

Info Mapping

In info mapping, you create a set of heading to split the information into readable sections to help the reader. *IE. A section called background gives the reader information to understand why the memo.*

This gives the reader a way of looking to the left side heading and find the info. he/she is looking for.

Before and After Examples

Reorganization of the company

To: All employees
From: Oliver Castle, President
Subject: REORGANIZATION OF THE COMPANY

As you well know, our company has had considerable difficulty this year with the stalled economy, inflation, with the labor difficulties we've had at several plants, and with the development of our new products, especially in the home products system. This situation has forced the management team to assess our entire company and its operations with a view to finding a better way to organize it for improved profits and long-term efficiency.

Some of our departments have been growing and shrinking without much rhyme or reason, and before this occasion we had not made the effort to take a really hard look at what we were doing. Instead, we were patching things here and there with the aim of eliminating duplication when we could and pulling together groups that belong together functionally.

Now we are announcing a major reorganization to take effect on 18 January. We will announce the details on 12 January including dates when new managers will hold meetings with various employees to whom the information is pertinent. We will also, at that time, distribute a complete schedule setting forth who will be working for whom. In the meantime, we are announcing the following changes so the managers in charge of the affected divisions and departments can prepare for the reorganization.

Charles Jones will assume duties as Director of the new Products Division, leaving his present post of Manager of Office Supplies. Janice Moreland will move from Vice President for Research to Vice President for Operations. Jack Spotter will be the new head of the Research Department, moving from his position as Assistant Vice President for Operations. Max Richardson is leaving his post as Assistant to the President to fill the position of Assistant Vice President of Operations. Marilyn Belt will become Director of the new Home Products Division, which used to have only project status. These changes in department managerial positions will take place on 5 January. Current Assistant Directors will remain in their positions at that time unless otherwise notified.

Then, on 12 January, changes at the level of Assistant Directors will go into effect. Jed Franklin and Marsha Zettone will become Assistant Director of Office Products and Assistant Director of Home Products, respectively, from their current positions as Assistant Director of Finance and Director of Budgeting. The staffs of these departments will be notified by email notification from their managers about whether they will be moving to new departments or staying in their current departments. In most cases there will be no change; we are trying to keep as many departments intact, with experienced staff, as possible.



Reorganization of the company

To: All employees
From: Oliver Castle, President
Subject: REORGANIZATION OF THE COMPANY

Background As you well know, we have had considerable difficulty this year with:

- the stalled economy
- inflation
- labour difficulties at several plants, and
- development of our new products in the home-products systems.

Management changes I am announcing the reorganization of the company and establishment of a new Home Products Division. The new positions are described in this table.

Name	Previous Position	New Position
Charles Jones	Manager, Office Supplies	Director, Products Division
Janice Moreland	V.P., Research	V.P., Operations
Jack Spotter	Assistant V.P., Operations	Director, Research
Max Richardson	Assistant to the President	Assistant V.P., Operations
Marilyn Belt	Assistant to the Plant Manager	Director, Home Products Division (new division)
Jed Franklin	Assistant Director, Finance	Assistant Director, Office Products
Marsha Zettone	Director of Budgeting	Assistant Director, Home Products

Email notification of staff changes The managers of these departments will inform their staffs via email if they will be moving (with their manager) or staying in their current departments. In most cases there will be no change; we are trying to keep departments intact, if possible.

Effective dates The effective dates for these changes are listed below.

Date	Change
January 5	Changes in Corporate Officers and Division Chiefs
January 12	Changes in Assistant Directors of details of reorganization
January 18	Reorganization takes effect



<https://www.informationmapping.com/en/>





Date
To
From
Subject

2010
: All
: Oliver Castle, President
Reorganization of the company

As you well know, our company has had considerable difficulty this year with the baronium market, with inflation hitting 12 % and going up, with the several plants, and with the development of our new products, especially in the home-products systems. This situation has forced the management to assess our entire company and its operations with a view to finding a better way to organise it for improved profits and long term efficiency.

Now we are announcing a major reorganization to take effect on 12 January, such as when the desks will be moved. We will be holding meetings with various employees to whom the information will be distributed. A complete schedule setting forth who will be moving to which department is being distributed. We are announcing the following changes so the managers in charge of the departments can prepare for the reorganization.

Charles Jones will assume duties as Director of the new post of Manager of Typewriter and Office Equipment. Jack Spotter is leaving his position as Assistant to the President for Research Department, moving from his position as Assistant to the President of Operations. Marilyn Belt will become Assistant to the Plant Manager. These changes will be used to have only project status. These changes will be notified on 5 January. Current Assistant Directors will be notified.

Then, on 12 January, changes at the level of Assistant Directors will become Assistant Directors of Corporate Products, respectively, from their current positions. The staffs of these departments will be moved to new jobs. Managers about whether they will be moving to new departments. In most cases there will be no change, with experienced staff, as possible.

Reorganization of the company

Date
To
From
Subject

3 January 2010
All employees
Oliver Castle, President
Reorganization of the company

Background

As you well know, our company has had considerable difficulty this year with:

- the collapse of the baronium market
- inflation hitting 12 % and going up
- labour difficulties at several plants, and
- development of our new products, especially in the home-products systems.

This situation has forced the management to assess our entire company and its operations with a view to finding a better way to organise it for improved profits and long term efficiency.

The following table includes recent management changes.

Name	Will move from....	To...
Charles Jones	Manager, Typewriter and Office Equipment Supplies	Director, Office Products Division
Janice Moreland	V.P., Research	V.P., Operations
Jack Spotter	Assistant V.P., Operations	Director, Research
Maxwell Richardson	Assistant to the President	Assistant V.P., Operations
Marilyn Belt	Assistant to the Plant Manager	Director, Home Products Division
Jed Franklin	Assistant Director, Finance	Assistant Director, Office Products
Marsha Zettonelli	Director of Budgeting	Assistant Director

Memorandum to staff

The managers of these departments will inform whether they will be moving with their current departments. In most cases there will be no change, with experienced staff, as possible.

The effective dates for these changes:

- 5 January: Changes in Corporate Products
- 12 January: Announcement of move to new jobs
- 18 January: Reorganization

