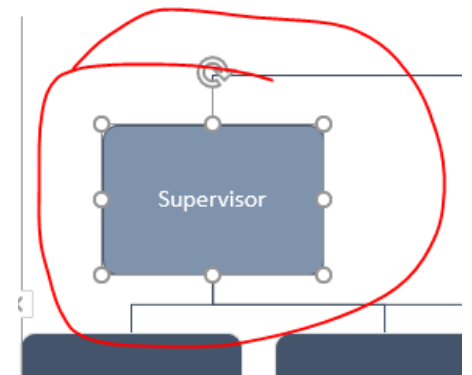
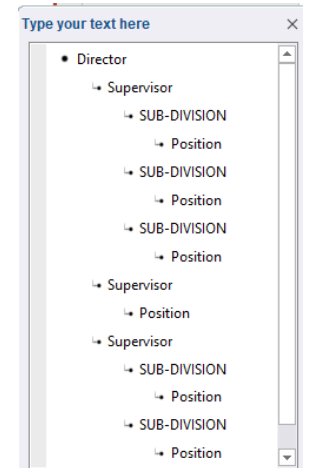




# INSTRUCTIONS!!

**Slide 2 is the template for you to fill out** | *Slides 3 & 4 are examples for Finance and IT*

1. Replace INSERT DEPARTMENT NAME with your DEPARTMENT
2. Click on the Org Chart in the center of the slide – a small floating window will appear
3. Update this bullet hierarchy as appropriate for your department
  - You can add new lines by pressing enter and delete those that are not needed
  - Structure your list to represent any Divisions or Sub-Divisions as shown in the example
4. Update the Division 'legend' at the bottom as needed to represent your division names
5. You may need to drag some of the boxes around to position them right. Start by clicking on the Supervisor at the top of a division and moving it right or left with arrow keys.



## Some Notes:

- Use Change Case for position titles and CAPS for Sub-Division headings
- If you can't get it to look quite right, get it close and Nate will be happy to help dial it in



# Community Development

## Departmental Organizational Chart

