leader—often charismatic—knows where he is taking it. As a result, the organization tends to grow rapidly, the world being, so to speak, at its feet. Employees can develop a solid identification with such an organization. But other people perceive the Simple Structure as highly restrictive. Because one person calls all the shots, they feel not like the participants on an exciting journey, but like cattle being led to market for someone else's benefit.

As a matter of fact, the broadening of democratic norms beyond the political sphere into that of organizations has rendered the Simple Structure unfashionable in contemporary society. Increasingly, it is being described as paternalistic, sometimes autocratic, and is accused of distributing organizational power inappropriately. Certainly, our description identifies Simple Structure as the property of one individual, whether in fact or in effect. There are no countervailing powers in this configuration, which means that the chief executive can easily abuse his authority.

There have been Simple Structures as long as there have been organizations. Indeed, this was probably the only structure known to those who first discovered the benefits of coordinating their activities in some formal way. But in some sense, Simple Structure had its heyday in the era of the great American trusts of the late nineteenth century, when powerful entrepreneurs personally controlled huge empires. Since then, at least in Western society, the Simple Structure has been on the decline. Between 1895 and 1950, according to one study (cited in Pugh et al., 1963–64:296), the proportion of entrepreneurs in American industry has declined sharply, whereas that of "bureaucrats" in particular and administrators in general has increased continuously.

Today, many view the Simple Structure as an anachronism in societies that call themselves democratic. Yet it remains a prevalent and important configuration, and will, in fact, continue to be so as long as new organizations are created, some organizations prefer to remain small and informal while others require strong leadership despite larger size, society prizes entrepreneurship, and many organizations face temporary environments that are extremely hostile or more permanent ones that are both simple and dynamic.

## THE MACHINE BUREAUCRACY

Prime Coordinating Mechanism:

Key Part of Organization: Main Design Parameters:

Standardization of work processes
Technostructure

Behavior formalization, vertical and horizontal job specialization, usually functional grouping, large operating-unit size, vertical centralization and limited horizontal decentralization, action planning

Old, large; regulating, nonautomated technical system; simple, stable environment; external control; not fashionable

Situational Factors:

A national post office, a security agency, a steel company, a custodial prison, an airline, a giant automobile company: all these organizations appear to have a number of structural characteristics in common. Above all, their operating work is routine, the greatest part of it rather simple and repetitive; as a result, their work processes are highly standardized. These characteristics give rise to the *Machine Bureaucracies* of our society, the structures fine-tuned to run as integrated, regulated machines.

This is the structure closest to the one Max Weber first described, with standardized responsibilities, qualifications, communication channels, and work rules, as well as a clearly defined hierarchy of authority. It

Crozier in the tobacco monopoly, Lawrence and Lorsch in the container lution, the one that Woodward found in the mass-production firms, is the structure that Stinchcombe showed to arise from the Industrial Revo-

## Description of the Basic Structure

relatively centralized power for decision making; and an elaborate adminat the operating level; reliance on the functional basis for grouping tasks istrative structure with a sharp distinction between line and staff. formalized communication throughout the organization; large-sized units procedures in the operating core; a proliferation of rules, regulations, and the research: highly specialized, routine operating tasks; very formalized A clear configuration of the design parameters has held up consistently in

#### The operating core

need for another kind of direct supervision.) signed in the operating core. (There is, however, as we shall see below tion handles most of the coordination. Thus, very large units can be desupervision by first-line managers is limited by the fact that standardizasibility for mutual adjustment in the operating core. The use of direct the workers are left with little discretion in their work, there is little posformalization of behavior emerges as the key design parameter. Because phasis on the standardization of work processes for coordination. Thus, defined jobs, specialized both vertically and horizontally-and to an em-This leads to a sharp division of labor in the operating core-to narrowly repetitive, generally requiring a minimum of skill and little training-often tionalized work flow. As a result of this, the operating tasks are simple and The obvious starting point is the operating core, with its highly rataking only hours, seldom more than a few weeks, and usually in-house

### The administrative component

standardization takes care of most of the operating interdependences, amamong the highly specialized workers of the operating core. Although sharply differentiated into functional units. The managers of this middle administrative structure be highly elaborated. First is the middle line, operating core from disruptive environmental influence—requires that the which is fully developed, especially well above the operating core, and is biguities inevitably remain, and these give rise to conflicts. These cannot line have three prime tasks. One is to handle the disturbances that arise The tight regulation of the operating work—in effect, the sealing off of the

> president. keting vice-presidents, who often expect the same of the company manager to resolve many of their conflicts, to the manufacturing and marthe production and maintenance departments, which look to the plant this functional grouping gets mirrored all the way up the hierarchy, from in the functional basis for grouping operating units. For the same reason, ators into units that deal with distinct parts of the work flow, which results operators under common supervision—in other words, to group the opereach other in the work flow, the natural tendency is to bring adjacent And because many of these conflicts arise between operators adjacent to mal communication is inhibited by the extensive standardization. So they easily be handled by mutual adjustment among the operators, since infortend to be handled by direct supervision, the orders of first-line managers.

