

# Organisational chart

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**Organisational chart** is a diagram showing the organisational structure of the organisation.

## **Organisational or management structure**

An organisational chart is the best way to show how your business is structured.

An **Organisational Chart** is a diagram which sets out the job titles of the various people that work in the company and who they are responsible to. This usually involves the CEO or Directors sitting at the top of the diagram, the most junior staff at the bottom and the other staff in between depending on their seniority.

If you don't have an organisational chart, you can develop one using programs like Microsoft Word or Microsoft Visio. An example [Organisational Chart](#) is set out at [Appendix A2](#).

## A2 Example Organisational Chart

*Use drawing or personnel management software to create a similar diagram for your organization. You can use the drawing capabilities of a word processor to create a small organizational chart. Specialised diagramming programs like Microsoft Visio or SmartDraw are able to manage larger charts.*

