## **BUSINESS ADMINISTRATION** PART 3 – ORGANIZING

## 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, Shaking relationship between organizational members
Potential advantages of informal structures:
Helping people accompliants in vork.
Overcoming timits conormal structure.
Gaiping access to interpersonal new lock

- nformal learning.

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