

Introduction to Business Technology

Organization Charts

An organization chart is often used to visually show the structure of an organization. Prepare an organizational chart showing the management team for the **World Wide Sales and Service Division** of a multinational company. Refer to figure 1-2.7 on page 23 for a sample.

1. Begin with the company name, **GLOBAL MANUFACTURING**, followed by the division name, centered at the top as the chart title.
2. Place **Thomas McEwen**'s name and title, **CEO**, in the top block of the chart.
3. Insert a block for **Paul B. Kalis, Sr. Vice President**, who is head of the division and reports to Thomas McEwen.
4. Insert blocks for the following vice presidents who report to Paul B. Kalis:
 - a. **Marco Ortiz, Vice President, Latin America**
 - b. **Akira Komuro, Vice President, Asia, Pacific**
 - c. **Rachel J. Kohnstamm, Vice President, Europe, Middle East, Africa**
5. Insert a block for **James E. Phelps, Assistant Vice President, Europe**, who reports to Rachel J. Kohnstamm.
6. Insert blocks for **Jean L. Lucent, Manager, France**, and **Howard A. Toole, Manager, Denmark**, who both report to James E. Phelps.