| 1. ORGANIZATIONAL UNIT CHARTED | | | | **WORK DISTRIBUTION CHART** | | | | | | 2. APPROVED BY | | | | | 3. DATE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4. ☐ EXISTING ORGANIZATION ☐ 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. ACTIVITY 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 | c. ACTIVITY | d. WORK COUNT [1] | e. HOURS PER WEEK |
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| 13. **TOTALS** *(Manhours)* | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |

[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?**