

# CO457 Business Modelling Notes for Task 2 CW1

## Introduction:

In CW1 for CO457 Business Modelling the 2<sup>nd</sup> Task states:

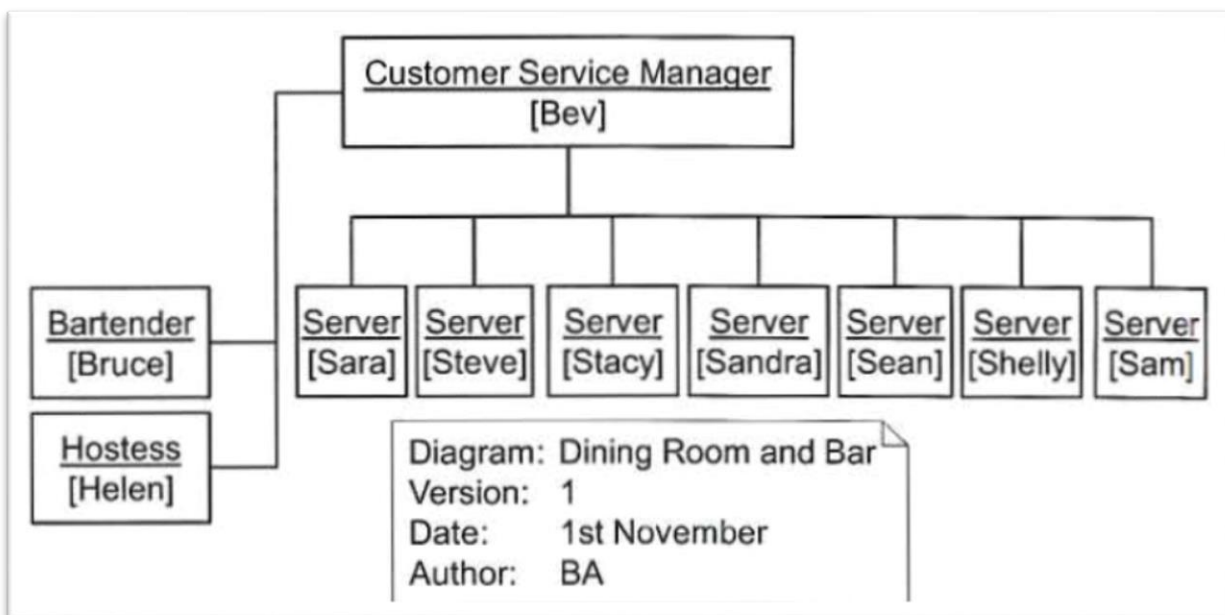
### 1. Organisation Chart for the Restaurant

*Alongside the employee table, you need to also create an organisation chart for the restaurant as a whole. The organisation chart will be presented in a hierarchical layout that clearly shows the reporting structure used with the restaurant. The boxes will all be the same size with connecting lines aligned horizontally or vertically. The text inside the boxes will show the employee role.*

This 2<sup>nd</sup> Task is asking you to draw a diagrammatic representation of the management structure of the restaurant, as represented within the Employee Table that you have already constructed for the first task, so there must be parity here.

The organisation chart diagram that you create must adhere to the principals of good business modelling, in that it must be detailed (within the context of what needs to be shown), consistent in its approach and above all clear.

Below is an example organisation chart for the Dining Area and Bar. We are asking you to develop your organisation chart for the entire restaurant, so you should use this example as a reference point in developing that larger model.



## What to consider when developing your model Organisation Chart

The following describes the aspects involved in creating a perfect organisation chart model. Attention to detail in the creation of your model is paramount. The concept for the model is relatively simple, but in order to achieve a good mark you must execute it perfectly.

- The boxes should be arranged in a hierarchy of position seniority within the restaurant, so that higher level positions are on the upper layers and junior/lower level positions are on the bottom

- All of the boxes within the diagram should be perfectly rectangular and exactly the same size (you should think about the largest piece of text that will need to be contained and start your design from there)
- All the boxes should be uniformly spaced, both vertically and horizontally from each other
- Angle joints used in connecting lines should be 90 degrees
- The text within the boxes should be black using a plain readable font (Ariel is a good choice), no less than 10pt in size, and no greater than 14pt
- The text within the boxes will record the position title, with the names of the current person occupying that position placed in brackets beneath it
- The lines connecting the boxes should be perfectly vertical or horizontal connecting from the middle of the appropriate box side, however 90 degree joints may be used to allow for the placement of multiple subordinates to a more senior management position
- The connecting lines should be solid, singular, black and thinner than the box borders
- The connecting lines should all be uniformly thick, but not too thin or too wide
- The ends of the connecting lines should merge into the box borders i.e. no arrow heads or breaks in the line joins
- The model should be well balanced and laid out on the page
- All the boxes should have the same thickness, black borders, but not too thin or too wide
- Any background colours applied to the boxes should be solid and uniformly applied to represent a specific management tier i.e. their use is serving a specific purpose, not just decorative
- Any background colours used must not adversely affect the readability of the black text
- The organisation chart should be labelled with an appropriate title, such as 'Complete Organisation Chart for Bev and Bob Restaurant', along with your name as the creator of the model, the date of its creation and its revision number

As you can see from the list above the organisation chart model must be exactly produced. However, it would be a very good idea to start with a rough model drawn out on a piece of paper first. This way you can work through what you want to produce, which will make executing it a lot easier when it comes time to produce the final version in a drawing package.

## How to Develop your Organisation Chart Model

Although you can draw out your organisation chart model in any drawing package you feel comfortable with (including paper and pen, although you will need to scan what you draw and place it as an image into the CW1 Word Template), we recommend Microsoft PowerPoint as a simple to use tool and it is what we will demonstrate within your class.

Microsoft PowerPoint can be used for all of the models we are going to produce and it has the ability to save each of its slides as separate JPG images (use Save As), so that they can then be inserted into the CW1 Word Template.

There is an organisation chart tool in Microsoft PowerPoint, but we recommend that you draw your own model, as it will be easier to get the level of quality we are looking for that way.