Planning Work

The Top 7 Org Charts

used by business leaders in Australian & NZ

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What's in this guide?

We're going to show you, based on the feedback of hundreds of Australia and New Zealand's leading organisations, the **7 most useful org charts you should be using today.**

If you have no idea how to create these charts, don't worry - all of the charts in this guide were created using our world-renowned
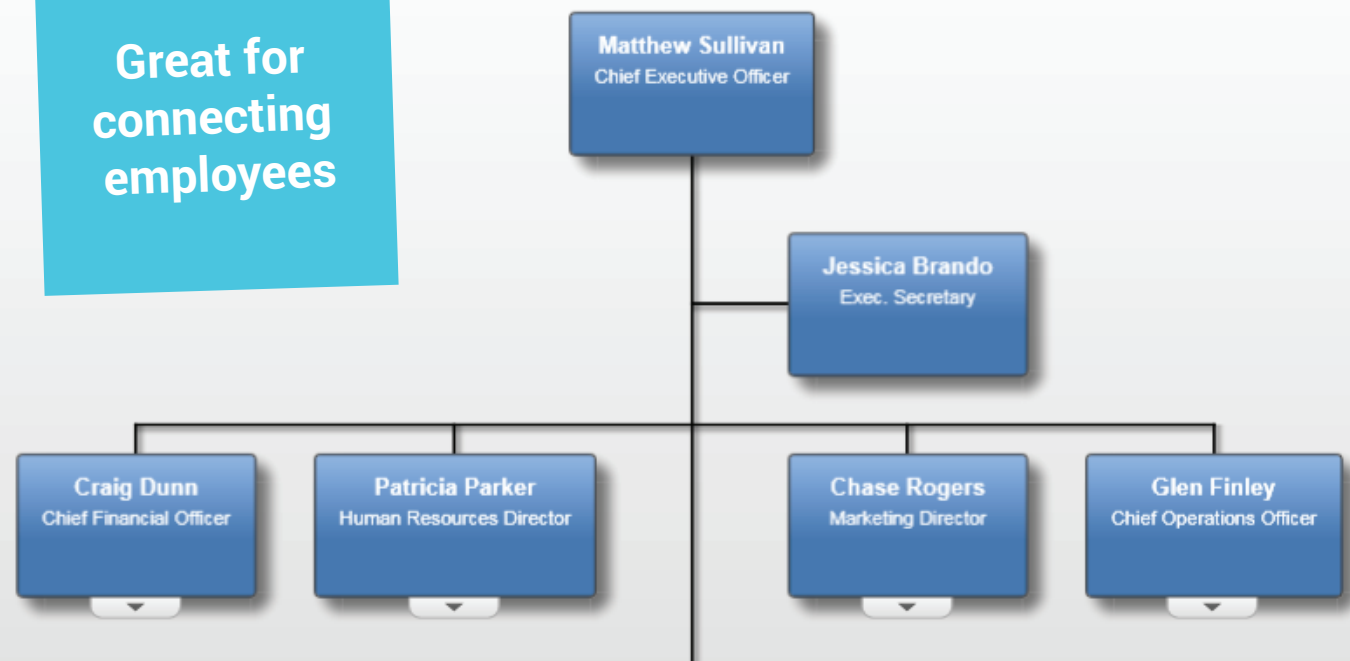
Org Charting Solutions

If you'd like help creating these charts, just get in touch!

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#1 Company Directory

It's the simplest chart, but it's also the one most organisations can't live without.
Whether you're including your hierarchy in the annual report or just making it easier for employees to find each other, the Generic Hierarchy Chart is perfect for giving an overiew of your organisation.

Great for connecting employees

Matthew Sullivan
Chief Executive Officer

Jessica Brando
Exec. Secretary

Craig Dunn
Chief Financial Officer

Patricia Parker
Human Resources Director

Chase Rogers
Marketing Director

Glen Finley
Chief Operations Officer

Chie

Matthew Sullivan
Chief Executive Officer

Department:	Executive
Work Email:	MSullivan@marin.com.au
Work Phone:	(03) 9555 1243
Extension:	x31261
Location:	Melbourne
Work Address:	121 Kearny Street, Ste 121
Home Phone:	(03) 9726 9011
Personal Email:	Matthew.Sullivan@gmail.com
Home Address:	122 Mission St, Melbourne, Vic 3105

Data Required:

Basic Contact Details, such as:
• Name
• Position Title
• Department
• Photo
• Email Address
• Phone Number
• Extension

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#2 Budget

It's much easier to visualise departmental budgets visually.

