

Checklist

What you should know

By the end of this subtopic, you should be able to:

- define the following terms: (AO1)
 - organisational structure
 - delegation
 - span of control
 - levels of hierarchy
 - chain of command
 - bureaucracy
 - centralisation
 - decentralisation
 - layering
 - matrix structure
 - project-based organisational structure
 - flat organisation
 - tall organisation
 - hierarchical organisational structure
 - organisational structure by product
 - organisational structure by function
 - organisational structure by region
- explain: (AO2)
 - delegation
 - span of control
 - levels of hierarchy
 - chain of command
 - bureaucracy
 - centralisation
 - decentralisation
 - layering
 - matrix structure

- distinguish between: (AO2)
 - flat and tall organisational structures
 - tall and vertical organisational structures
 - 'by product', 'by function' and 'by region' organisational structures
- construct different types of organisational charts (AO4)
- evaluate the appropriateness of different organisational structures given a change in external factors (AO3)
- evaluate the changes in organisational structures and, more specifically, project-based organisation and Handy's 'shamrock organisation' (A03) HL