

Company Structure Template

This template is provided as a suggested starting point for organizing your team. You are encouraged to adapt it in any way that reflects your team's identity and strengths—rename roles, create new positions, and adjust responsibilities as needed. Use this document flexibly and update it throughout your project. Make it your own as you grow and innovate!

Team Member Name	Role	Role Overview	Key Responsibilities	Skills & Interests
1.				
2.				
3.				
4.				
5.				

Attached is a key that explains each executive-style title, its typical overview, responsibilities, and skills.

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You can use this key to learn what each role usually entails and to help decide which positions match your team's needs. Remember, these descriptions are only suggestions—you're free to mix, match, rename, or expand roles to create a structure that reflects your team's unique strengths and goals.

Chief Executive Officer (CEO)	Chief Operating Officer (COO)	Chief Technology Officer (CTO)	Chief Research Officer (CRO)	Chief Marketing Officer (CMO)	Chief Financial Officer (CFO)
<p>Overview: Sets vision, defines goals, and steers overall strategy.</p> <p>Typical Responsibilities:</p> <ul style="list-style-type: none"> Establish project mission & milestones Coordinate team priorities & decision-making Liaise with coach, mentors, and external partners <p>Typical Skills & Interests: Leadership, strategic thinking, big-picture planning</p>	<p>Overview: Manages day-to-day operations, timelines, and workflow.</p> <p>Typical Responsibilities:</p> <ul style="list-style-type: none"> Schedule meetings and set agendas Track progress against milestones Ensure resources/tools are in place <p>Typical Skills & Interests: Organization, project management, process optimization</p>	<p>Overview: Leads technical design, prototyping, and feasibility assessments.</p> <p>Typical Responsibilities:</p> <ul style="list-style-type: none"> Oversee prototype development Research and select appropriate technologies Troubleshoot technical challenges <p>Typical Skills & Interests: Engineering, CAD, programming, hands-on building</p>	<p>Overview: Drives background research, data gathering, and validation.</p> <p>Typical Responsibilities:</p> <ul style="list-style-type: none"> Conduct literature reviews and user research Design experiments and collect data Summarize findings to inform design decisions <p>Typical Skills & Interests: Critical thinking, scientific method, data analysis</p>	<p>Overview: Crafts messaging, branding, and external communications.</p> <p>Typical Responsibilities:</p> <ul style="list-style-type: none"> Develop pitch narrative and visual assets Manage social media and outreach Coordinate presentation rehearsals <p>Typical Skills & Interests: Writing, design, storytelling, public speaking</p>	<p>Overview: Oversees budgeting, funding strategy, and financial tracking.</p> <p>Typical Responsibilities:</p> <ul style="list-style-type: none"> Create and maintain budget spreadsheets Research grants, sponsorships, and funding options Monitor expenses and forecast needs <p>Typical Skills & Interests: Numbers, Excel, fundraising, attention to detail</p>