rather tall in shape. subordinates, the analysts, and their own superiors—which limit the numand the elaboration of the action plans that come back down. All these tend to be rather small in size and the overall administrative hierarchy ber of people they can supervise. Hence, units above the operating core tasks of the middle-line managers require personal contacts—with their structure—the aggregation of the feedback information up the hierarchy the operating units. Their third task is to support the vertical flows in the analysts of the technostructure to incorporate their standards down into they are grouped on functional bases, is to work in a liaison role with the A second task of the middle-line managers, which also explains why

nostructure—those who standardize everyone else's work. authority, considerable informal power rests with the analysts of the techers, schedulers, quality control engineers, planners, budgeters, MIS peostructure simply could not function. Hence, despite their lack of formal ple, accountants, operations researchers, and many, many more—the standardizers—the cadre of work-study analysts, job-description designtechnocratic staff-officially, at least-merely advises. But without the line managers is delegated the formal authority for the operating units; the Machine Bureaucracy sharply distinguishes between line and staff. To the emerges as the key part of the structure. This is so despite the fact that the nostructure-which houses the analysts who do the standardizingstandardization of its operating work processes for coordination, the techindustries such as textiles and banking with the growth of technocratic combe identified the birth of this structure in early nineteenth-century personnel. Because the Machine Bureaucracy depends primarily on the The technostructure must also be highly elaborated. In fact, Stinch-

operators directly. Such formalization institutionalizes the work of these degree, and of the first-line managers, who would otherwise supervise the expense of the operators, whose work the analysts formalize to a high The informal power of the technostructure is gained largely at the

The emphasis on standardization extends well beyond the operating core of the Machine Bureaucracy, and with it follows the analysts' influence. In other words, rules and regulations permeate the entire Machine Bureaucracy structure; formal communication is favored at all levels; decision making tends to follow the formal chain of authority. In no other configuration does the flow of information and decision making more closely resemble the system of regulated flows presented in our second overlay of Chapter 1, with commands amplified down the vertical chain and feedback information aggregated up it. (This is not to suggest that the work of the senior managers is rigid and formalized, but rather that at every hierarchical level, behavior in the Machine Bureaucracy is relatively more formalized than that in the other configurations.)

A further reflection of this formalization is the sharp divisions of labor all over the Machine Bureaucracy. We have already discussed job specialization in the operating core and the sharp division between line and staff. In addition, the administrative structure is sharply differentiated from the operating core. Unlike the case with the Simple Structure, here managers seldom work alongside operators. And the division of labor between the analysts who design the work and the operators who do it is equally sharp. In general, of the five configurations, it is the Machine Bureaucracy that most strongly emphasizes division of labor and unit differentiation, in all their forms—vertical, horizontal, line/staff, functional, hierarchical, and status.

In general, then, the Machine Bureaucracy functions most clearly in accord with the classical principles of management: formal authority filters down a clearly defined hierarchy, throughout which the principle of unity of command is carefully maintained, as is the rigid distinction between line and staff. Thus, the real error of the classical theorists was not in their principles per se, but in their claim that these were universal; in fact, they apply only to this and one other of the five configurations.<sup>1</sup>

<sup>1</sup>That other one is, as we shall see, the Divisionalized Form. But to be fair to the classicists, at the time of Fayol's first major statement of his views (1916), one and possibly two of the other three structural configurations hardly existed. The Adhocracy is really a post–World War II structural innovation, and the Professional Bureaucracy developed during this century. We can fault Fayol only for ignoring the Simple Structure, although his followers (some right up

### The obsession with control

All this suggests that the Machine Bureaucracy is a structure with an obsession—namely, control. A control mentality pervades it from top to bottom. Three quotations illustrate this, each from a different hierarchical level. First, near the bottom, consider how a Ford Assembly Division general foreman describes his work:

I refer to my watch all the time. I check different items. About every hour I tour my line. About six thirty, I'll tour labor relations to find out who is absent. At seven, I hit the end of the line. I'll check paint, check my scratches and damage. Around ten I'll start talking to all the foremen. I make sure they're all awake, they're in the area of their responsibility. So we can shut everybody'll get paid and they'll want to get out of here as quickly as they we can. I gotta keep 'em on the line. I can't afford lettin' 'em get out early. We can't have no holes, no nothing. (quoted in Terkel, 1972:186)

At the middle level, the issues may be different, but the control mentality remains the same: "... a development engineer is not doing the job he is paid for unless he is at his drawing board, drawing, and so on. Higher management ... cannot trust subordinates when they are not demonstrably and physically 'on the job'" (Burns, 1971:52–53). And at the strategic apex:

When I was president of this big corporation, we lived in a small Ohio town, where the main plant was located. The corporation specified who you could socialize with, and on what level. (His wife interjects: "Who were the wives you could play bridge with.") The president's wife could do what she wants, as long as it's with dignity and grace. In a small town they didn't have to keep check on you. Everybody knew. There are certain sets of rules. (quoted in Terkel, 1972:406)

The obsession with control reflects two central facts about these structures: First, attempts are made to eliminate all possible uncertainty, so that the bureaucratic machine can run smoothly, without interruption. The operating core must be sealed off from external influence so that the standard outputs can be pumped off the assembly lines without disruption—hence the need for rules from top to bottom. Second, by virtue of the control systems are required to contain it. The magnified divisions of labor, horizontal and vertical, the strong departmental differentiation, the

to the time of this writing) can be criticized more strongly because they ignored the important structural innovations that were developing all around them.

