

The Engineering Manager need to acquire various skills in management, including those organizing technical activities. In this highly competitive environment, the unskilled manager will not be able to bring his unit, or his company, as the case maybe, to success.

REASONS OF ORGANIZING

Organizing is undertaken to facilitate the implementation of plans. In effective organizing, steps are undertaken to breakdown the total job into more manageable man-size jobs. Doing these will make it possible to assign particular tasks to particular persons.

ORGANIZING DEFINED

Organizing is a management function which refers to "the structuring of resources and activities to accomplish objectives in an efficient and effective manner."

The arrangement or relationship of positions within an organization is called the **structure**. The result of the organizing process is the **structure**.

PURPOSE OF THE STRUCTURE

1. It defines the relationships between tasks and authority for individuals and departments.
2. It defines formal reporting relationships, the number of levels in the hierarchy of the organization, and the span of control.
3. It defines the groupings of individuals into departments and departments into organization.

4. It defines the system to effect coordination of effort in both vertical (authority) and horizontal (tasks) directions."

CONCERNS TO CONSIDER

1. Division of Labor
2. Delegation of Authority
3. Departmentation
4. Coordination

FORMAL ORGANIZATION AND INFORMAL GROUPS

FORMAL ORGANIZATION

The Formal Organization is "the structure that details lines of responsibilities, authority, and position."

Structure: They are part of the formal organization structure, meaning their existence and purpose are officially recognized and documented.

Example: An engineering department which holds a weekly meeting to discuss project progress.

Formal structure

a. Organization Chart

A graphic representation of the structure of an organization that shows the relationships of the different positions within it.

b. Organizational Manual

It provides written descriptions of authority relationships, details the

Organizing The Technical Conference

Edward Walter Garris



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