**1. What is matrix organization and explain types of matrix organization**

* The matrix organization structure is a combination of two or more types of organization structure, such as the projectized organization structure and the functional organization structure. These two types of organization structures represent the two extreme points of a string, while the matrix organization structure is a balance of these two.
* This combination helps organizations to achieve higher efficiency, readiness, and quick market adaptation. Moreover, they can respond faster to market or customer demand, and decrease the lead time to produce a new product. This type of structure is most suitable for organizations operating in a dynamic environment.

**Type of Matrix Organization Structure**

The matrix organization structure can be classified into three categories depending on the level of power of the project manager. These categories are as follows,

1. Strong Matrix Structure
2. Balanced Matrix Structure
3. Weak Matrix Structure

**Strong Matrix Organization Structure**

In strong matrix organizations, most of the power and authority lie with the project manager. The project manager has a full time role, has a full time project management administrative staff under him, and he controls the project budget. The strong matrix structure has a lot of the characteristics of a projectized organization. Here, the functional manager will have a very limited role.

#### Balanced Matrix Organization Structure

In balanced matrix organizations, power and authority are shared between the functional manager and the project managers. Although, the project manager has a full time role, he will have a part time project management administrative staff under him. In this type of structure, both managers control the project budget.

#### Weak Matrix Organization Structure

In weak matrix organizations, the project manager will have a limited power and authority. He will have a part time role and no administrative staff will report to him. His role will be more like a coordinator or an expediter. Here, the functional manager controls the project budget.A weak matrix organization structure resembles the characteristics of a functional organization structure.

**2. List the advantages and disadvantages of the functional organization.**

**Advantages of functional organization :**

* Staff is managed by a person with experience in their same specialty who can adequately understand and review their work.
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* Staffers work with others in their field, which allows for knowledge sharing and lateral job moves to learn new skills.

**Disadvantages of functional organization**:

* As a company go larger, a functional area can be difficult to manage due to there size.
* The client is not able to know what the status of the project really is, as no one can give him the whole picture.
* Each functional manager is able to report on his part of the project.
* Conflicts between functional managers can have drastic effects on the progress of a project.
* Employees tend to spend a significant percentage of their time with nothing to do, sometimes literally begging for work.