With conditional formatting, you can easily highlight departments who are over or under budget for better decision making for staffing, recruitment and more.

Great for restructures & budget reviews

Matthew Sullivan	
Chief Executive Officer	
Individual Sal:	$175,000
Salary Rollup:	$4,931,000
Budgeted Salary:	$5,033,500
Budget Remaining:	$102,500

tricia Parker	
Resources Director	
Sal:	$103,000
llup:	$1,084,000
Salary:	$942,500
emaining:	($141,500)

Craig Dunn	
Chief Financial Officer	
Individual Sal:	$136,000
Salary Rollup:	$977,000
Budgeted Salary:	$984,500
Budget Remaining:	$7,500

Chase Rogers	
Marketing Director	
Individual Sal:	$119,000
Salary Rollup:	$790,000
Budgeted Salary:	$957,500
Budget Remaining:	$167,500

Glen Finle	
Chief Operations	
Individual Sal:	
Salary Rollup:	$
Budgeted Salary:	$
Budget Remaining:	

Matthew Sullivan	
Chief Executive Officer	
Employee ID:	100527
Salary:	$175,000
Position Salary:	$205,000
Team Details	
Headcount:	92
Total FTE:	60.50
Average Salary:	$52,913
Budget Summary	
Total Salary:	$4,868,000
Total Pos Sal:	$4,931,000
Budget...	$63,000

Data Required:

- Name
- Job Title
- Employees Salary
- Position Salary

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#3 Compa-Ratio

Comparative Ratio charts measure the difference between how much an employee is being paid and how much the market would usually pay an employee in a similar position.

Incredibly useful for identying areas of over or under spending, this chart can give you better insights into your talent management strategies and remuneration policies.

Great for recruitment planning
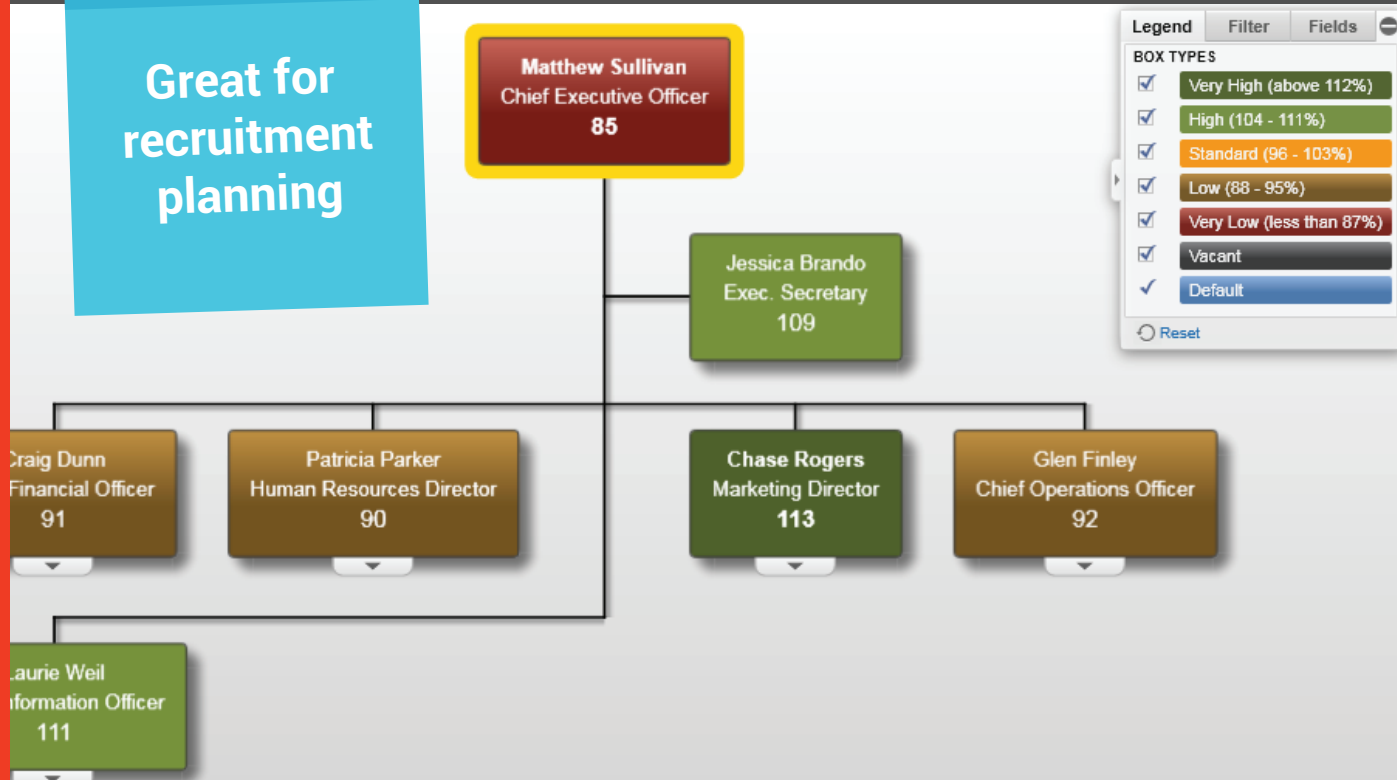
Data Required:

- Name
- Job Title
- Employees Salary
- Position Salary
- Market Salary

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#4 Leave Liability

Quickly find all those employees who have accrued too much leave at a glance.

Great for reducing your leave liability, but also great for making sure your employees are giving themselves enough rest and time off!

Great for reducing leave liability
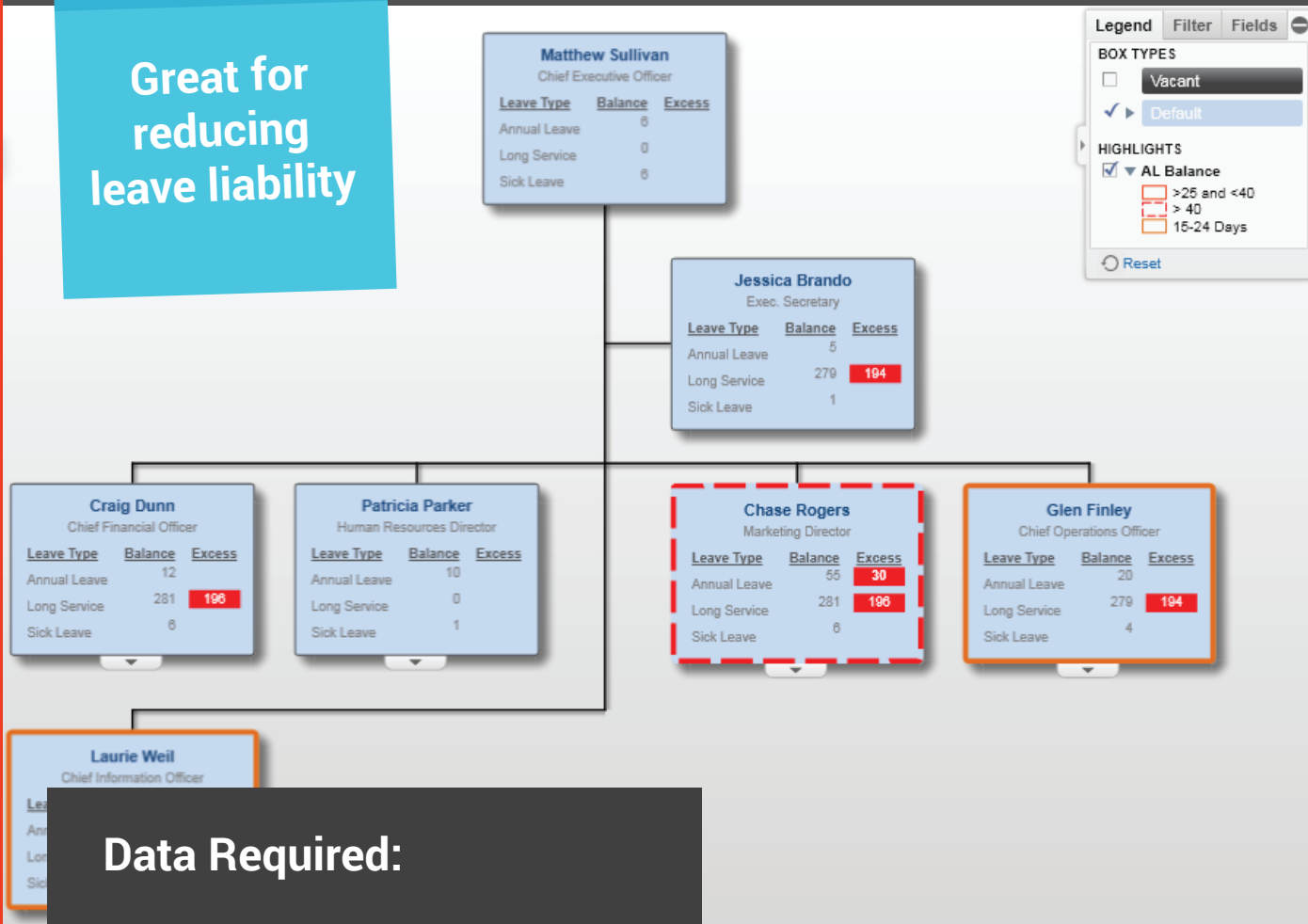
Data Required:

