ORGANIZATION STRUCTURE
- Way in which the various parts of the organization are formally arranged
- System of tasks, workflows, reporting relationships & communication channels that link together the work of diverse individuals & groups

ORGANIZATIONAL CHART
- Diagram that shows reporting relationships & the formal arrangement of work positions within an organization
- Identifies various positions & job titles, as well as lines of authority & communication between them
- Shows the *formal structure* or the structure of the organization in its official state
- This is how the organization is intended to function

BASICS OF AN ORGANIZATIONAL FORMAL STRUCTURE
- Division of work
- Supervisory relationship
- Communication channels
- Major subunits
- Levels of management

Informal structure
“shadow” organization made up of the unofficial, but often critical, working relationship between organizational members
Potential advantages of informal structures:
- Helping people accomplish in work.
- Overcoming limits of formal structure.
- Gaining access to interpersonal networks.
- Informal learning.

Strategy defines "What to do"
Organizing defines “how to do it”