

Organization Definition Checklist

Background

The purpose of this document is to define an organization. The organization could be a company, division, department, group or team. This checklist helps you think through and gain agreement on the fundamental nature of your organization. This logical definition is valuable for an existing organization as well, to sharpen its focus and validate what it is doing and what it should be doing.

The value of defining a logical organization is twofold.

1. You gain clarity and agreement on what you are doing and why. This definition should show the value that you provide to the business and why your organization exists to begin with. This information is communicated to external entities and your own staff.
2. The organization provides a framework to guide decision-making in the future. For instance, you would not want to undertake any projects that did not help achieve your organizational goals and objectives. Major decisions can be evaluated based on whether they fit into your strategy. The way you deal with people can be evaluated against your organization principles.

This information is used to define a logical organization. Once this information is in place, you would actually start to bring in people to fill the various roles and responsibilities. At that point you are building the physical organization.

The full copy of this document is available for licensed users of TenStep. This three- page checklist provides definitions for the following organization definition terms.

- Mission
- Vision
- Strategies
- Principles
- Clients / Customers
- Stakeholders
- Goals
- Objectives
- Products / Deliverables
- Services
- Roles, Responsibilities and Skills
- Transitional Activities