

THE ORGANIZATIONAL PROCESS (ПРОЦЕС ОРГАНІЗАЦІЇ)

Марченко А.О., гр. Б-12

Наукові керівники: канд. техн. наук, доц. Колесник А.О.,
доц. Мануєнкова О.О.

Харківський державний університет харчування та торгівлі

Organizing, like planning, must be a carefully worked out and applied process. The end result of the organizing process is an organization – a whole consisting of unified parts acting in harmony to execute tasks to achieve goals, both effectively and efficiently.

In general, the organizational process consists of five steps (a flowchart of these steps is shown in Fig. 1):

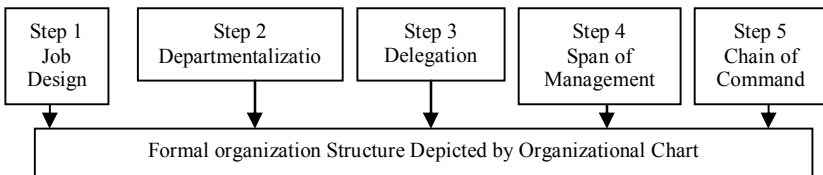


Fig. 1. – The organizational process

1. Review plans and objectives. Objectives are the specific activities that must be completed to achieve goals. Plans shape the activities needed to reach those goals. Managers must examine plans initially and continue to do so as plans change and new goals are developed.

2. Determine the work activities necessary to accomplish objectives. Although this task may seem overwhelming to some managers, it doesn't need to be.

3. Classify and group the necessary work activities into manageable units. A manager can group activities based on four models of departmentalization: functional, geographical, product, and customer.

4. Assign activities and delegate authority. Managers assign the defined work activities to specific individuals. Also, they give each individual the authority (right) to carry out the assigned tasks.

5. Design a hierarchy of relationships.

A manager should determine the vertical (decision-making) and horizontal (coordinating) relationships of the organization as a whole. Next, using the organizational chart, a manager should diagram the relationships.

A properly implemented organizing process should result in a work environment where all team members are aware of their responsibilities. If the organizing process is not conducted well, the results may yield confusion, frustration, loss of efficiency, and limited effectiveness.