

BUSINESS PERFORMANCE GUIDE

**ORGANIZATIONAL
PLANNING:
WHY
YOUR
BUSINESS
NEEDS IT**

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The shortest distance between two points is a straight line. In the business world, however, the only absolute is the starting point and the line is never straight.

Navigating your way to success requires a solid team of employees and a solid strategy. Organisational planning means knowing who you have, how they're helping or hurting your business's growth, and the best way to align those employees in order to realize your company objectives.

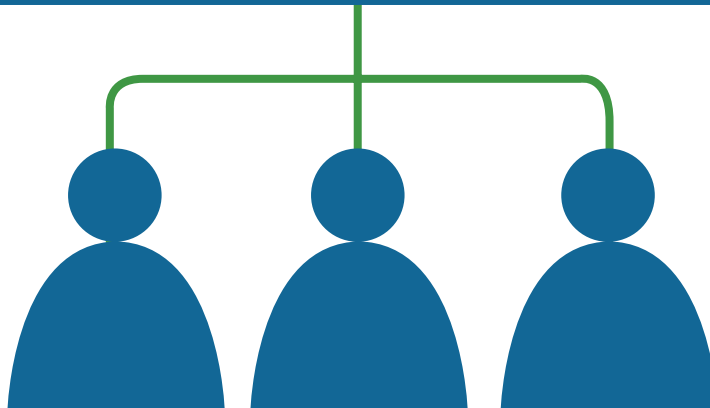
Simply put, organisational planning keeps your business moving forward while also preparing it for the road ahead.



Having a hierarchy

Organisational planning begins and ends with your business's organisational structure, which usually is represented by an organisational chart. This corporate snapshot establishes a companywide pecking order that helps determine responsibilities and reporting relationships.

A strong organisational structure paves the way for strong decision-making in all areas of organisational planning. Additionally, it serves as the "you are here" spot on your business's roadmap. The company may need to switch routes from time to time, but without knowing its current location, you might as well let go of the steering wheel and punch the gas.



Constructive criticism



Once a framework has been created, its effectiveness must be constantly evaluated to make sure each department or area can:

- Handle the business's workload
- Perform in concert to achieve the company's overall goals
- Adapt to change quickly and efficiently
- Sustain a high level of employee engagement

"The goals of the workforce must combine to satisfy the goals of the business," says Eric Kilponen, manager of marketing and sales operations at Inspireity Performance and Organisational Management. "A formal performance management process ensures this. It shows employees how they contribute to the business's success and the value of their work. Additionally, it will expose training and development opportunities."

Organisational planning is also organisational maintenance. By evaluating and re-evaluating your staff, you can identify gaps and redundancies, manage workforce changes more effectively, and increase productivity.

Thinking ahead



Perhaps the biggest reason organisational planning is a must is because it's the basis for every workforce decision you'll ever make. Employee moves should have a positive impact on the business, both now and in the future. To make the right calls, you'll need to be able to explore as many of the "what-if" scenarios as possible and create strategies based on the predicted outcomes.

"In business, change comes at you from all directions – sometimes simultaneously," Kilponen says. "A company that anticipates change and demonstrates agility in its decision-making processes will thrive. A company that doesn't and isn't, won't."

Here are a few ways to be better prepared for the changes your business will inevitably encounter:

Make performance appraisals count Having a viable employee assessment process engages your staff and increases productivity. This improves morale and creates opportunities for advancement while bolstering company culture. Everybody wins.

Start succession planning When top performers at any level of the organization retire, resign or rise up through the ranks, filling their positions should be smooth. And if you can identify internal candidates for the role, you'll save money on recruiting and training.

Do the math Whether through mergers and acquisitions, layoffs, or other shifts in headcount, the organization as a whole must be able to adapt quickly and move forward. Have managers propose hypothetical plans that deal with these situations, limiting surprises when they actually happen.

Communication is key



A well-informed workforce decision is the product of collaboration. This means a steady stream of communication between managers, executives and HR staff across all levels of the company. Organisational planning strives to break down silos of information and departmental isolationism.

“If your organisational structure is as concrete as it should be, you’ll know who to talk to regarding workforce decisions,” says Kilponen. “These decision-makers and HR leaders are the ones to consult with when it’s time to make changes to your staff.”

When communication breaks down, it’s only the first domino to fall. Efficiency suffers, morale dips, and customer service and satisfaction drop as well. All this takes its toll on your bottom line, which is why maintaining companywide communication is so important to organisational planning.

Organisational Management Tools Can Help



OrgPlus® 2012

Organize, visualize and strategize your business

OrgPlus 2012 allows companies to easily view their organisational structure and make more informed decisions using dynamic, professional org charts and best-practice analytics.

Features

- Boardroom-quality charts with insightful workforce analysis tools to reveal key metrics
- Drag-and-drop functionality to plan organisational change and optimize your workforce
- A wide variety of publication options, including Word, HTML or navigable PDF and PowerPoint documents
- Standard, Professional and Premium editions to meet the needs of any small or medium-sized business

The Altula team is here to help you with all of your OrgPlus needs. Please contact us if you need help with anything related to OrgPlus – technical support, training needs, specific product questions, additional licenses, upgrading to the latest version or anything at all.

We encourage you to attend our OrgPlus webinar, Easily build accurate and attractive org charts, held every other Tuesday. In just thirty minutes, learn how to build boardroom quality org charts that efficiently communicate organisational information and help organize your team to increase productivity and profitability. [Please register here](#)

Additionally, these [videos](#) illustrate how OrgPlus makes chart building nearly effortless.

Get more information at **altula.com**
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About Altula

Altula helps organisations achieve business harmony by delivering world-class software to organize and strategize today and into the future. We are the exclusive international distributor of OrgPlus, the world's best-selling organisational charting and planning software. We provide sales and support to OrgPlus resellers and customers anywhere outside the United States.

To find out more or learn how Altula can help your company, call us at **877-908-2113**.



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