

What is Organizational Structure?

Worksheet

Organizational structure is the formal arrangement of roles, reporting lines, and responsibilities within an organization - common types include hierarchical (tall), flat, matrix, and divisional structures.

Questions

1. Which structure has many layers of management and a narrow span of control?
 - A) Flat
 - B) Tall
 - C) Matrix
 - D) Network
2. In a matrix structure, employees typically report to
 - A) only the CEO
 - B) one manager only
 - C) two or more managers
 - D) no manager
3. A wide span of control usually leads to
 - A) more management layers
 - B) fewer management layers
 - C) slower decisions
 - D) less employee autonomy
4. Which type of structure is most common in early-stage startups?
 - A) Tall
 - B) Divisional
 - C) Flat
 - D) Bureaucratic
5. Identify the structure type: a company where every manager oversees only 3-4 employees, with 7 layers between CEO and frontline staff.
6. A tech startup where the CEO has 15 direct reports and only 2 management layers total. What structure is this?
7. An engineering firm where staff report to both a project manager and a functional department head simultaneously. What structure is this?
8. Define: What is organizational structure?
9. Define: What is a tall structure?
10. Define: What is a flat structure?

Answer Key

1. B) Tall - A tall structure has many hierarchy levels and few direct reports per manager.
2. C) two or more managers - Matrix structures create dual reporting lines, often functional and project-based.
3. B) fewer management layers - Wide span of control means each manager oversees more people, requiring fewer layers.
4. C) Flat - Startups favor flat structures for speed, flexibility, and direct communication.
5. Count layers: 7 layers = many levels of hierarchy Narrow span of control (3-4 direct reports per manager)
Conclusion: this is a TALL (hierarchical) structure
6. Only 2 layers = minimal hierarchy Wide span of control (15 direct reports) Conclusion: this is a FLAT structure, typical of agile startups
7. Dual reporting lines identified (project manager + department head) This dual-authority pattern is the defining feature of a matrix Conclusion: this is a MATRIX structure
8. The formal system of roles, authority, and communication lines that determines how a company operates.
9. An organization with many management layers and a narrow span of control, leading to slower decisions.
10. An organization with few management layers and a wide span of control, enabling faster decisions and more autonomy.

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