Organizational Planning and Tools

Marc S. Galli

Walden University

Professor S. W. "Sonny" Hudson, Jr.

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Often, there are two general ways that an organization is founded. In the first method, the founders are visionaries who look for workers who can execute their vision, and then they hire managers to maintain business operations. In the second general way organizations are formed, the founders are skilled workers, and the formation of the organization comes out of the natural expansion of the business beyond the founders' capability to handle the expansion. In this, the founders need other workers who can aid them in keeping up with the demand, and they need managers who can keep up with production goals and appropriately maintain the human and physical resources necessary in the organization.

Managers conduct an organization's strategic and operational planning. According to Dr. Champa Devi Maurya of Shri Jain P.G. College, managers foresee the need for internal changes in an ever-renewed effort to keep up with external and environmental changes (Maurya, 2017). They provide motivation and incentivize employees to continue keeping up with production or service standards. They communicate organizational strategy to workers. They formulate a strategy which, in turn, results in the structure of operational procedure in the effort to fulfill the organization's vision. In short, managers contribute to planning by making changes in the workplace.

In contrast to the previous concept that managers contribute to organization planning through proper management of existing human and material resources, managers additionally serve as head hunters. The managers of an organization are always seeking to expand personnel as operations expand and seek not only to pair the proper employees with the most suitable task but also to hire the most skilled, qualified, or adequate employee for any given position. Managers, though the hiring process, look for optimistic employees, ones with self-confidence, intelligence, those who are honest, and who have the skills for the job at hand and all for the right pay that fits the organization budget (Maurya, 2017). The manager has a lot to consider.

An organizational chart is a diagram that depicts the flow of authority within a given company. They serve to formalize and represent the structure of the organization (Reh, 2018). Essentially, organizational charts come in three varieties: hierarchical, matrix, and flat (Lucidchart, 2020). The hierarchical chart is by and large the most common. The nomenclature derives from the word hierarchy because one person or group is at the top, and authority trickles down. The lower on the chart one's name appears, the less power and authority they have. Communication can be bi-directional (both up and down the chart) but is typically only with one's direct supervisor and subordinates. In the matrix style chart, workers usually have multiple managers to whom they report. In an organization that produces newspapers, perhaps a worker reports to an Editorial Lead, a Graphic Arts Manager, and a Director of Content. Each manager's domain and employees which they manage is represented in the chart. The third primary type of organizational chart is the flat (sometimes referred to as the horizontal) chart. The flat organizational chart represents small companies or ones with little managerial overhead where there are essentially two classes: top administrators and workers, but no levels of middle management. The workers in these organizations have significantly more responsibility and make daily decisions that have a greater impact (Lucidchart, 2020).

Organizational charts provide a significant and distinct benefit to managers. They solidify answers to questions of power and authority. They document the flow of decision making and employee control. As a tangent, they are helpful to prospective (as well as current) employees in understanding where they would (or do) fit into an organization. For the manager, the organizational chart documents who reports to whom, visual allocation of their workforce, and can aid in a manager's need to restructure operationally.

A balanced scorecard measures financial goals and performance, customer-oriented goals and performance, internal business processes, and learning-and-growth of employees. To get into the balanced scorecard, the reader must first understand SMART. The acronym S.M.A.R.T. was developed in 1981 by a man named George Doran, who was the Director of Corporate Planning for the Greater-Washington Water and Power Company (Haughey, 2014). In order for your goal to be classified as a SMART Goal, it must be specific, measurable, assignable, realistic, and time-related. One will quickly and logically conclude that such a system for measuring goals is nothing short of genius. Thus, and so evolved, the balanced scorecard which integrates SMART goals as they relate to the four aforementioned categories. The balanced scorecard concept was theorized and developed in 1992 by Robert Kaplan and David Norton as a means to ascribe metric performance measures to information which was not financial in nature (Tarver, 2020). The scorecard looks like some type of biology diagram or circle-of-life kind of depiction and as previously stated, measures financial goals and performance, customer-oriented goals and performance, internal business processes, and learning-and-growth.

The balanced scorecard is invaluable to managers since it places feedback into four distinct and crucial categories of business operation and management and assesses a numerical value to business aspects. It is a strategic planning and operational management system as written about in the first and second paragraphs of this brief dissertation. Whilst acknowledging managers need a tool to measure performance on these four metrics, the natural next step is for the manager to comprehend the metric analysis of organizational performance and then make internal and external adjustments within his realm of capability to improve the employees, the team, and the business as a whole. The balanced scorecard is used by management to assess the company mission, vision, challenges faced, and values desired to-be-promoted (Lean Six Sigma Belgium, 2015). In conclusion, organizational charts and the balanced scorecard are both excellent tools which greatly aid a manager’s strategic and operational planning capacity.

References

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