

# Episode 74: Planning your organization – Part I

In this episode, 7 things to think about before you starting drawing org charts

## 1. Mission of the team

You would be surprised how many people start without clarity of their mission. If you don't know what you are expected to deliver, how can you plan to get there?

## 2. Get to know your customers

Someone is receiving your deliverables– what do they think about the relationship between the teams?

## 3. Deliverables of the team

Once you know your mission, be clear what the deliverables you are expected to produce and how often.

## 4. Know the people on the team

Before moving people around, get to know as many of them as you can. If less than 30 meet them all. If you have more than 30, plan to meet one on one with the managers.

## 5. Get to know your bench strength

Who is the best manager? Who is the most experienced? Do you need to look for a successor? Is someone seen as the informal leader of the team? Is that good or bad?

## 6. Know your HR rules

Many companies have rules on span of control. A first line manager should have more than 7 but less than 15. A second line manager will typically have 5 or more teams. Same will be true for most levels above that.

## 7. Talk to your boss

You should not start by asking your boss how you should organize, but what are their expectations or requirements. They may have things they think make good designs - would be good to know.

**Bottom line:** Like most things, if you get the planning right upfront, the rest of the job will be easy. If you start before planning, plan to start again many times.

