilities throughout the organization, with respect to the strategic activities, the staff will have a better understanding of how their efforts will contribute to the overall success of the strategic plan.

Strategy Role	Responsibilities
Leadership Team	E.g. Senior Leaders throughout the organization
	<ul style="list-style-type: none"> ○ Provide consistency in support and guidance on all strategy matters for the Strategy Committee, Strategic Goal Owners, Managers/Supervisors, Initiative Project Leads, and Initiative Project Team Members ○ Proactive collaboration with other leaders for communication, planning and strategy activities
Strategy Committee	E.g. Senior Leaders, Managers, Supervisors (5-7 members)
	<ul style="list-style-type: none"> ○ Planning and directing the long-range goals for the organization ○ Establishing and supporting a comprehensive communication plan for the organization ○ Prioritizing strategic goals appropriately within the organization and with the Project Management Office, if available. ○ Leading the organization through the strategic journey – identification, selection and implementation of goals and initiatives ○ Develop and manage the overall sustainability program for the strategy
Strategy Owner	E.g. Senior Leader or Manager (1 person)
	<p>The Strategy Owner is the person that provides resources and support for all the strategy efforts and is accountable for enabling the success of those strategy activities. The Strategy Owner acts as a vocal and visible, champion, legitimizes the importance of the organizational strategy and objectives, keeps abreast of major strategy activities and is a decision-maker for the strategy. The Strategy Owner assists with major issues, problems, policy conflicts and obstacle removal.</p> <p>Specific responsibilities of the Project Sponsor:</p>

	<ul style="list-style-type: none"> ○ Acts as a liaison to executive groups and sponsors. ○ Provides necessary authority to the Strategy Coordinator to lead the strategy efforts. ○ Provides critical information and direction to the team as appropriate. ○ Provides direction and guidance to the strategy activities. ○ Assists with issue resolution and escalates as necessary.
Strategy Coordinator	E.g. Supervisor, Project Manager, Team Lead
	<p>The Strategy Coordinator will execute, track, and monitor all implementation efforts associated with the organizational strategy. Other responsibilities might include the development or assessment of the delivery plan, establishing a monitoring tool to help track the progress of the strategic plan, uncovering any issues or challenges associated with the strategy delivery, addressing any risks identified with respect to the strategic goals and working with the leadership team to establish best practices for future strategy efforts.</p> <p>The Strategy Coordinator will have expertise in project management best practices to help plan and execute on the initiatives required to achieve your strategic goals.</p>
Strategic Goal Owner	E.g. Team Lead, Manager, Supervisor
	<ul style="list-style-type: none"> ○ Overall sponsorship of the strategic goal ○ Determines the criteria for success in conjunction with the Strategy Committee ○ Provides direction and guidance for Initiative Project Leads ○ Works in conjunction with colleagues to communicate strategy within the organization ○ Collaboration with Leadership Team to drive strategic success
Initiative Project Lead	E.g. Anyone with interest in leading an initiative/project
	<ul style="list-style-type: none"> ○ Overall management of the initiative and the Team to drive results with respect to the initiative objectives. ○ Tracking and monitoring of the initiative and reporting to the Strategic Goal Owners as appropriate
Initiative Project Team Member	E.g. Staff identified as contributing to a particular Initiative, or project, based on their skills, experience or need.

	<ul style="list-style-type: none"> ○ Contribute to the overall achievement of the initiative ○ Communicate challenges or issues ○ Report successes ○ Collaborate as part of the project team to deliver on the objectives identified as part of the initiative.
Manager/Supervisor	E.g. All Managers/Supervisors throughout the organization
	<ul style="list-style-type: none"> ○ Provide a consistent, safe, environment to discuss strategy within the teams ○ Communicate status of the strategic plan and objectives on a regular basis with staff and teams.