Contents

[Introduction to the Organization 1](#_Toc172604165)

[Organization Chart 1](#_Toc172604166)

[Manpower Planning 1](#_Toc172604167)

[Schedule Of Tasks and Responsibilities 1](#_Toc172604168)

[List of Office Equipment 1](#_Toc172604169)

Administrative Plan

# 1.0 Introduction to the Organization

# 1.1 Organization Chart

# 1.2 Manpower Planning

# 1.3 Schedule Of Tasks and Responsibilities

# 1.4 List of Office Equipment