



**VISIONSPOT CONSULTING GROUP, LLC**

SOLUTIONS MAXIMIZING BRILLIANCE (SMB) SCHOOL OF LEADERSHIP

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# Mission Alignment Position Agreement

## Mission Alignment Action Planning Worksheet

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## Mission Alignment Position Agreement

A MAP Agreement is a written agreement between a manager and an employee that plans and aligns roles, goals, and results that the employee is accountable for in this position. This outlines the general work standards of behavior to produce results. Use this first section together and find an individual planning worksheet for each team member at the bottom.

DEPARTMENT	MANAGER
JOB TITLE	
RESULTS STATEMENT: A summary description of what this position is accountable for producing.	
SPECIFIC DUTIES: Functions that the job was established to perform and deemed essential to the specific job.	
<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>	





**JOB GOALS:** Well-defined statements of measurable, individualized goals and action steps that align with organization and department goals.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**STANDARDS OF BEHAVIOR:** Work standards required to produce that result.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE/SKILLS/TRAITs NEEDED:** Skills and experience an employee already possesses and those which may be required to fulfill these duties.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_





**TOOLS AND EQUIPMENT:** Necessary resources needed to accomplish the duties and responsibility of the job.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**SALARY GRADE (Optional):** Compensation level and range for this position.

- \_\_\_\_\_

**Employee SIGNATURES:**

I accept the job duties, goals, and accountabilities of this position and agree to produce the results, perform the work, and meet the standards to the best of my ability set forth in this Mission Aligned Position Agreement.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Manager SIGNATURES:**

I agree to provide, to the best of my ability, appropriate tools, training, and resources to enable the accountabilities of this position to be accomplished.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_





# Mission Alignment Action Planning Worksheet

Employee Name \_\_\_\_\_ Position \_\_\_\_\_

Specific Goal Description \_\_\_\_\_ Completion Date \_\_\_\_\_

Setting goals is important for keeping you focused, motivates you, and gives you a destination to work towards. It's an essential part of any personal and business success and is especially important management specific action steps to ensure accountability. However, it's not enough to just set goals—you need to know how you're going to achieve them. You need an action plan and to hold yourself accountable. **Instructions:** Based on your specific goal described above, document a minimum of 1 to 3 specific actions, date of completion, and resources needed below. Prior to our bi-weekly meetings, document your progress or constraints. Create or update your mitigation plan to keep you on target for your goals.

ACTIONS	DEADLINES	NEEDED RESOURCES	SPECIFIC PROGRESS/CONSTRAINTS
<ul style="list-style-type: none"><li></li></ul>			<ul style="list-style-type: none"><li></li></ul>
<ul style="list-style-type: none"><li></li></ul>			<ul style="list-style-type: none"><li></li></ul>
<ul style="list-style-type: none"><li></li></ul>			<ul style="list-style-type: none"><li></li></ul>