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# THINKBIGACADEMICS ORGANIZATION CHART TEMPLATE



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This simple document is used to help you with forming the business organization and departments chart in order to accomplish your mission and vision.

We recommend keeping it short, to the point and following the simple step by step format for easy understanding.

When beginning or in the juvenile stage of your business you realize that key components are missing or not delegated correctly. You have an idea of what is needed but your team is not fully aware of the roles, expectations and responsibilities they have within their departments.

This template was designed to assist you with clarity and your department heads with guidance.

We will start off with the heart and mind of your business then proceed with the arms and legs that get the work done.

1. **Mission Statement** – Memorable, descriptive, short, & different.
2. **Slogan** – What's that tagline you all say?
3. **Services** – What do you offer or do?
4. **Vision** – Where will you be in 20, 15, 10 or 5 years.

Once we go over that information, we will think about the various departments needed to accomplish those goals

The first section of the template has items 1 – 4 to review. The second two areas cover departments and corporate structure.

If you think this template has been helpful drop by my website and share some appreciation.

[www.kenBIGblake.com/appreciation](http://www.kenBIGblake.com/appreciation)

WHAT IS YOUR MISSION STATEMENT?

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Do You Have A Tagline / Slogan?

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Services

**A** \_\_\_\_\_

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**B** \_\_\_\_\_

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**C** \_\_\_\_\_

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**D** \_\_\_\_\_

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Businesses no matter how varied have organizational structure with departments fulfilling the needs their mission statement and vision prescribe.

So, lets cover a few of the departments most businesses have or need for day to day activities.

## Common Business Departments:

1. **Administration & Operations** – Leads the development and execution of long-term strategies. Assures mission, vision and company culture aligns. Responsible for corporate governance managing all aspects of day to day systems.
2. **Quality Assurance / Control** – Quality assurance monitors the integrity of the production process while quality control monitors the finished product. QC is a crucial part of companies as it insures a consistency in their delivery of services.
3. **Marketing & Sales** – Responsible for effective marketing strategies, and companies' sales goals. It includes advertising or works with outside firms who specialize in ad work using multiple platforms.
4. **Research & Development** – The activities that create new products and services. R&D also assists with improving existing offerings, as well as may lead to trademarks, patents and copyrights that contribute to long term profitability.
5. **Accounting & Finance** – Accounting focuses on the day to day inflow & outflow of money, Recording, summarizing and reporting all transactions. Finance manages the assets, liabilities and planning for future growth.
6. **Information Technology** – IT is the use of computers to store, retrieve, transmit, manipulate data or information in electronic form. Also known for cyber security, software and webmasters who manage your website(s).
7. **Human Resources Mgt.** – The staffing department that finds and interviews qualified personnel to fill key positions. Deals with legal, compensation and benefits, and employee's needs. Human Resources are the people who work for the company. HR Mgt is also responsible for company culture.

- 8. Customer Service & Support** – Customer service solves particular challenges providing value. Customer support cares about the proper functioning of products and provides technical support. (IT)
  
- 9. Legal Department** – Identifies legal issues in all departments, files legal documents to government agencies, and creates employee handbooks. Works with Administration & Operations to produce company rules and regulations.
  
- 10. Supply Chain Management** – Managing the flow of goods and services. Delivering the finished goods from production site to points of consumption. Handling the planning, monitoring and execution of supply chain logistics.

As an entrepreneur or small business owner you may not need most of these departments. There may be some departments not listed that are key to your operational structure.

If you envision your business a major competitor or safe and steady within twenty years it is best to plan now. These short manuals were created to demystify the ins and outs of business providing a sensible route to your definition of S.U.C.C.E.S.S.



