

# ORGANIZATIONAL MAPPING WORKSHEET

## I. Functional Task Analysis

List every task that needs to be performed within your organization and assign a number, the name of the responsible individual and the projected hours required for performing the task.

| Task # | Task Listing | Hours/Week Required | Individual Assigned |
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## II. Time Analysis

List by individual all of the tasks assigned to them and the time projected for each task. Once listed, total up the projected time assigned and subtract the total time available to arrive at a negative or positive number.

| Individual Assigned | Task # | Hrs. Used Per Task | Total Hrs. Used /Person/Week | Total Hrs. Avail. /Person/Week | Balance of Hours Positive/Negative |
|---------------------|--------|--------------------|------------------------------|--------------------------------|------------------------------------|
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**Summary:** This process will quickly reveal areas where key individuals have been over (or under) committed. Where over committed, review the list of tasks to identify areas that may be reassigned to others. Once refined, a summary of this analysis may be depicted in the form of a traditional organizational chart (sample below) to show the distinct functional responsibilities per employee.