the ideal social and technical systems simply do not correspond: ture with conflict. As Woodward noted, in these types of organizations, from the routine work of the operating core, all these permeate the strucrigid distinction between line and staff, the motivational problems arising

making a contribution to end results, and it was certainly not true to say that conflicts that occurred in the firms studied seemed to be constructive by identification between the staff and the company. (p. 45) the most successful firms were those with the best relationships and closest Technical ends may best be served by conflict and pressure. Many of the

one where the work can get done despite them. in the Machine Bureaucracy is not to develop an open atmosphere where people can talk the conflicts out, but to enforce a closed, tightly controlled Hence, the development of the ubiquitous control mentality. The problem

everything from the cafeteria in the factory to the law office at services as it can within its own boundaries in order to control them, disruptions in the systems of flows it so intently tries to regulate. So it could be purchased from outside suppliers. But that would expose the neadquarters. "makes" rather than "buys." That is, it envelops as many of these support Machine Bureaucracy to the uncertainties of the open market, leading to liferation of support staff in these structures. Many of the staff services The obsession with control also helps to explain the frequent pro-

#### The strategic apex

very restricted form at the strategic apex. ways to produce given outputs. Thus, the entrepreneur function takes on a "problem-solving" ones. Theirs is a perpetual search for more efficient notes, as we saw earlier, that these are "performance organizations," not large part with the fine-tuning of their bureaucratic machines. Hunt The managers at the strategic apex of these organizations are concerned in

through their role of handling disturbances. done. And as in the case of the bottle, the seal is applied at the top; ultimately, it is the top managers who must keep the lid on the conflicts structure together in the face of its conflicts also consumes a good deal of the Machine Bureaucracy; rather, it is bottled up so that the work can get the energy of top management. As noted earlier, conflict is not resolved in But all is not strictly improvement of performance. Just keeping the

more complex and unpredictable than in the operating core. The coordina malization can do only so much at the middle levels, where the work is Direct supervision is another major concern of top management. For

> of activities that produces the outputs. else in the structure is a specialist, concerned with a single link in the chain see all the functions—the means—in terms of the overall ends. Everyone ists in the structure, the only managers with a perspective broad enough to dle line to effect coordination there. The top managers are the only generalof the strategic apex must intervene frequently in the activities of the midcentral importance to the basic configuration.) So there remains the need for a good deal of direct supervision at the top. Specifically, the managers chain of authority and the principle of unity of command, elements of tees, but not matrix structure and the like. The latter would destroy the used in these structures—liaison positions and perhaps standing commitour continuum of Figure 4-5, only the mildest liaison devices tend to be on formal communication and vertical reporting relationships. (In terms of between units at the same level of the hierarchy, and the general emphasis between managers at different levels of the hierarchy, sharp differentiation to informal communication—status differences between line and staff and seem to be mutual adjustment. But its use is limited by the various blocks between engineering, marketing, and manufacturing in the mass-production firm—often requires a flexible mechanism. The obvious choice would tion between the highly differentiated middle-level units-for example,

vertical dimension and decentralized only to a limited extent in the hori-Hence, we can conclude that the Machine Bureaucracy is centralized in the structure, by virtue of their role in standardizing everyone else's work. informal power with the top managers are the analysts of the technoshall see later, to disrupt the operations). The only ones to share any real workers of the operating core have hardly any power at all (except, as we together. The managers of the middle line are relatively weak, and the only at the top of the hierarchy does the segmented knowledge come also does much of the informal power, since that resides in knowledge, and characteristic only to the Simple Structure. The formal power clearly rests at the top; hierarchy and chain of authority are paramount concepts. But so is, these are rather centralized structures; in fact, they are second in this Machine Bureaucracy rests with the managers of the strategic apex. That All this leads us to the conclusion that considerable power in the

#### Strategy making

is ostensibly sent up to the strategic apex, where it is formulated into an action planning. In top-down strategy making, all the relevant information strategy making is clearly a top-down affair, with heavy emphasis on where the perspective is broad and the power is focused. The process of Strategy in these structures clearly emanates from the strategic apex,

integrated strategy. This is then sent down the chain of authority for implementation, elaborated first into programs and then into action plans.

money should be spent on new machinery; at the plant level, which madecisions made at the vice-presidential level may concern what sum of sions but with different degrees of specificity. For example, production theory. We shall come to practice momentarily. formulates and the middle line and operating core implement. At least, in formulation and implementation in strategy making. The strategic apex installed. Second, unique to this structure is a sharp dichotomy between chines to buy; and at the foreman level, how these machines are to be where managers at successively lower levels make the same kinds of decidifferent kinds of decisions, as one of a hierarchy of ends and means, much one of work constellations, where groups at different levels make implementation in specific contexts. The structure that emerges is not so major functions. In turn, the resulting decisions flow down the chain for tained in a single unit, ultimately at the strategic apex if they cut across chain of authority, to be handled at the level at which their effect is conmeant to be tied into one tightly integrated system. Exceptions flow up the second overlay of Chapter 1. All the decisions of the organization are noted. First, it is intended to be a fully rationalized one, as described in our Iwo main characteristics of this strategy-making system should be

Figure 9–1 shows the Machine Bureaucracy symbolically, in terms of our logo, with a fully elaborated administrative and support structure—both staff parts of the organization being focused on the operating core—and large operating units but narrower ones in the middle line to reflect the tall hierarchy of authority.

