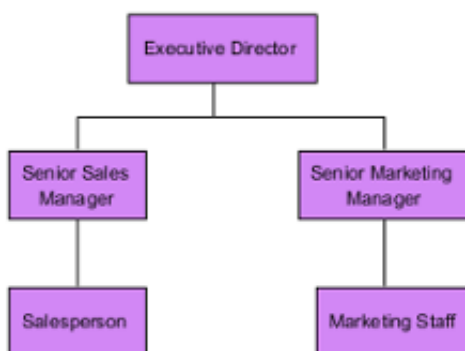

How to develop an Organization Chart

An [organization chart](#) is a diagram that visualizes the formal structure of an organization as well as the relationships and relative ranks of its positions. It is usually drawn and read from top to the bottom. The default unit will pop out when a new organization chart is created.

In Visual Paradigm, organization chart is not only a diagram but also a reference used for other parts of your model. For example, you may use an organization chart to depict the company hierarchy involved in a business process model. Its prime function is to help a business analyst to visualize efficiently the company structure as well as the division of works when performing business analysis.

The organization chart sample is shown as below:



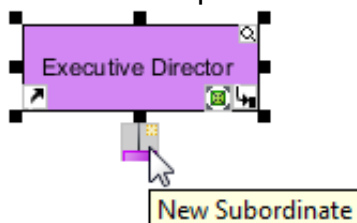
Creating an organization chart

1. Select **Diagram > New** from the application toolbar.
2. In the **New Diagram** window, select **Organization Chart**.
3. Click **Next**.
4. Enter the diagram name and description. The **Location** field enables you to select a model to store the diagram.
5. Click **OK**.

Creating a subordinate

Subordinate, which is subjected to the superior, is belonging to a lower rank. To create a subordinate under a superior unit:

1. Move mouse pointer on a unit and press its resource icon **New Subordinate**.

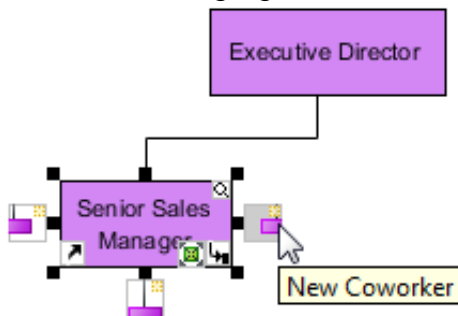


2. Name the newly created subordinate unit and press **Enter** to confirm editing.

Creating a coworker

The coworker is a fellow worker of the same rank to the branch next to it. To create a coworker next to an existing unit:

1. Move the mouse pointer a unit and click its resource icon **New Coworker**, either on its left or right hand side. While clicking left resource icon will create coworker on the left of the unit, clicking right resource icon will create coworker on its right.

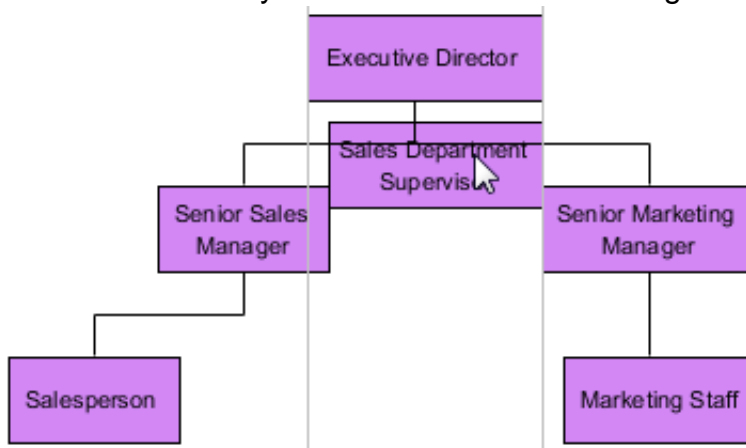


2. Name the newly created coworker unit and press **Enter** to confirm editing.

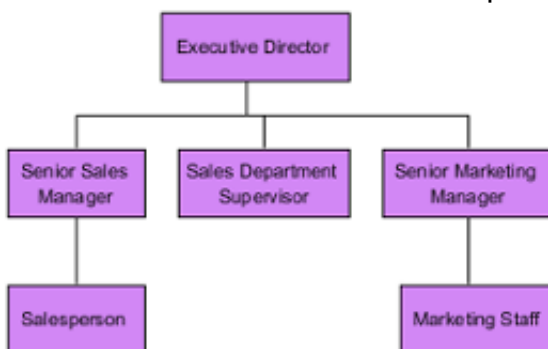
Relocating a branch

A unit can be relocated even when it has been placed under the subordination of another unit.

1. Press on a branch you want to relocate and drag it to the preferred branch.



2. Release the mouse to confirm the position.



Note: If you are not satisfied with the relocation, press **Esc** to cancel