- Name
- Position Title
- Annual Leave Balance
- Long Service Leave Balance
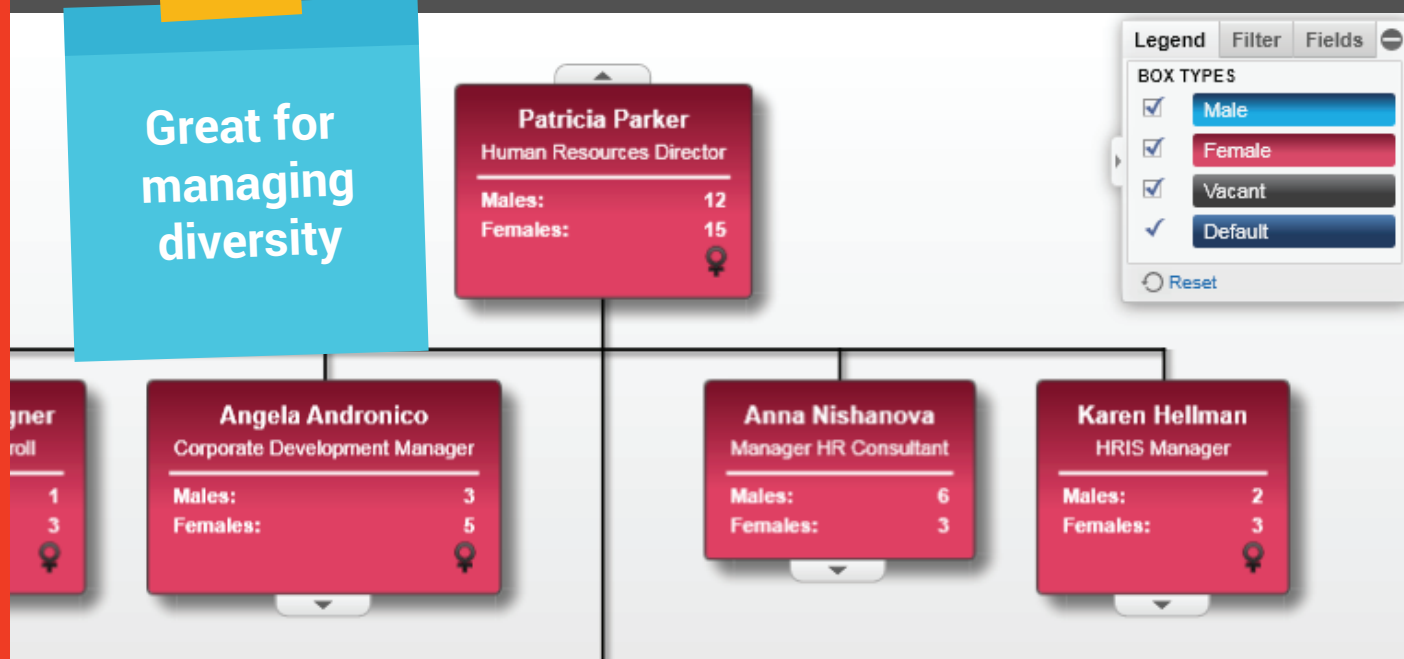- Number of Sick Day's Taken
- Salary (to calculate the liability)