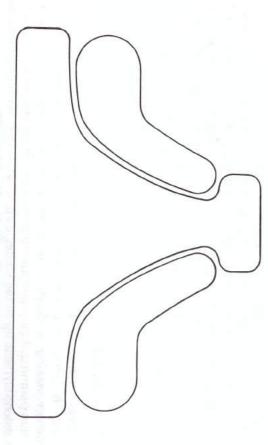


Figure 9-1. The Machine Bureaucracy

# Conditions of the Machine Bureaucracy

We began our discussion of the basic structure with the point that the work flow of the Machine Bureaucracy is highly rationalized, its tasks simple and repetitive. Now we can see that such machine bureaucratic work is found, plex environments that are simple and stable. The work of complex environments cannot be rationalized into simple tasks, and that of dynamic environments cannot be predicted, made repetitive, and so standardized.

In addition, the Machine Bureaucracy is typically found in the mature organization, large enough to have the volume of operating work needed for repetition and standardization, and old enough to have been that has seen it all before and has established a standard procedure to deal development, as we described in Chapter 6, the consequences of Simple Structures that grow and age.

Machine Bureaucracies tend also to be identified with regulating malized. These technical systems range from the very simple to the moderately sophisticated, but not beyond. Highly sophisticated technical systems require that considerable power be delegated to staff specialists, resulting in a form of decentralization incompatible with the machine buwould do away with routine operating work and so lead to another confignization and computers because its work is standardized, it remains a dominated by unskilled operators.

Mass-production firms are also

Mass-production firms are perhaps the best known Machine Bureauend to accept raw material inputs, and after that functioning as closed
tions until marketable outputs emerge at the other end. These horizontal
functional department that reports up the vertical chain of authority. Even
are such that functional structures are maintained right up to the top of the
fuerarchy. Likewise, in process production, when the firm is unable to
outputs, it tends to adopt a functional Machine Bureaucratic structure.<sup>2</sup>

<sup>2</sup>The contradiction here with Woodward, who describes the structure of process production firms as organic, appears to stem from an assumption in her work that process technical systems are always largely automated.

Figure 9–2 shows the organigram of a large steel company, functional right to its top level of grouping.

In the case of the cient Machine Burganization in interesting shift

when it gets large enough, the Machine Bureaucracy can extend within their own planning processes, and thereby regulate them. In effect chains at both ends, becoming their own suppliers and customers. In this as noted earlier, of supply and demand—through the use of advertising, the development own" (1959:76). organized and controlled before scientific management could come into its stable, as they cannot maintain their enormous technical systems. routine operations strategies of long item-supply contacts, sometimes the establishment of cartels, tobacco, and metals are well known for their attempts to control environments occurs in the relationship between environmental stability and into its environment, seeking to regulate whatever out there can disturb its tions have great vested interests in environmental stability; without it, formalization: the former becomes the dependent variable. These organiza-. . there were external they are able they of "vertical integration"; that is, may have bureaucratized grew large they found themselves having because Thus, giant firms in industries such as transportation, 20 the envelopment of support services. to bring the giant Machine Bureaucracies, an interesting pressures on the enterprise itself that had to they were bureaucratic. some of the forces because their environments they extend of supply and So whereas once upon their production They also adopt Worthy to stabilize their its control the forces structura demand notes, and were they be

simple and repetitive. Many service firms—what we can call white-collar small manufacturers—for example, certain producers of discount furniture ries—as does the color of their workers' company by rooms of switchboard operators, in the bank by rows of tellnot integrated into single chains. Strings of assembly-line workers are reone of the giant hotel chains ran a series of print advertisements under the nite expectations—not for surprise but for stability. Thus, a few years ago operations to facilities. Once the hotel is built, cratic form because its structure is being equally routine and nonprofessional, is no less amenable to formal placed in the insurance company by grids of office clerks, ızatıon. bureaucracies— The outputs of these service firms may differ from those of the factopaper products-Of course, the Machine Bureaucracy configuration is not restricted to or manufacturing, or even private-enterprise organizations The large hotel, success depends primarily on (in effect, its product-market strategy), are largely fixed. use it for the same reason, even though their operations the satisfaction of -prefer this structure because their operating for example, lends itself to the machine bureauits location and size, customers. tied right into its collars—but their operating work how effectively Those customers as well as the nature permanent physica it can regulate its , in the telephone nave deh-WORK 1S There are

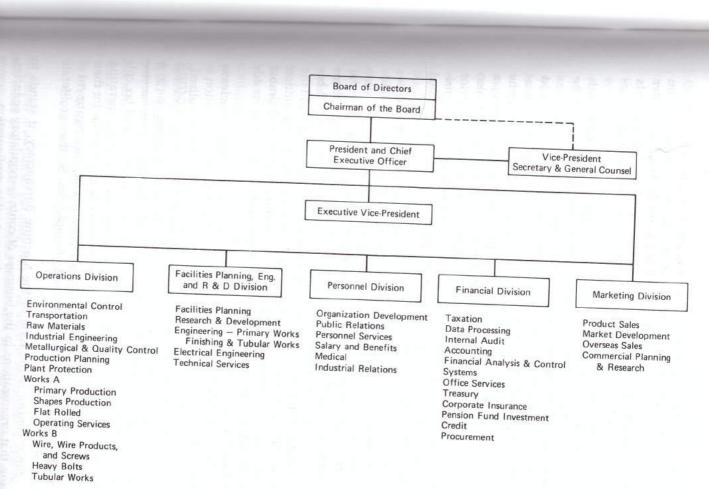


Figure 9-2. Organigram of a large steel company

ing that nothing can possibly go wrong. at every Holiday Inn. . . . " Machine Bureaucracies are well suited to ensurmore praise, he added, "It's got something to do with those 152 standards room was clean. The TV worked. Everything worked. Amazing." After George J. Fryzyan III, business insurance consultant, exclaimed, "The theme, "At every Holiday Inn, the best surprise is no surprise." In one,