**Now lets take a look at that organizational chart!**

**Dept Name:** Administration & Operations    **Responsible:** John Q Public    CEO

**Responsibilities:** See Administration & Operations

**Responsibilities:** \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Sole Proprietor /President / CEO**

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**Responsibilities:** See Administration & Operations

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**Vice President / COO**

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**Responsibilities:** See Administration & Operations

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**Corporate Secretary**

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**Responsibilities:** [Click Here For Clarity!](#)

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**Marketing & Sales**

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**Responsibilities:** [Click Here For Clarity!](#)

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**Dept Name** \_\_\_\_\_

**Responsibilities: See** \_\_\_\_\_

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**Dept Name** \_\_\_\_\_

**Responsibilities: See** \_\_\_\_\_

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**Dept Name** \_\_\_\_\_

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**Dept Name** \_\_\_\_\_

**Responsibilities: See** \_\_\_\_\_

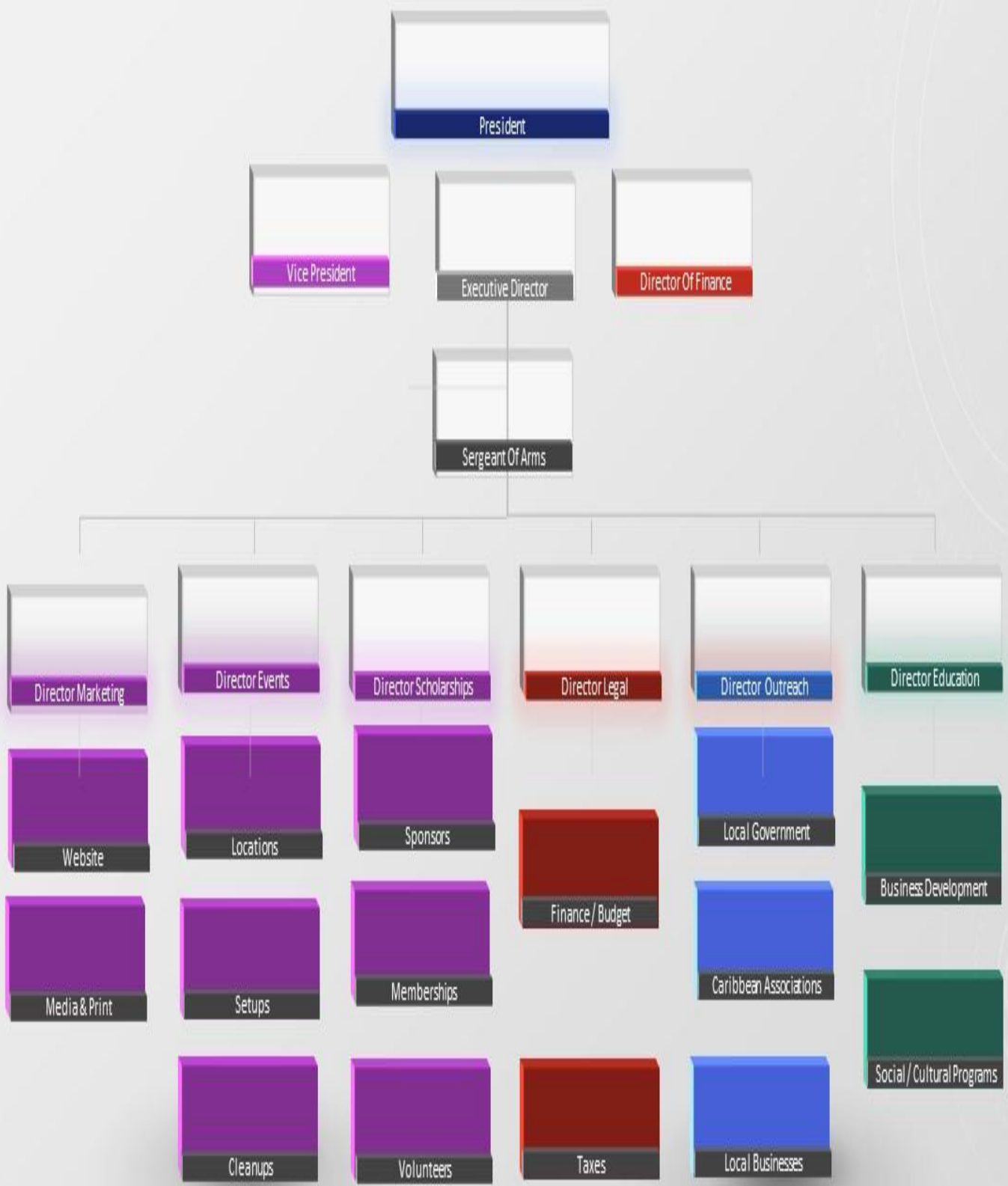
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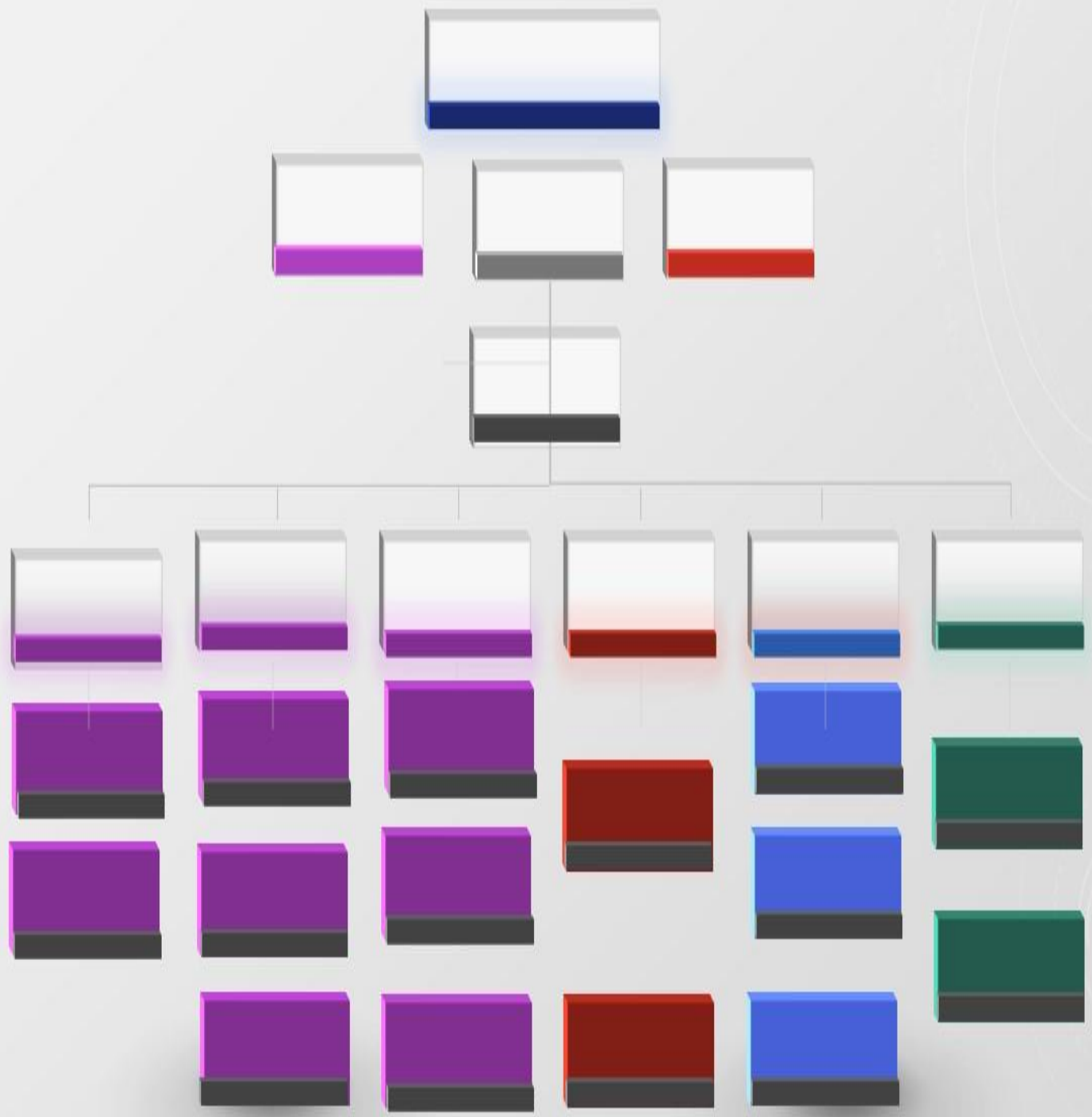


# ORGANIZATION CHART





# ORGANIZATION CHART



END.