#5 Gender Equality

See the gender or age diversity of your organisation, department by department or team by team.

Now a mandatory reporting requirement in Australia, these charts will help you with your recruitment and cultural strategies.

Great for managing diversity

Patricia Parker
Human Resources Director

| Males: | 12 |
| Females: | 15 |

Angela Andronico
Corporate Development Manager

| Males: | 3 |
| Females: | 5 |

Anna Nishanova
Manager HR Consultant

| Males: | 6 |
| Females: | 3 |

Karen Hellman
HRIS Manager

| Males: | 2 |
| Females: | 3 |

Legend | Filter | Fields

BOX TYPES

☑ Male
☑ Female
☑ Vacant
✓ Default

↻ Reset

Patricia Parker
Human Resources Director

| Gender: | Female |

Headcounts

Males:	12
Females:	15
Total Employees:	29

Percentages

| Males: | 41.38% |
| Females: | 51.72% |

Data Required:

- Name
- Position Title
- Gender

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![Planning Work logo]

#6 Employment Type

Visualise your employees based on whether they're casual, full time, part time or contractors for a better understanding of your workforce.

This can help uncover problem departments or potential restructure candidates for each team or department.

Great for resourcing & planning

Matthew Sullivan
Chief Executive Officer

EmpType: Full Time
FTE: 1

Headcount: 92
FTE Rollup: 60.50

Legend | Filter | Fields

BOX TYPES
- ☑ Contractor
- ☑ Part Time
- ☑ Vacant
- ✓ Default

HIGHLIGHTS
- ☑ ▼ FTE Issue
  - ☐ Full Time
  - ┌! Part Time

↺ Reset

Jessica Brando
Exec. Secretary

Emp Type: Part Time
FTE: 1

Headcount: 1
FTE Rollup: 0.80

Matthew Sullivan
Chief Executive Officer

Employment...	Active
Employee Type:	Full Time
Hire Date:	01/16/09
Job Start Date:	01/16/09
FTE:	1
Team	
Headcount:	92
FTE Rollup:	60.50
Full Time	
Count:	59
Percentage:	64.13%
Part Time	
Count:	13
Percentage:	14.13%
Contractor	
Count:	19
Percentage:	20.65%

Craig
ief Fina

pType:
E:

adcoun
E Rollu

Chase Rogers
Marketing Director

EmpType
FTE:

Headcou
FTE Roll

Glen Finley
Chief Operations Officer

Data Required:

- Name
- Position Title
- Employment Type
- FTE

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#7 Span of Control

Find out which managers have too many (or too few) staff to manage with visual alarms on your org charts.

This is the perfect chart for managing organisational restructures as it gives you a change to even up managers' workloads.

