

# 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' (AO3) HL