

A template of an organisation chart to help support the strategy plan

You will achieve more if you start taking on functions that you are good at. A chart like this helps. These are concurrent programmes you are conducting. Within each programme there are various activities taking place. Somebody in the team is going to head this programme.

That person may or may not be the head of these activities as well. Say the team leader is X and the team members feed into X who feeds into you. At the same time each programme needs support functions. It's quite likely that you don't have a single person responsible for every role in the team. You are head of programme A. Besides being the head you decide to manage administration and HR.

Usha will handle PR on this programme and Rekha will manage finance. Rekha could be the team leader of programme B and because you have strengths in HR you could be the HR lead in that particular programme. If you had specified in the organisation with your own set of charts or matrix it would give a structure to what you are doing and thereby make it easier for you to review, for you to be more effective and be more efficient in delivering what you are doing.

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Organisation Chart Template

BOARD							
CEO – PROGRAMME MANAGER							
PROGRAMME VERTICALS			SUPPORT FUNCTIONS				
PROGRAM 1	PROGRAM 2	PROGRAM 3	HR	PR	ADMIN	FINANCE/CO MP	FUNDRAISIN G/IMPACT
Activity 1	Activity 1	Activity 1	<u>Staff</u>	<u>External communicati on</u>	<u>Programme Admin -</u>	<u>Budget</u>	
Activity 2	Activity 2	Activity 2	<u>Volunteer</u>	<u>Internal communicati on</u>	<u>Corresponde nce</u>	<u>Accounts</u>	
Activity 3	Activity 3	Activity 3		<u>Internal Events -</u>	<u>Office Maintenanc e</u>	<u>Internal Control Systems</u>	
				<u>External Events</u>	HelpYourNGO.com		

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