ORGANIZATIONAL MAPPING WORKSHEET

I. Functional Task Analys

	onsible individual and the project				a number, the name	or the				
Task #		Task Listi	ing		Hours/Week Required	Individual Assigned				
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				

Individual Assigned	Task #	Hrs. Used Per Task	Total Hrs. Used /Person/Week	Total Hrs. Avail. /Person/Week	Balance of Hours Positive/Negative

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.

Board of Directors/Advisors President/Director Finance Production Sales/Marketing MIS HR Accounting Operations Others Financial Planning Scheduling
Cash Management Process Engineering Saled Projections Marketing Campaign Mgmt. Budgeting Product Development Hardware Statements R&D Software Systems Mgmt. Benefits Handbook Payroll Taxes Credit Management Safety/Training Maintenance © 1999, Knowledge Institute