



ACC 646 Module Six Activity Guidelines and Rubric
Organizational Chart

Overview: Develop an organizational chart for an organization, such as your employer or another company of your choice. This should be limited to senior management groups. Answer the following questions:

1. What specific types of data were collected?
2. What did you learn about the management structure in terms of relationships and authority?
3. What did you learn about the development of an organizational chart?
4. What types of data sources were used to prepare responses to these questions?

Guidelines for Submission: Your submission should be a 1-page Microsoft Word document with double spacing, 12-point Times New Roman font, and one-inch margins. Cite any resources using APA format. Submit your organizational chart on a separate Word document or software of your choice.

Critical Elements	Exemplary	Proficient	Needs Improvement	Not Evident	Value
Organizational Chart	Meets “Proficient” criteria and quality of the chart is above minimum quality standards (100%)	Creates an organizational chart including senior management groups (90%)	Creates an organizational chart but is missing key components (70%)	Does not create an organizational chart (0%)	20
Data Collected	Meets “Proficient” criteria and cites clear and relevant examples (100%)	Describes the specific type of data that was collected for the organizational chart (90%)	Describes the specific type of data that was collected for the organizational chart but is missing key components (70%)	Does not describe the specific type of data that was collected for the organizational chart (0%)	20
Management Structure	Meets “Proficient” criteria and uses specific relevant examples to support connections (100%)	Reflects on what was learned about the management structure in terms of relationships and authority (90%)		Does not reflect on what was learned about the management structure in terms of relationships and authority (0%)	20
Development of Chart	Meets “Proficient” criteria and uses specific relevant examples to support connections (100%)	Reflects on what was learned about the development of an organizational chart (90%)		Does not reflect on what was learned about the development of an organizational chart (0%)	20
Data Sources	Meets “Proficient” criteria and uses specific relevant examples to support connections (100%)	Includes a description of the data sources that were used to prepare responses to the questions (90%)	Description of data sources is lacking sources (70%)	Does not include a description of the data sources that were used to prepare responses to the questions (0%)	15

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Articulation of Response	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format (100%)	Submission has no major errors related to citations, grammar, spelling, syntax, or organization (90%)	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas (70%)	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas (0%)	5
Earned Total					100%