
Institutional Strategy Toolkit – Higher Education Edition

For universities and higher education institutions

Executive-level toolkit for governance, decision-making and strategic execution

Introduction

This toolkit supports universities and higher education institutions in strengthening academic governance, improving decision-making across teaching, research and administration and aligning institutional structures with strategic priorities. It is designed to help leadership teams strengthen clarity, accountability and execution across the institution.

Contents

- Senate, Council and Executive Role Map
- Academic Policy and Quality Assurance Scan
- Research and Teaching Decision Pathways
- Institutional Risk and Accreditation Matrix
- Academic Strategy Execution Roadmap

How to Use This Toolkit

Step 1. Select the edition that matches your institutional context and identify the academic and administrative leaders who should participate.

Step 2. Begin with governance roles and decision pathways before moving into quality assurance, risk and execution planning.

Step 3. Use the templates to record findings on teaching, research, administration and institutional oversight.

Step 4. Share the outputs with executive leadership, academic boards and relevant committees.

Step 5. Translate the findings into an achievable roadmap for academic governance and institutional strengthening.

Core Tools

Each tool can be used independently or as part of a full institutional review.

Strategy Architecture Map

Purpose: To provide a high-level view of how the institution is structured to deliver on its mission.

Components

- Governance Structure Review
- Decision Rights Mapping
- Leadership Role Alignment

Outputs

- Organisational structure map
- Decision-rights matrix
- Leadership alignment brief

Policy and Process Strategy Scan

Purpose: To identify gaps, inconsistencies and outdated policies or processes that undermine performance.

Components

- Policy Inventory
- Process Maturity Scan
- Compliance and Risk Touchpoints

Outputs

- Policy gap list
- Process maturity score
- Compliance and risk exposure summary

Strategic Decision-Making Framework

Purpose: To create a clear and consistent model for decision-making across the institution.

Components

- Authority and Escalation Pathways
- Cross-Functional Decision Protocols
- Executive Alignment Brief

Outputs

- Decision-flow diagram
- Cross-functional decision protocol

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- Executive alignment summary

Institutional Risk Strategy Matrix

Purpose: To elevate risk from operational noise to strategic oversight.

Components

- Risk Identification
- Likelihood and Impact Scoring
- Mitigation Strategy Design
- Accountability Assignment

Outputs

- Risk register
- Risk scoring matrix
- Mitigation strategy plan
- Accountability assignments

Strategy Execution Roadmap

Purpose: To provide a realistic phased approach to institutional strengthening.

Components

- Diagnostic
- Design
- Implementation
- Monitoring
- Sustainability

Outputs

- Phased implementation plan
- Monitoring schedule
- Sustainability checklist

For tailored advisory support, contact Kim Young to adapt this toolkit to your institutional context.