

Creating an Organogram.

Software:

To draw the Organisational Chart or Organogram you can use either Word, Powerpoint, or a free Software (Lucidchart or Omnigraffle).

Principles:

1. Keep it simple!

The Organogram should be simple and easy to understand. Anyone looking at the Chart should be able to see how the various departments are structured. Group similar positions together.

2. Unity of command

Every employee should directly report to one supervisor and receive orders from that person only. Having two or more leads to miscommunication and chaos. In addition to the direct line you can introduce a dotted line that will indicate the indirect supervision.

3. Scalar principle

Decision making authority should flow from the highest level to the lowest. Place positions with similar authority on the same level in your chart. The level might also indicate the salary slab of the position.

4. Equity of position names

Ensure that employees that are on the same authority level have same designation (e.g. Director, Coordinator, Manager, Executive)

5. No overlap

One person from one department should not overlap into another department.

6. Span of control

Refers to the numbers of individuals supervised by one person. On the top level the number should not be more than 4-6 employees, at a lower level it can be up to 10.

7. Communication Flow

Outline the formal and informal channels of communication within the organisation.