

7 Key Questions to Use an Organization Chart Effectively

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The leader/manager of a business uses an organization chart as an aid to his thoughts. The picture that the organization chart draws allows the leader/manager to reflect and ask the question, "Is this the best structure for the work that needs to be done?"

As he begins to think about the workgroups within his company, he can consider his employees and their effectiveness. He can consider if the workgroups have been properly identified and directed. This also clears the air about job functions and employee duties.

There are seven key questions that he must ask himself:

1. Is there a part of my organization that is too big?

2. Are there parts of my organization that are out of balance with the others?

3. Is the work that needs to be done organized in the best way?

4. Are two or more jobs so closely related that I should consider having them made into a single function?

5. Is the responsibility emphasis, as reflected on this chart, the correct emphasis? Is it right for our main objectives?

6. Are we “over-organized” in some of the areas of the business?

7. Does the complexity of our work require a more complex organization?

More Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.