like a page out of its operations manual. tion campaign, it drew up a procedure to evaluate candidates that seemed was not restricted to the guards. When the firm embarked on an acquisihad its own equally specific regulations. And this formalization of behavior manual specified general regulations in minute detail, and each job also were worn, ranks were used, a tight code of discipline was in force, a lutely routinized and the structure was remarkably bureaucratic. Uniforms patrolling buildings after hours. Correspondingly, everything was absotremely routine and simple—for example, guarding school crossings and minimum wage, were primarily older, retired men. Their work was extime guards and nine full-time managers. The guards, paid at or near the One McGill MBA group studied a security agency with 1,200 part-

ministrative component. perfectly stable work, the Machine Bureaucracy can shed most of its adof the administrative structure. Thus, given extremely simple and almost simple bureaucracy: centralized, highly bureaucratic, but with no elaboration tween Simple Structure and Machine Bureaucracy, which we might call the was no need for a technostructure. The structure was really a hybrid beprocedures out and then let them be, almost in perpetuity. Hence, there tion were so simple and stable that management itself could work the dle managers and almost no analysts. In effect, the tasks of the organizasince it lacked an elaborate administrative hierarchy. There were few mid-This organization was not a Machine Bureaucracy in the pure sense

clients and their hiring and promotion of employees. So they proliferate actions. Everything they do must seem to be fair, notably their treatment of work is routine but also because they are accountable to the public for their lection departments—are bureaucratic not only because their operating bureaucracy. Many government agencies—such as post offices and tax colcommon example of this configuration, which we can call the public machine control is often most pronounced in government agencies, giving rise to a the two prime design parameters of the Machine Bureaucracy. External controlled externally, the more its structure is centralized and formalized, external control. Hypothesis 14 indicated that the more an organization is Another condition often found with many Machine Bureaucracies is

reason that organizations in the business of control—regulatory agencies. custodial prisons, police forces—are drawn to this configuration, some Since control is the forte of the Machine Bureaucracy, it stands to

> waiting around for an event to occur, hopefully one of the contingencies critical, the organizations must plan elaborate procedures to respond Their operators then spend their time practicing these procedures and quickly and efficiently to every contingent event that can be anticipated. event of the need for nonroutine ones. But because these services are cracies. They exist not to provide routine services, but to stand ready in the can also call organizations such as fire departments contingency bureauunexpected contingency forces the crew to revert to organic structure.) We contingencies are predictable—they have been seen many times before and so procedures for handling them have been formalized. (Of course, an ments of these organizations may seem dynamic, but in fact most of their who will connect the hose and who will go up the ladder. The environhouse and then turn to the chief for orders or decide among its members when the need arose. Likewise, a fire crew cannot arrive at a burning and the pilots worked out their procedures for landing in foggy weather whatever struck them as interesting instead of following precise checklists airline that had an organic structure, where the maintenance men did ensure that these are carried out to the letter. Few people would fly with an Hence, these safety bureaucracies formalize their procedures extensively to zations that fly airplanes or put out fires must minimize the risks they take. to the machine bureaucratic structure is the special need for safety. Organicall the control bureaucracy. Another condition that drives the organization times in spite of contradictory conditions.3 These constitute a variant we

we shall soon see, it is currently under attack from all sides. configuration. But the Machine Bureaucracy is no longer fashionable. As larly at the turn of this one—it seems to have emerged as the dominant Industrial Revolution. Over the course of the last two centuries—particu-Machine Bureaucracy configuration. This structure was the child of the Finally, we note that fashion is no longer a condition that favors the

#### with Machine Bureaucracy Some Issues Associated

cracy. As one of its most eminent students has noted: No structure has evoked more heated debate than the Machine Bureau-

the embodiment of rationality in the modern world, and, as such, to be On the one hand, most authors consider the bureaucratic organization to be

flureaucracy because of the control orientation and the need for public accountability. they should be structured as Professional Bureaucracies, are in fact drawn toward Machine In Chapter 10 we shall see that many police forces, which for other reasons seem as though

preparing the enslavement of the human race. (Crozier, 1964:176) intrinsically superior to all other possible forms of organization. On the other hand, many authors—often the same ones—consider it a sort of Leviathan,

the word machine comes directly from his writings: Weber, of course, emphasized the rationality of this structure; in fact,

exactly as does the machine with the non-mechanical modes of production. been its purely technical superiority over any other form of organization. The fully developed bureaucratic mechanism compares with other organizations The decisive reason for the advance of bureaucratic organization has always

cretion, unity, strict subordination, reduction of friction and of material and personal costs—these are raised to the optimum point in the strictly bureaucratic administration. . . (Gerth and Mills translation, 1958:214) Precision, speed, unambiguity, knowledge of the files, continuity, dis-

