MTRN4230 Organisational Chart

Arielle Hui | June 16, 2021

Employee name
Role: Project Manager

Employee name
Role: Senior Programmer

New Employee
Role: Technical Writer

New Employee
Role: Programmer

New Employee
Role: Programmer

https://www.youtube.com/watch?v=dU9rJgQ4EOY
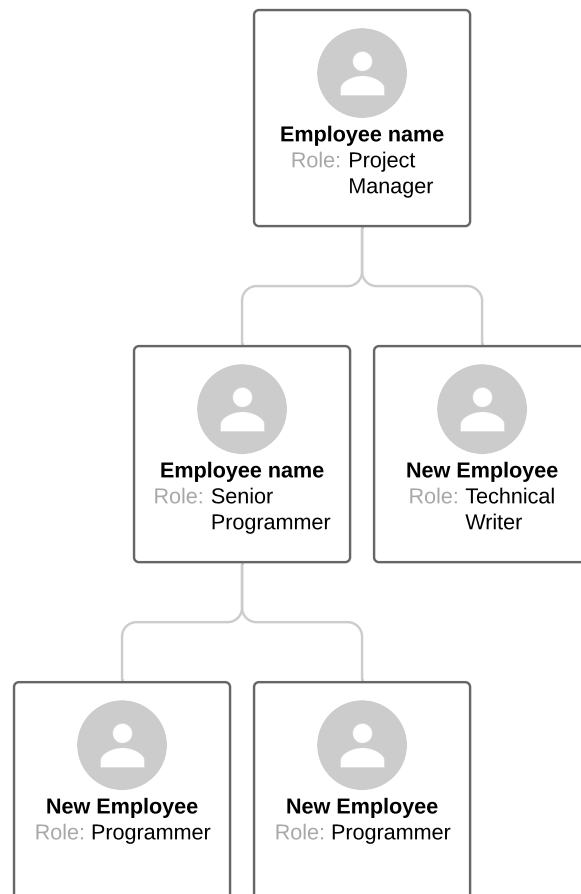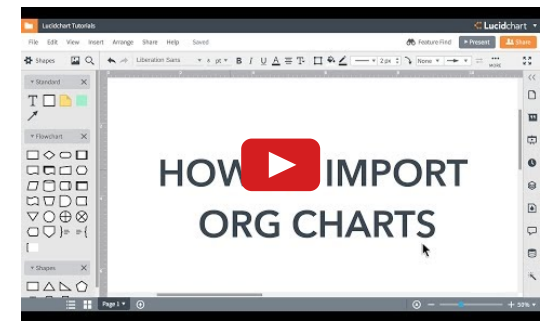
Learn about this template

Organizational charts are intended to organize and manage hierarchies within companies, institutions, and departments.

To customize this org chart, double-click any shape, and then:
1. *Click the ⊕ button that appears on any side of a shape to add a new one.*
2. *Click on a shape and type in the information you'd like to include.*
   a. *To add new/delete current employee fields (ex: role, location, etc.), click on "⟲ Shapes" and select which employee fields you'd like to include on each shape.*
3. *Select a shape and drag and drop it to your desired layout.*

To automatically generate an org chart using your own data set:
1. *Click the "⊣ Import Data" button in the Org Chart shape library.*
2. *Follow the instructions.*

Pro tip: To show/hide employee field labels, click on "⟲ Shapes", and then hover over an employee field and click the three dots ⋮. Choose to either show or hide labels.

Org chart tutorials
(Hold Shift + ⌘ or Ctrl, then click)

Watch a tutorial on how to format your org chart

Read more on how to edit org charts