

# Org Chart & Reporting Lines Template

A simple way to document who reports to whom before it only lives in the owner's head.

## For Each Role, Document

| ROLE | REPORTS TO | DIRECT REPORTS | DEPARTMENT |
|------|------------|----------------|------------|
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## Questions This Should Answer

1. If an employee has a problem, who do they actually go to?
2. If a decision needs approval, who's the right person?
3. Is anyone reporting to more than one person with conflicting priorities?
4. Are there roles with no clear reporting line at all?

## Keep It Current

- ☐ Updated whenever someone is hired, promoted, or leaves
- ☐ Shared somewhere every employee can actually find it
- ☐ Reviewed at least twice a year, even if nothing seems to have changed

Early on, everyone reports to the owner, and that's normal. The point of this document is to notice the moment that stops working, when the owner becomes the bottleneck for too many people, so reporting lines can be redesigned intentionally instead of by accident.