such as it is—simply could not function without these structures. When an consistent output, none can more efficiently regulate work. Our societycient structure—indeed, the only conceivable one. consistently by human beings, the Machine Bureaucracy is the most effiintegrated set of simple, repetitive tasks must be performed precisely and at their own peril. No structure is better suited to mass production and cracies, automobiles would be reserved for the rich and travelers would fly tributors to our high material standard of living. Without Machine Bureausociety's high degree of specialization; moreover, they are the major conand it is efficient—at least when restricted to the job it has been designed to Bureaucracies. In fact, these structures are the prime manifestations of our do. These are the reasons many organizations are structured as Machine A machine is certainly precise; it is also reliable and easy to control;

ability at the strategic apex. Machines are designed for specific purposes arise in the operating core when people see themselves as more than just organizational structures also include human beings-and that is where they are difficult to modify when conditions change holds up and helps us to define a third set of problems—those of adapt be resolved by standardization. But in another sense, the machine analogy tion problems that arise in the administrative center when conflicts cannot mechanical factors of production. Second, we shall discuss the coordinathe analogy breaks down. First, we shall discuss the human problems that disadvantages of these structures. Machines consist of mechanical parts; But in these same advantages of machinelike efficiency lie all the

### Human problems in the operating core

and scathing criticism of Machine Bureaucracy in his book, Big Business and James Worthy, when an executive of Sears, Roebuck, wrote a penetrating Free Men. Worthy traces the root of the human problems in these structures

> Frederick W. Taylor, as the epitome of the personality drawn to the Mathe Soviet Union,4 in the first third of this century. He sees its founder, to the "scientific management" movement that swept America, and later

and rigidly followed. Nothing was left to chance if in any way chance could afternoon stroll was not a casual affair but something to be carefully planned in everything he did: in his home life, his gardening, his golfing; even his His virtual obsession to control the environment around him was expressed

that might upset his careful, painstaking plans. (1959:74-75) has been done to keep the world in its place and to guard against anything able to face the world with reasonable equanimity only if everything possible insecure personality, desperately afraid of the unknown and the unforseen, From his writings and his biography one gets the impression of a rigid,

of difficulties. Taylor's pleas to remove "all possible brain work" (Worthy, must be provided from outside or above" (p. 79). Treating people as Mraight and simply tie the social system to it" (p. 186), created its own set means," as "categories of status and function rather than as indination have no urge to independent action. Thinking, direction—even purpeople who worked there: ". . . the machine has no will of its own. Its P 67) from the shop floor also removed all possible initiative from the llon, as Emery (1971) has put it, that "we'll get the engineering system have proved inappropriate to human organization" (p. 67). The assumpnneering" (pp. 66-67). The problem was that "the methods of engineering scribed as "smoothly running machines," the organigrams as "blueprints," and the time-and-motion-study analyst's role as "human enfigure of speech" (pp. 65-66). So efficient organizations came to be denism. 'A complicated and delicately adjusted machine' was a favorite cisely the same manner as he visualized the component parts of a mechation. Taylor "visualized the role of people within the organization in predefined. Worker initiative did not, however, enter into his efficiency equa-Worthy acknowledges Taylor's contribution to efficiency, narrowly

hamistic organization of the enterprise will make it easy to think in terms of mechanistic In pur under the blows of economic adversity, and the habit of mind that thinks in terms of be a serious downturn in business, let the present smooth functioning of markets and scientific management. In both cases workers are seen as means rather than industrial production" (p. 77). Worthy notes further the "interesting parallels between comwally also makes the link in the other direction, from regulated structure to centralized doers rather than planners or initiators; to be manipulated—by persuasion if possible, Himse It had its "fullest flowering," encouraged by Lenin "as a means for accelerating miniment. Writing of the American distrust for national planning, he comments, "But let tuercion if necessary—in other interests and for other needs than their own" (p. 78).

self." And that has been "fantastically wasteful for industry and society" viduals," had the "consequence of destroying the meaning of work itworkmanship, strikes, even outright sabotage. forms of worker resistance-absenteeism, high turnover rates, sloppy (p. 70). Organizations have paid dearly for these attitudes in the various

about what they do all day and how they feel about what they do" provides chapters of evidence on workers' responses to Machine Bureau-Studs Terkel's (1972) fascinating book, Working, in which "people talk

cracies. Here is how a steelworker discusses his job:

I don't know who the guy is who said there is nothing sweeter than an unfinished symphony. Like an unfinished painting and an unfinished poem. would even dull Michelangelo's mind? Or if da Vinci had to draw his anatomto create this Sistine Chapel a thousand times a year? Don't you think that took him a long time to do this, this beautiful work of art. But what if he had If he creates this thing one day-let's say, Michelangelo's Sistine Chapel. It Don't you think that would even bore da Vinci? (p. xxxvii) ical charts thirty, forty, fifty, sixty, eighty, ninety, a hundred times a day?

