
Institutional Strategy Toolkit – Public-Sector Edition

For ministries, departments and government agencies

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

Introduction

This toolkit supports ministries, departments and government agencies in strengthening mandate execution, improving cross-departmental coordination and enhancing public accountability. It provides a structured framework for reviewing governance arrangements, clarifying authority, strengthening oversight and translating reform priorities into phased implementation.

Contents

- Mandate and Authority Review
- Inter-Departmental Decision Protocols
- Public Accountability and Compliance Scan
- Strategic Risk Oversight Matrix
- Reform and Implementation Roadmap

How to Use This Toolkit

Step 1. Select the edition that matches your institution and confirm the leadership team that will review the outputs.

Step 2. Work through the tools in sequence beginning with structure and authority, then policy and process, then risk and implementation.

Step 3. Use the templates to document findings, surface bottlenecks and capture strategic choices.

Step 4. Share the outputs with senior leadership to support reform discussions, accountability and execution.

Step 5. Integrate the findings into the institution's wider strategic and operational planning cycle.

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Purpose: To identify gaps, inconsistencies and outdated policies or processes that undermine performance.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