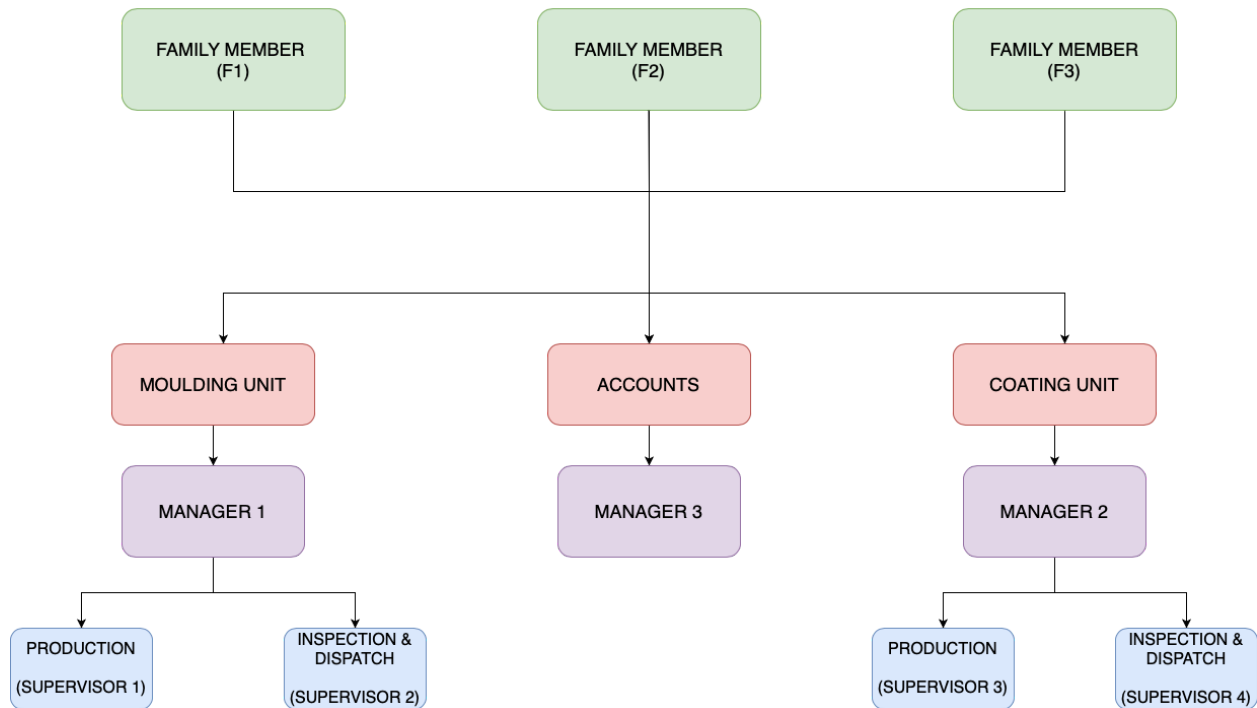


Sigma Enterprise
(Pragya Dara, MT19126)

Organisation Chart

SIGMA ENTERPRISES

ORGANIZATIONAL CHART



Roles of Family Members

1. Family Member 1 (F1)

- **Client Dealing:** They are responsible for dealing with clients. Staying in touch with potential clients along with current clients and new clients. Owner is responsible for making the decision of accepting the order or not based on the requirements of the order. If the order is rejected, the customer becomes a potential client on the basis of their requirements.
- **Production:** If the order is accepted various ongoing orders are prioritized and a production plan is formulated.

- Dispatch: They are responsible for sending out the manufactured products to the customers.
2. Family Member 2 (F2)
 - Quality: They have the responsibility to check whether the products manufactured are of good quality or not.
 - Accounts: They look after the accounts of the company.
 - HR: Management of the employees working in the company.
 3. Family Member 3 (F3)
 - General Management: They are responsible for better work and resource management.
 - Cost Reduction: They have the responsibility of analysing and introducing changes which would help in cost reduction by increasing efficiency, saving material etc.

Responsibility of Managers & Supervisors

1. Manager 1 (M1)
 - Moulding Unit (Division 1)
 - a. Material Requirement: When a new order is accepted, Manager 1 has the responsibility of estimating the material requirements of Division 1 based on the on-going and new orders.
 - b. Production planning machine wise: Since, this manager has the responsibility of the actual production of the parts in the moulding unit. He must make a machine wise plan on a daily basis.
 - c. Production: After the production plan has been finalised the actual production is started.
 - d. Maintenance of the unit: Periodical maintenance of the machine needs to be done to reduce the probability of a future breakdown.
 - e. Quality: Quality checking of the moulded products is done.
 - Supervisor 1 (S1)
 - a. Production: Supervisor 1 supervises the day to day production and also performs the stock checking when material requirements have been estimated.
 - Supervisor 2 (S2)
 - a. Inspection and Dispatch: Once the products have been moulded they are inspected, quality testing is carried out and then the products are transported to Division 2.

2. Manager 2 (M2)

- Metallizing and Coating Unit (Division 2)
 - a. Material Requirement: Similar to Manager 1, Manager 2 is also responsible for estimating the material requirement of the Metallizing and Coating unit.
 - b. Production: Once products are received from Division 1 they are then coated and painted in this unit.
 - c. Maintenance of the unit: Periodical maintenance of the machine needs to be done to reduce the probability of a future breakdown.
 - d. Quality: Quality testing of the finished products are carried out.
- Supervisor 3 (S3)
 - a. Production: Supervisor 3 performs the same role as Supervisor 2.
- Supervisor 4 (s4)
 - a. Inspection and Dispatch: Once the products have been completely manufactured, quality testing is done and the products are packaged in boxes and are made ready to be shipped to the customers.

3. Manager 3 (M3)

- Accounts
 - a. Keeping records of all PO, invoices, payments received etc.
 - b. Collecting payments from clients: Responsible for timely collection of due payments.
 - c. Payment to suppliers: Responsible for timely payments to suppliers.

Success factors for Managers

1. Manager 1 (M1)

- No. of rejections
- Breakdowns (frequency and time of repair)
- Target Achievement

2. Manager 2 (M2)

- No. of rejections
- Breakdowns (frequency and time of repair)
- Timely dispatches

3. Manager 3 (M3)

- Minimized delay in due payments
- No. of follow ups from suppliers

Marketing and Brand Development

The owners regularly stay in touch with potential customers who are usually top officials in their respective companies and this is done via call for a personal touch.

Some decisions taken are

1. To accept an order or not: Based on the client that places the order, on-going workload etc. This decision is made by the owner.
2. Scheduling the work: The owner is responsible for generating a general production plan.
3. Estimating Material Requirements (Division 1 and 2): The managers M1 and M2 are then responsible for estimating the material requirements. This depends on how many orders are pending and the new orders.
4. Stock Check (Division 1 and 2): Once the requirements have been estimated, stock is checked. If there is a shortage in stock, it is reported to the Managers who then report back to the owner.
5. Restock (Division 1 and 2): The owner then places an order for the required raw materials.
6. Daily Production Plan: The manager then decides on the daily production plan. Which machine to produce which parts and how many parts.
7. Worker Requirement: Based on workload, Family Member 2 is responsible for managing the employees. If someone needs a leave, or they require more employees, etc.
8. Quality check: Once the products are manufactured a quality test is performed. If the quality fails, decision to rework or scrap the products is taken by Family Member 2.
9. Packaging: How many items to be packed in a box.
10. Transportation: Ideal mode of transportation based on where the product needs to be transported.