a Chicago supermarket with a very different perspective on machine bu-Undoubtedly. Unless he had the temperament of Babe Secoli, a checker in reaucratic work:

with the shells that you put on the table, fanciness. There are items I never even have a genuine pearl in a can of oysters. It sells for two somethin'. Snails We sell everything here, millions of items. From potato chips and pop-we asks me and I get a kick out of it. . . . heard of we have here. I know the price of every one. Sometimes the boss

gallon of milk is sixty-four cents; a gallon, \$1.10. You look at the labels. A know Green Giant's eighteen and I know Raggedy Ann is fourteen. . . . You small can of peas, Raggedy Ann. Green Giant, that's a few pennies more. I just memorize. On the register is a list of some prices, that's for the part-time You sort of memorize the prices. It just comes to you. I know half a

I don't have to look at the keys on my register. I'm like the secretary that knows her typewriter. The touch. My hand fits. The number nine is my girls. I never look at it. big middle finger. The thumb is number one, two and three and up. The side

of my hand uses the bar for the total and all that.

counter. When I feel I have enough groceries in front of me, I let go of my hip. their groceries. I got my hips pushin' on the bottom and it rolls around on the finger. The right hand. And my left hand is on the groceries. They put down ner of an Oriental dancer.) You just keep goin', one, two, one, two. If you've the register. . . (As she demonstrates, her hands and hips move in the man-I'm just movin'—the hips, the hand, and the register, the hips, the hand, and got that rhythm, you're a fast checker. Your feet are flat on the floor and you're turning your head back and forth. . . . I use my three fingers-my thumb, my index finger, and my middle

> terrible. (pp. 282, 286) look forward to comin' to work. It's a great feelin'. I enjoy it somethin' fidgety. I can't stand around and do nothin'. I have to be busy at all times. I on a vacation, I can't wait to go, but two or three days away, I start to get I'm a couple of days away, I'm very lonesome for this place. When I'm

Bureaucracies. in the supermarkets is that some people take to routine work and others being told what to do, cannot tolerate the work offered them in Machine their need is to do creative, self-actualizing work or because they dislike Secoli, because it gives them a chance to get to know it well, or perhaps abhor it. Some simply appreciate regularity in their work—perhaps, like because it satisfies a need for order and security. But others, either because The difference between the da Vincis in the steel mills and the Secolis

(cited in Melcher, 1976:85) cause of what they could earn, only 6 percent because they liked the work more responsibility, variety, and freedom; most claimed they stayed beplained of monotony, 87 percent wanted to find a job with higher skills and an automobile assembly plant found that 69 percent of the workers commore jobs in the Machine Bureaucracies of our society than people happy to fill them, and too few in the more popular structures. Thus, one study in there is no problem. But apparently, not everyone can. There appear to be As long as everybody can find the work that best suits him or her,

spend their working lives. work force, Machine Bureaucracies are becoming unacceptable places to seem also to be quitting in increasing numbers, after years of struggling to get to where they are.) Clearly, in the view of a growing portion of the can middle-aged executives—no longer tolerant of the control mentality— (And the problem is not restricted to the operating core. Successful Ameriland, where the people seem to relish order and regularity, is not clear. Whether the same phenomenon is occuring in countries like, say, Switzerple who simply do not want to be there, at least in societies like America. chine Bureaucracies are experiencing more and more resistance from peooption of doing nothing without starving. The result is that today's Masystem has taken care of certain security needs, giving the worker the actualization at the expense of the need for security. Moreover, the welfare cational levels raise work asperations—that is, bring out the need for self-And time is not on the side of the Machine Bureaucracy, Rising edu-

Mass consumption in return for dreary production. is willing to squander his talents as a producer from Monday to Friday. sumer seems to find cheap goods in the marketplace on Saturday only if he organizations he created to serve him have come to rule him. The conwords, indeed. Modern man seems to exist for his systems; many of the future the system must be first" (quoted in Worthy, 1959:73). Prophetic Taylor was fond of saying, "In the past the man has been first; in the

consequences are bizarre. A story in the December 17, 1971, issue of Time son, 1961) has referred to as the "bureaupathologies"—the dysfunctional to get the red light flashing and the bells clanging." around the station on the night shift without a thing to do. We just wanted doned buildings because they were bored. Explained one, "We'd hang place ends in favor of means. Firemen in Genoa, Texas, set fire to abanmagazine told what happens when specialization drives workers to dismanship, and indifferent or rude treatment of customers. Sometimes the behaviors of these structures, which lead to higher prices, shoddy work-But even the consumption is affected, by what one writer (Thomp-

on. How far this can go is perhaps best illustrated by a firm that intervened magnify the problems, leading to the imposition of further controls, and so caused the bureaupathologies in the first place, more of it serves only to solved by the turning of the technocratic screws. But since this is what reaucracy seems to be, "When in doubt, control." All problems are to be ening of the controls on behavior. The implicit motto of the Machine Buclients, the various manifestations of worker alienation—all lead to a tightannually (Becker and Gordon, 1966-67:331-32). to eliminate 8,000 of its 28,000 jobs and to save 26 million pieces of paper and other control procedures, the owners estimated that the firm was able dispensed with inventory replacement cards, sales receipts, time clocks, to reverse the process. When Marks and Spencer, the U.K. retail chain, circles. The displacement of ends in favor of means, the mistreatment of The various bureaupathologies reinforce each other to form vicious

