

1. ORGANIZATIONAL UNIT CHARTED				WORK DISTRIBUTION CHART						2. APPROVED BY			3. DATE		
4. <input type="checkbox"/> EXISTING ORGANIZATION <input type="checkbox"/> RECOMMENDED ORGANIZATION				7. NAME			8. NAME			9. NAME			10. NAME		
5. CHARTED BY				a. POSITION		b. GRADE	a. POSITION		b. GRADE	a. POSITION		b. GRADE	a. POSITION		b. GRADE
6.a. ACTIV-ITY NO.	b. ACTIVITY			c. WORK COUNT ¹	d. HOURS PER WEEK	c. ACTIVITY	d. WORK COUNT ¹	e. HOURS PER WEEK	c. ACTIVITY	d. WORK COUNT ¹	e. HOURS PER WEEK	c. ACTIVITY	d. WORK COUNT ¹	e. HOURS PER WEEK	
13. TOTALS (Manhours)															

¹ Work Count data is optional. ANALYSIS: WHAT TAKES THE MOST TIME? IS THERE MISDIRECTED EFFORT? ARE SKILLS USED PROPERLY? ARE THERE TOO MANY UNRELATED TASKS? ARE TASKS SPREAD TOO THINLY? IS WORK DISTRIBUTED EVENLY?