EDGE: Team Role Alignment Tool

Clarify who does what. Align teams to deliver with focus.

EDGE Core Toolkit #10 – Design | Breakthrough Edge

BGTI
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Purpuse

This tool helps clarify and align team roles, responsibilities, and boundaries across functions. It prevents duplication, confusion, and overload by ensuring everyone understands their contributions to strategic execution.

When to Use

• During operating model design or org restructuring
• When forming new cross-functional teams or initiatives
• To resolve unclear ownership, decision gaps, or misaligned workloads
• As part of performance improvement or team reset initiatives

Role Alignment Dimensions

1. Role Purpose – Why this role exists; what it's accountable for

2. Key Responsibilities – Major functions, processes, or deliverables owned

3. Interfaces – Which other teams/functions this role relies on or supports

4. Decision Rights – What decisions are owned vs. influenced vs. informed

5. Success Measures – How contribution and performance are tracked

6. Boundaries – What is outside this role's scope (clarifies overlap areas)

Output & Use

Use this tool:
- To align functional or project teams during setup or redesign
- To support onboarding or delegation by clarifying expectations
- As a visual alignment tool in performance discussions
- To enable effective execution by reducing friction and duplication