Info Mapping

Before and After Examples

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Reorganization of the company

To: All employees
From: Oliver Castle, President
Subject: REORGANIZATION OF THE COMPANY

As you well know, our company has had considerable difficulty this year with the stalled economy, inflation, with the labor difficulties we've had at several plants, and with the development of our new products, especially in the home products system. This situation has forced the management team to assess our entire company and its operations with a view to finding a better way to organize it for improved profits and long-term efficiency.

Some of our departments have been growing and shrinking without much rhyme or reason, and before this occasion we had not made the effort to take a really hard look at what we were doing. Instead, we were patching things here and there with the aim of eliminating duplication when we could and pulling together groups that belong together functionally.

Now we are announcing a major reorganization to take effect on 18 January. We will announce the details on 12 January including dates when new managers will hold meetings with various employees to whom the information is pertinent. We will also, at that time, distribute a complete schedule setting forth who will be working for whom. In the meantime, we are announcing the following changes so the managers in charge of the affected divisions and departments can prepare for the reorganization.

Charles Jones will assume duties as Director of the new Products Division, leaving his present post of Manager of Office Supplies. Janice Moreland will move from Vice President for Research to Vice President for Operations. Jack Spotter will be the new head of the Research Department, moving from his position as Assistant Vice President for Operations. Max Richardson is leaving his post as Assistant to the President to fill the position of Assistant Vice President of Operations. Marilyn Belt will become Director of the new Home Products Division, which used to have only project status. These changes in department managerial positions will take place on 5 January. Current Assistant Directors will remain in their positions at that time unless otherwise notified.

Then, on 12 January, changes at the level of Assistant Directors will go into effect. Jed Franklin and Marsha Zettone will become Assistant Director of Office Products and Assistant Director of Home Products, respectively, from their current positions as Assistant Director of Finance and Director of Budgeting. The staffs of these departments will be informed by email notification from their managers about whether they will be moving with their managers or staying in their current departments. In most cases there will be no change; we are trying to keep as many departments intact, with experienced staff, as p...

Right document (marked with green check):

Reorganization of the company

To	All employees
From	Oliver Castle, President
Subject	REORGANIZATION OF THE COMPANY

Background — As you well know, we have had considerable difficulty this year with:
- the stalled economy
- inflation
- labour difficulties at several plants, and
- development of our new products in the home-products systems.

Management changes — I am announcing the reorganization of the company and establishment of a new Home Products Division. The new positions are described in this table.

Name	Previous Position	New Position
Charles Jones	Manager, Office Supplies	Director, Products Division
Janice Moreland	V.P., Research	V.P., Operations
Jack Spotter	Assistant V.P., Operations	Director, Research
Max Richardson	Assistant to the President	Assistant V.P., Operations
Marilyn Belt	Assistant to the Plant Manager	Director, Home Products Division (new division)
Jed Franklin	Assistant Director, Finance	Assistant Director, Office Products
Marsha Zettone	Director of Budgeting	Assistant Director, Home Products

Email notification of staff changes — The managers of these departments will inform their staffs via email if they will be moving (with their manager) or staying in their current departments. In most cases there will be no change; we are trying to keep departments intact, if possible.

Effective dates — The effective dates for these changes are listed below.

Date	Change
January 5	Changes in Corporate Officers and Division Ch...
January 12	Changes in Assistant Director ... of details of reorganization
January 18	Reorganization takes effect

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Project Academy