

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

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

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 their work.
- Overcoming limits of formal structure.
- Gaining access to interpersonal networks.
- Informal learning.

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