THE ORGANIZATION AND ITS INTERNAL INFORMATION SYSTEM

- [ ] Welcome to Organize and Organizability
- [ ] The Ambiguity of Clutter
- [ ] The Organization and its Internal Information System
- [ ] Business Function
- [ ] Design Flaw
- [ ] The Filing System
- [ ] Ongoing Maintenance

Welcome to the third module of Organize and Organizability, the Organization and its Internal Information System. In this module we're going to clearly understand and identify how your company runs as a body. You will also begin to organize with practical application.

Define the organization with its particular purposes

Think about your company. Think about how it functions, the services, the internal structure, the departments of work, the people.

No matter how many people there are or departments there are in the company, the model is the same. Each department, section, or stream, or silo, or category of work, however work is divided, needs its own distinction.

One company, for example, may have HR, Finance, Development,

Programs, Administration, and another may have their organization divided by people, or programs.

This structure may also be applied to just one department within the company The approach will be the same. In this section we are going to discuss the information your organization has and what to do with it.

> *"You'll never get organized if you don't have a vision."*
>
> *— Linda Eubanks*

Every company has an internal system. This refers to the flow of information from the outside in, from the inside out, and in between the people and departments within the organization.

Mental Model

This is a spacial map of the organization -the flow, the structure, and the business functions.

Model

noun

: structural design

Maps give us an overview of where we are and where we are going. Being on the ground can be confusing, being underground, deeply embedded in a project or program can be even more so. But being above, from a birds eye, we can see so much better. We can see our destination, markers, and direction so much more clearly. Your mental map lays out the organization.

A mental map refers to your understanding of how the organization is, well, organized.

Your mental model is a cognitive framework representing how you perceive something. It helps us to understand, organize and make sense of complex information and structures. A mental model of your organization is how you see it as a functioning body, how it works, flows, and how it is organized.



Mental maps or models can be subjective. Because they represent our understanding of something, it may be different than another person's understanding of that same thing, since we stand in different places. It's important at this step we collaborate and work with each other to get the full picture from all angels.

This internal information system should coincide with your mental model of the organization.

Activity: Create a mental map of your organization.

Think about each aspect of the organization -the mission, the programs, the people. How does your organization work? Write a list of each area or department of work, and continue with all the subsections within each area or department.

If your organization is a tree, what do the branches look like, where are they?

As you create the list of each section of the organization you may see overlap between departments, or functions that seem to stand alone. Some sections of work may work along side others, some may have very little to do with anything else. It is important to include all areas and departments of the organizations in this list.

Application:

1. Using the list in the previous activity, open a folder for each of the main areas or departments of your organization
2. Open a new folder for the subsections as well
3. Start dragging and dropping files. You may need to make changes as you go. Nothing is set yet.

Each person responsible for each section determines the subsections. What makes sense for the section and the people within it. For example, the Development team decides each category of their work and how it is classified.

The person or people responsible for each department determines the subsections. What makes sense for that department is determined by the people who work within it. For example, the Development team decides the division of their work and how it is classified.



"One of the reasons organizing is such an overwhelming task is because it is so daunting. Getting started is a huge feat. To do this, begin with today. We may eventually get to the past but we are not going to let it prevent us from moving forward today. As of today we will have a place for everything. Each email, each file will be put in the place it belongs."

Now that we have a good sense of our organization and how it works, lets take a deeper dive into the functions and processes so that the information system matches up accordingly.

Sign up for a conversation to ask questions or work through challenges.

Continue on the the next section:

The Business Function

