



# Executive Leader's Execution Checklist

Strategic Initiative Name:

Executive Sponsor:

Date:

This checklist is designed as a quick reference to help executive leaders ensure that strategic initiatives move from vision to execution with clarity, alignment, and the right support. A check in the grey box signals additional attention may be required.

Description	Yes	No
1. Have all executive leaders made their support visible and consistent, so teams see this initiative as a clear top priority?		
2. Has the initiative been funded at a level that realistically supports delivery, including an appropriate contingency for risk and change?		
3. Have guiding principles been established to anchor day-to-day decisions and keep execution aligned with the strategy?		
4. Do all executive stakeholders agree on the guiding principles and actively support their use in decision-making?		
5. Has the initiative's priority been clearly set against other strategic initiatives, department projects, and ongoing operations?		
6. Is an experienced program manager in place and empowered to deliver based on the Steering Board's direction?		
7. Are regular board briefings planned, with Marketing engaged to shape clear, consistent messaging for stakeholders?		
8. Have potential prioritization conflicts with other initiatives been identified and addressed?		
9. Are there business or customer timing constraints that could put delivery at risk?		
10. Are there unresolved technical debt issues that must be addressed for this initiative to succeed?		
11. Are there staffing barriers preventing this initiative from getting the focus and capacity it requires?		
12. Are you confident you have the right structure in place to succeed?		



## Execution Red Flags:

1. Mixed signals from the top create hesitation below. Visible alignment removes doubt and accelerates execution.
2. Underfunding is one of the fastest ways to derail execution. A realistic budget with contingency avoids stalls midstream.
3. Without agreed guardrails, daily decisions drift. Guiding principles keep teams focused without requiring constant escalation.
4. Even one dissenting voice at the top can fracture alignment. Shared commitment builds organizational confidence.
5. Competing priorities sink execution. Clear ranking ensures resources flow to what matters most.
6. A program manager without authority is set up to fail. Empowerment ensures leadership intent translates to action.
7. Inconsistent communication erodes trust. Coordinated messaging keeps the organization aligned and confident.
8. Hidden conflicts cause slowdowns later. Surfacing and resolving them early keeps momentum intact.
9. External timing factors: customer commitments or regulatory deadlines can't be shifted. Acknowledging them early avoids backpedaling later.
10. Technical debt ignored at the start often resurfaces as costly delays. Tackling it upfront protects delivery.
11. Execution fails when people are spread too thin. Removing staffing barriers signals leadership's commitment to success.
12. Without clear governance, defined roles, and a reliable delivery model, execution depends on individual effort and luck. The right structure gives teams consistency, provides leaders with transparency, and reassures shareholders that strategy will be delivered.

If you're questioning whether your organization has the execution muscle it needs, it may be time for a deeper look. Arrange a session with one of Metagyre's execution experts to see where your team stands and what it will take to get strategy moving.