Great for restructures
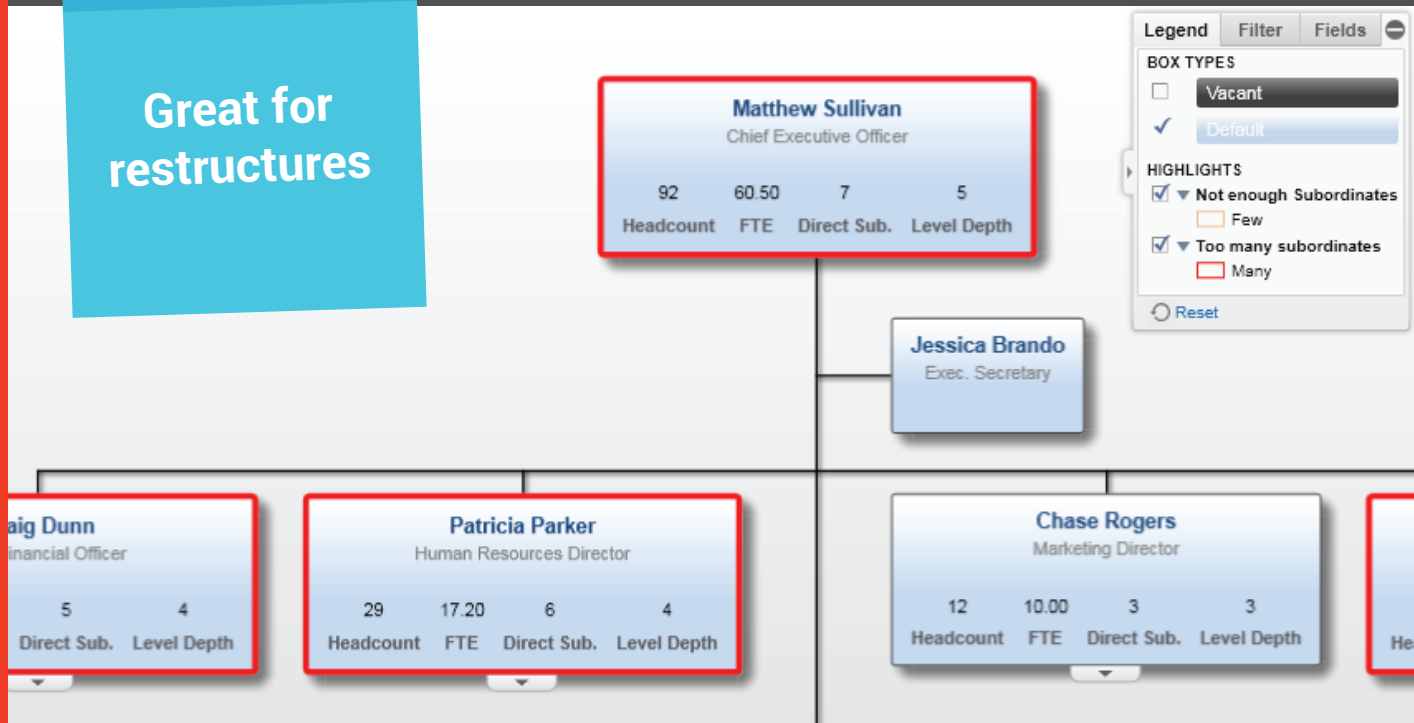
Data Required:

- Name
- Position Title
- FTE

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Enterprise workforce modelling & visualisation

Org Charting tools visualises the data in your HRIS in the form of beautiful, practical org charts like the ones you've seen in this guide.

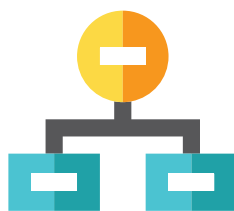These charts are then updated automatically, giving you and your entire organisation access to up-to-date data.

You can even use Org Charting tools for powerful reporting, modelling and planning purposes, using it to manage restructures, succession planning and more.
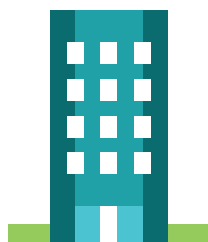
Visualise your entire
organisation
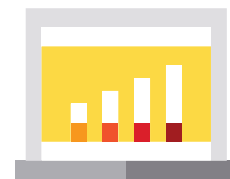
View your HR
Metrics

Model restructures
using your HR data

Create Succession
Plans for key roles

Secure online
software

Australian
Support

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Work

Legend | Filter | Fields

BOX TYPES

☑ Very High (above 112%)
☑ High (104 - 111%)
☑ Standard (96 - 103%)
☑ Low (88 - 95%)

new Sullivan
xecutive Officer
85

To find out more, book a free demo at
navigo.com.au

✉ info@navigo.com.au
📞 +61 3 9879 4060

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