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Alignment Plan

## Purpose

This tool supports City government practitioners in planning to align on a scope of work with sponsors. To learn more, review the Scope of Work guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

## Instructions

Set aside 30 minutes to plan for your scope of work alignment discussion with your sponsor. Find a comfortable space to think and prepare to sit with questions about your engagement.

## Plan

Who’s your sponsor for this engagement? This may be a colleague, supervisor, or someone in City leadership.

Who else needs to participate in the discussion with you and your sponsor? Consider colleagues, supervisors, or City leaders. Consider other stakeholders, like collaborators, community members, or partners.

When will you discuss the scope of work for your engagement? Schedule a date, location, and time to meet with your sponsor.

What questions are necessary for you to ask your sponsor during your discussion? Consider the answers you need to set your engagement goals, work plans, accountability plans, evaluation plans, and follow through plans.

What equity checks do you need to prepare to discuss with your sponsor? Consider equity checks related to decision-making, mindsets, power, and resources.

What do you need to prepare before you meet with your sponsor? Consider communication plans, talking points, work samples, and visuals.