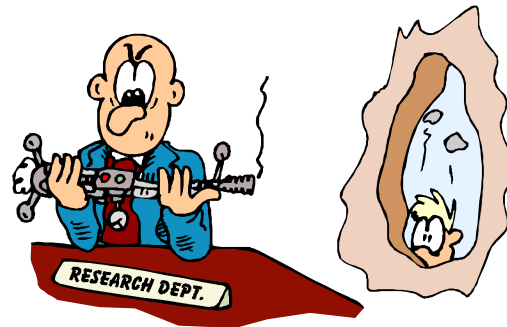




# Organising A Business

- As business become larger it is important that they are well organised because:
  - Everyone will know what their job is
  - Everyone will know who they are responsible to
  - This can help motivate workers
- Most large businesses are organised into departments
  - They are usually:
    - Marketing
    - Research & Production
    - Personnel/Human Resources
    - Finance
- Most businesses will use an **organisation chart** to show how they are structured



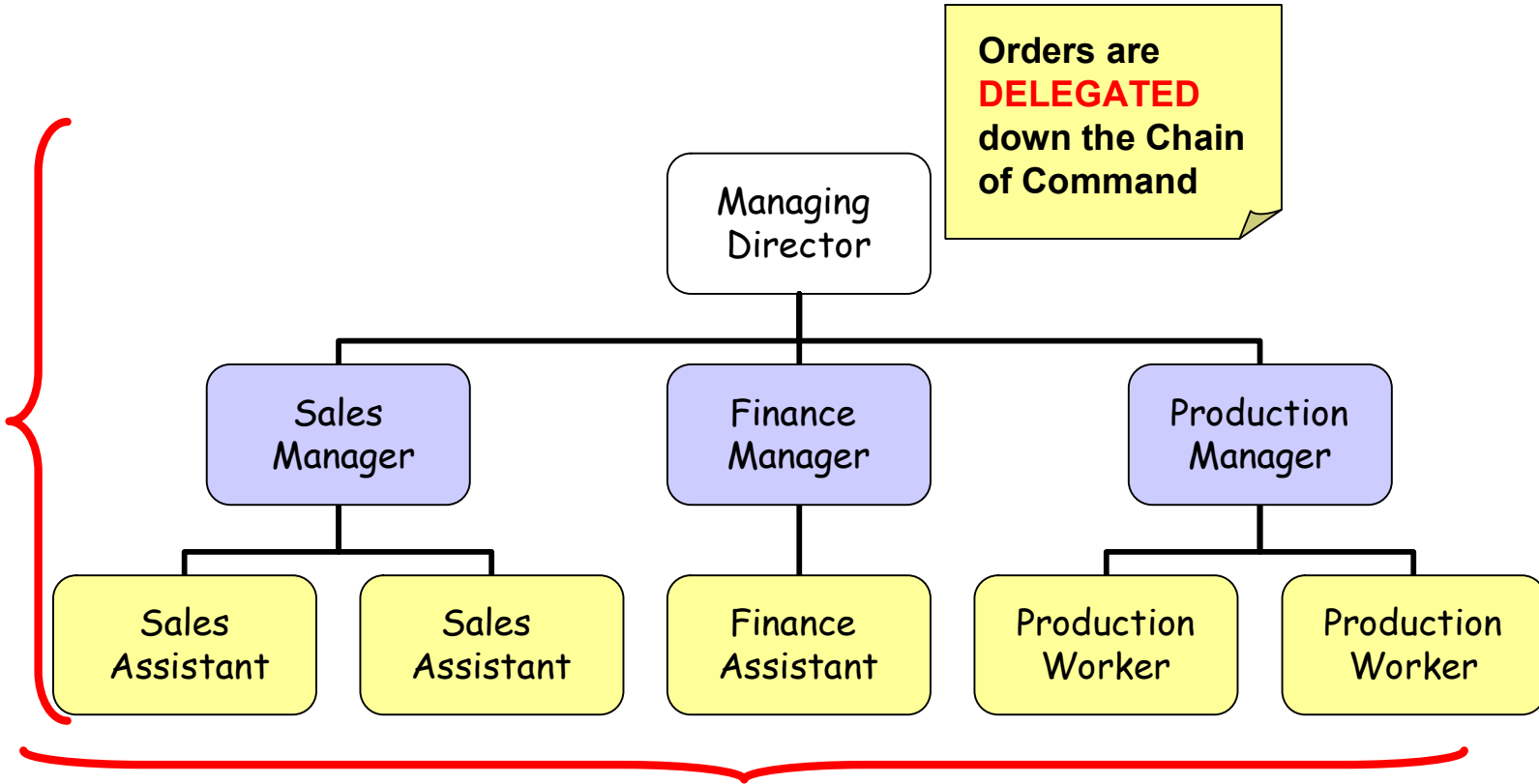


# An Example Organisation Chart

Person with the most **AUTHORITY** is at the top.

Person with the least authority is at the bottom.

This is known as the **CHAIN OF COMMAND**



Orders are **DELEGATED** down the Chain of Command

The number of people each manager is responsible for is shown. This is known as the **SPAN OF CONTROL**.  
E.g. the Sales Manager has a span of control of 2 people in this example



# Problems With Organisation Charts

- They can get VERY complicated for a large organisation
- Even small organisations can have complex structures

➤ **Try to draw an organisational chart for the school**

- However, they are very useful because:
  - They show who is in charge of what, or whom
  - They make it clear that different people have different job descriptions