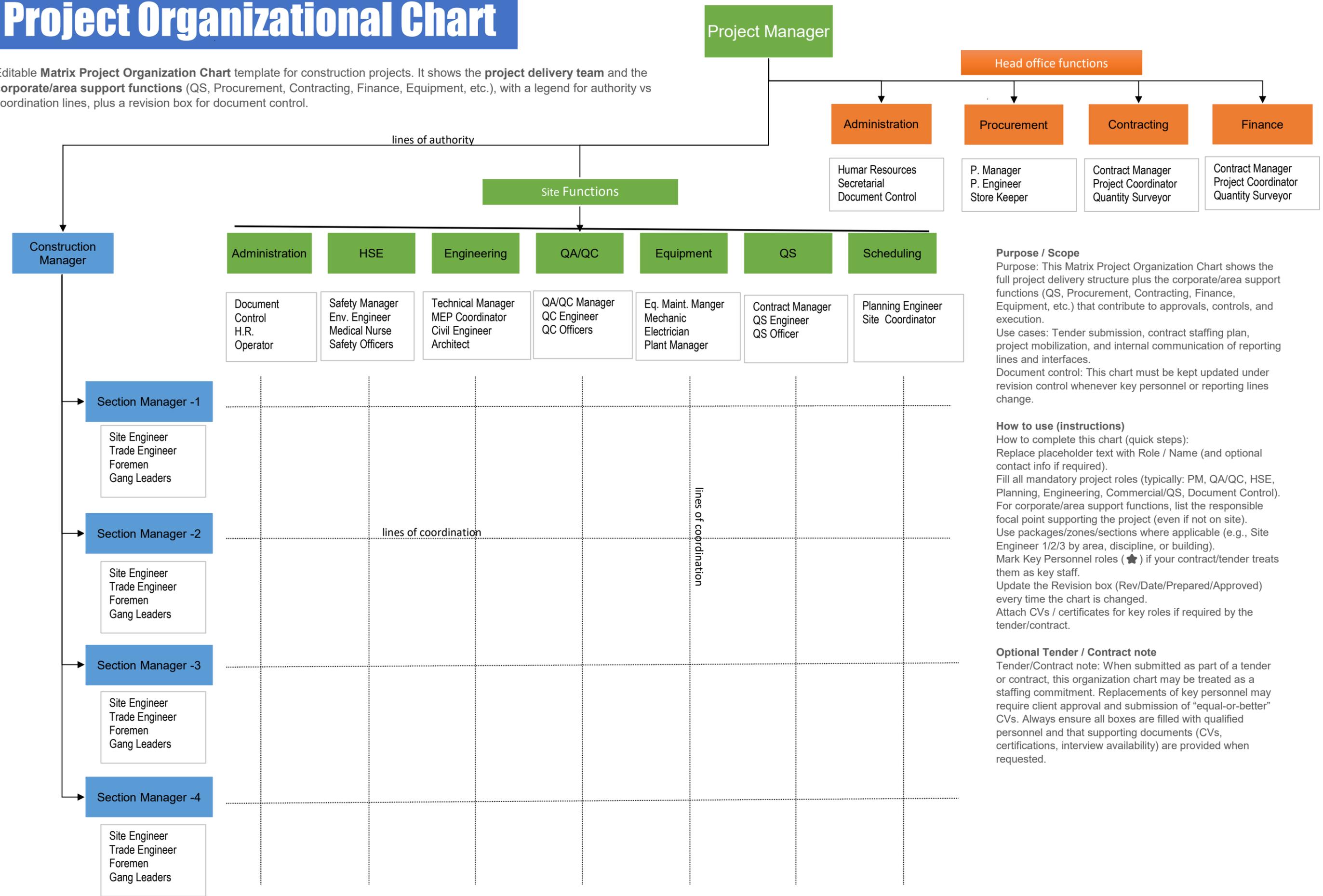# Project Organizational Chart

Editable **Matrix Project Organization Chart** template for construction projects. It shows the **project delivery team** and the **corporate/area support functions** (QS, Procurement, Contracting, Finance, Equipment, etc.), with a legend for authority vs coordination lines, plus a revision box for document control.

Project Manager

Head office functions

Administration

Procurement

Contracting

Finance

Humar Resources
Secretarial
Document Control

P. Manager
P. Engineer
Store Keeper

Contract Manager
Project Coordinator
Quantity Surveyor

Contract Manager
Project Coordinator
Quantity Surveyor

lines of authority

Site Functions

Construction Manager

Administration

HSE

Engineering

QA/QC

Equipment

QS

Scheduling

Document
Control
H.R.
Operator

Safety Manager
Env. Engineer
Medical Nurse
Safety Officers

Technical Manager
MEP Coordinator
Civil Engineer
Architect

QA/QC Manager
QC Engineer
QC Officers

Eq. Maint. Manger
Mechanic
Electrician
Plant Manager

Contract Manager
QS Engineer
QS Officer

Planning Engineer
Site Coordinator

Section Manager -1

Site Engineer
Trade Engineer
Foremen
Gang Leaders

Section Manager -2

Site Engineer
Trade Engineer
Foremen
Gang Leaders

Section Manager -3

Site Engineer
Trade Engineer
Foremen
Gang Leaders

Section Manager -4

Site Engineer
Trade Engineer
Foremen
Gang Leaders

lines of coordination

lines of coordination

Purpose / Scope
Purpose: This Matrix Project Organization Chart shows the full project delivery structure plus the corporate/area support functions (QS, Procurement, Contracting, Finance, Equipment, etc.) that contribute to approvals, controls, and execution.
Use cases: Tender submission, contract staffing plan, project mobilization, and internal communication of reporting lines and interfaces.
Document control: This chart must be kept updated under revision control whenever key personnel or reporting lines change.

How to use (instructions)
How to complete this chart (quick steps):
Replace placeholder text with Role / Name (and optional contact info if required).
Fill all mandatory project roles (typically: PM, QA/QC, HSE, Planning, Engineering, Commercial/QS, Document Control).
For corporate/area support functions, list the responsible focal point supporting the project (even if not on site).
Use packages/zones/sections where applicable (e.g., Site Engineer 1/2/3 by area, discipline, or building).
Mark Key Personnel roles (★) if your contract/tender treats them as key staff.
Update the Revision box (Rev/Date/Prepared/Approved) every time the chart is changed.
Attach CVs / certificates for key roles if required by the tender/contract.

Optional Tender / Contract note
Tender/Contract note: When submitted as part of a tender or contract, this organization chart may be treated as a staffing commitment. Replacements of key personnel may require client approval and submission of "equal-or-better" CVs. Always ensure all boxes are filled with qualified personnel and that supporting documents (CVs, certifications, interview availability) are provided when requested.

How to read (legend)
1 How to read this Matrix Org Chart:
2 Solid line = line of authority / direct reporting (who manages whom).
3 Dotted line = coordination / functional support (technical guidance, approvals, controls).
4 Vertical flow generally shows authority from top management to site execution.
5 Horizontal links show coordination between functions (e.g., Engineering ↔ QA/QC ↔ Planning).
6 Corporate/Area functions (QS/Procurement/Contracting/Finance/Equipment) may not be physically on site.