ALIGN Enterprise Implementation Playbook

Director-level operational manual | Three tiers • Six components • Data & AI integration

Executive direction

ALIGN is a proposed execution and assurance methodology. Strategy selects outcomes; tactical work delivers change; foundational work makes delivery repeatable. The framework complements, rather than substitutes for, recognized standards.

Tier	Director decision	Work products	Exit evidence
Strategic	Approve outcomes, funding and risk appetite	Charter, prioritized objectives, decision rights	Council decision recorded
Tactical	Approve delivery priorities and corrective actions	Portfolio, sprints, exceptions, issues	Evidence of control operation and outcomes
Foundational	Approve baseline standards and minimum capabilities	Ownership, glossary, metadata, lineage, quality, lifecycle	Catalog records, controls, test results

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ALIGN six operating components

Component	Required minimum implementation
Portfolio	One record per initiative with business objective, owner, tier, dates and accountable executive
Priority Index	Score value, urgency, exposure reduction, feasibility, dependencies; mandatory obligations bypass score
Dependency Map	Connect outcomes to capabilities, systems, data and evidence; block starts when prerequisites are absent
Control Matrix	Track obligation or internal control, owner, design, operation, proof, gaps and exception
Value Scorecard	Separate capability maturity, delivery,

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	risk/control and verified business benefits
Delivery Cycle	Monthly triage, biweekly delivery, quarterly governance decisions, annual framework refresh

Capability coverage model

Capability family	ALIGN coverage topics
Strategy and operating model	business outcomes; governance charter; decision rights; funding; architecture partnership
Accountability and business understanding	ownership; stewardship; business glossary; critical data elements; authoritative sources; semantic consistency
Architecture and information supply	data models; interfaces; pipeline controls; interoperability; architecture review; provenance
Metadata and discoverability	catalog; technical metadata; lineage; classification; discoverability; usage
Quality and reliability	DQ dimensions; rules; profiling; observability; incidents; remediation; root cause
Master and reference data	entity definitions; survivorship principles; hierarchy management; golden record stewardship; distribution
Security, privacy and compliance	access; minimization; lawful purpose; retention; deletion; contractual obligations; evidence
Lifecycle and operations	onboarding; change management; records; archives; disposal; backups; incident response
Analytics and AI	metric certification; reporting integrity; analytical lifecycle; AI inventory; AI data readiness; evaluation
Measurement and value	controls testing; maturity; adoption; business outcomes; continuous improvement

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90-day director implementation sequence

Days	What to do	Approval / evidence
1–15	Name accountable sponsor, scope pilot domain, inventory decisions, select outcomes and risks	Charter and stakeholder RACI

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