

Organisational Structure

What is the Organisational structure and what it is good for

Each project is unique and a unique team is always assembled for each project, which leads to a specific organisational structure. This temporary organisational project structure usually differs from the organisational structure the team members use when working outside of the project, and so collisions between relations within the project and relations in the routine organisational structure are common. The coexistence of these organisational structures, especially the exact specification of the project structure, is an important part of project planning.

The organisational structure of the project **includes individual members of the project team, their contact information and roles** and its goal is to allow navigation among individuals working on the project as well as to serve as a basic team address book. Larger projects may also include a hierarchical structure of roles in the form of an organigram.

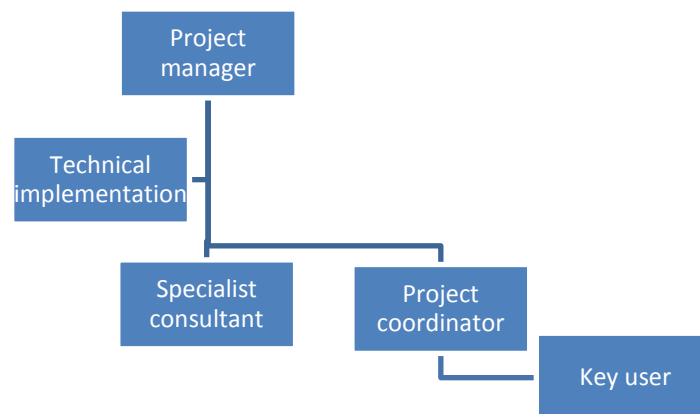


Figure 1 - Example of an organigram

When is the document prepared

The organisational structure is created **during project planning** to define the HR requirements of the project, the responsibilities and powers of individuals and their mutual relations within the team.

Who participates in the preparation process

The **project manager** is responsible for creating the organisational structure, and creates this structure based on the needs of the project and nominates their coworkers for roles. Of course, in practice they cannot completely influence the nomination of all roles. In school practice, close cooperation and agreement is necessary between the project manager and the school headmaster (due to the nomination of school employees and their obligations within the school).

When is the document used

The organisational structure allows us to navigate in the project team and also serves as an address book for the project team. We use the document during project planning and realisation.

Process of preparing the document

The Organisational structure document is prepared after the WBS (see the WBS form) or the logical frame of the project (see the Logical frame of the project form), which we used when defining the human resources necessary to ensure individual parts of the project and their mutual relations.

1. Fill in the project header.
2. Enter the ID, project participants and their positions in the first three columns.
3. Fill in the role of each participant.
4. Check that the organisational structure contains all roles occurring in the project.
5. Fill in the contact data and responsibilities of all participants.
6. Define powers in relation to responsibilities. Powers must always correspond to responsibilities so that one's responsibilities can be fulfilled.
7. Inform all members of the project team of their roles in the project and their responsibilities for individual tasks.

Notes

To display the hierarchical organisational structure in MS Office, it is possible to use a "SmartArt -> Hierarchy -> Organisation Chart" element. You can then create the required structure for the specific project. Working with SmartArt elements is described in MS Office help.

Example of a completed form

Organisational structure of the project

Project name	Increasing the competency of students in the field of the environment
Date of update	25/05/2012

ID	Name	Position in the organisation	Project role	Email	Phone	Responsibility	Powers	Notes
1	Jan Blažek	Education department manager, Regional authority	Sponsor	jan.blazek@kraj.cz	603132321	Authorises the project	Approval of fundamental changes	
2	Jana Nováková	School headmaster	Project manager	jana.novakova@skola.cz	603456654	Planning and coordination of project work	Approval of work schedule and small changes	
3	Milan Novák	School janitor	Technical provision of realisation	milan.novak@skola.cz	-	Provision of construction work, installation of equipment, logistics	Receipt of deliveries and installations	
4	Milada Procházková	Teacher	Project coordinator	milada@skola.cz	603987789	Organisation of trips and their contents	Ordering of services for events	

5	Antonín Malý	Teacher	Key user	maly@skola.cz	603555666	Co-organiser and participant of trips		
6	Alena Fialová	Ministry of Education specialist	Consultant	fialova@ms.cz	603111222	Sponsor of the scholarly contents of trips	Modification of trip programmes	

