

## **Achieve Business Solutions Organization Chart Gap Checklist**

A key focus for achieving your company vision is to determine what your future organization will look like and where your priorities are. The following is a list of questions you can use to evaluate your overall organizational needs. Answer the following questions in the context of the Vision you are working to achieve and your current state Strengths, Weaknesses, Opportunities & Threats.

1. What functions, scenarios & interactions are performing well now? Are there dedicated persons who lead these areas? Are there succession & growth plans in these departments?
2. What functions are not working in the organization now or appear to be strained or straining? Are there succession & growth plans in these departments?
3. What areas will face the most growth (employee hires)?
4. What areas have the most complexity?
5. What areas have the biggest impact on supporting company growth (revenues/profits) or if not addressed, may put the company at risk?
6. Are departmental roles and responsibilities clearly defined in the company?
7. If not, where is there confusion? Is this across the company or between only limited department/functions? Would a different process change this or is a structural change needed?
8. Are customers or prospecting impacted by any organizational or functional shortcomings? How?
9. Are there any at-risk areas for employee retention or turnover?
10. Do any departments have a greater difficulty than others in recruiting, training, or onboarding employees?
11. What would high performing functioning of non-working (or non-existent) departments look, act & interact like? What kinds of things would the department do and be responsible for? How would you know it was working well?

Of course there are many other considerations, but using the above will provide you a good start to defining what you need, where and how to focus your resources.