sion with control is a response to these conditions, albeit often an excessive cal system and the stability and simplicity of its environment. The obsesemphasized in this chapter, the nature of the Machine Bureaucracy's work account—it clearly becomes worthwhile to enlarge many jobs. But the work. No doubt the engineering orientation has led to excessive specializanot seem to hold a great deal of promise for major improvement of the outright democratization. As discussed in Chapter 2, job enlargement (or workers—to reverse the vicious circles, everything from job enlargement to one fell swoop. So other means have been tried-by the organization or its will remain pretty much as they are now-that is, minimally affected by demands cheap, mass-produced goods and services—a great many jobs one. As long as these conditions remain-in essence, as long as society reflects above all the regulating characteristic of the organization's techni question is, How far? And the answer seems to be, Not very. As we have performance equation—that is, when the worker's initiative is taken into tion in many cases. When the human factor is finally plugged into the perform and perhaps control over the design of those tasks as well, does "enrichment"), where the workers are given a wider variety of tasks to job enlargement. Braverman (1974) puts it rather brutally: "Taylorism But not every organization can wipe out most of its control system in

> and 'industrial psychology' are the maintenance crew for the human madominates the world of production; the practitioners of 'human relations'

nal control not only centralizes a structure but also bureaucratizes it. constitute a force for external control. That hypothesis indicated that exterdicted from our Hypothesis 14, since, in electing the directors, the workers seems to centralize the structure further. Indeed, these effects can be prefeelings of alienation.) As we saw in Chapter 5, such democratization otherwise utilitarian situation. A sense of ownership might reduce the change their attitudes to that work, infusing a dose of ideology into an Change the realities of their everyday work. (It might, however, somewhat ing efficiency on the one hand and individual satisfaction on the other. couraging, and for the same reason: democratization does not eliminate the fundamental conflict in the Machine Bureaucracy between engineercannot be solved by job enlargement, what are the prospects for democratization instead? Here, too, the evidence (discussed in Chapter 5) is dis-If the human problems in the operating core of Machine Bureaucracy James

migh impossible. Judicial democratization catches the client in a tug of war between worker and manager. The organization burns up more of its enerare organized to fight the intrusions of management, change becomes wellall rules, they act to inhibit innovation and adaptation. Where the workers with efficiency; they serve to protect the worker. As we shall soon see, like additional rules of the bureaucracies Crozier describes have nothing to do rules are for their benefit—to encourage more efficient production. The ordinary Machine Bureaucracy can at least take solace in the fact that the er straitjacket, albeit of their own design. The clients lose, too. Those of the everybody's expense. The workers end up being locked into an even tighting managers' rules, the structure also becomes more bureaucratic, at constrained by the rules, power passes up the hierarchy, and the structure becomes significantly more centralized. And with workers' rules counterthis turns out to be a perverse kind of democracy indeed. With the bosses rules in order to dilute their bosses' control over them. As we noted earlier, another kind of democracy—a judicial type—where the workers impose Nowhere is this result clearer than in Crozier's (1964) description of

changed conditions to which the organization must respond. Specifically, door of direct confrontation or legislation, but through the back door of fundamental change will apparently have to come, not through the front ocial systems. What is good for production simply is not good for people. structures, there is an irreconcilable conflict between the technical and are apparent. Joan Woodward had it right when she argued that in these major human problems in the operating core, ones for which no solutions my in its own conflicts, with less left over to produce outputs for the clients. The discouraging conclusion is that the Machine Bureaucracy creates

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problems of the Machine Bureaucracy. nothing short of automation of the technical system (or of an environment becoming more complex or dynamic) seems able to alleviate the social

can sometimes produce the same outputs as Machine Bureaucracies but other choice. Perhaps the system will end up serving man after all, despite cracy becomes so intolerable that nobody will work there, we shall have no woven in a studio instead of frequent ones mass-produced in a factory, a tion instead of plastic ones replaced every year, an occasional dress handwe are prepared to pay the price: stoneware dishes replaced every generawith less social turmoil and much higher quality. The question is whether demand for cheap, mass-produced goods and services. As we shall see in the vicious circles intensify to the point where life in the Machine Bureau-Ferrari every twenty years instead of a Ford every two. Of course, should Chapter 10, craft organizations, structured as Professional Bureaucracies. We do, of course, have one other choice as a society: to reduce our

# Coordination problems in the administrative center

into the administrative structure. Again, Worthy (1959) says it best: handle conflict, many of the human problems that arise there spill over Since the operating core of the Machine Bureaucracy is not designed to

managers. The elaborate contrivances of the modern industrial organization the task of controlling and directing it taxed the ingenuity of the scientific machine. But because its components were human rather than mechanical The organization was set up like a machine and it had to be operated like a trolling human organizations in terms of mechanistic principles. (p. 72) the luxuriant growth of staff-all these are evidence of the difficulty of conthe masses of paper work and red tape, the layers on layers of supervision.

gloves across its units (Bennett, 1977). communication and coordination. Thus, one Harvard Business School case ment became essential" (pp. 67-68). And this administrative division of management that a considerable further division of labor within manage between workers and management, Taylor so increased the burden on core in its administrative structure. "By his sweeping redivision of labor as control it requires, it must mirror the narrow specialization of its operating describes the three years of convoluted effort General Motors went ture and narrow functional orientations. This in turn means problems of through, with no sign of success, just to coordinate the purchase of work labor, in turn, leads to a sharp differentiation of the administrative struc-It is one of the ironies of the Machine Bureaucracy that to achieve the

Machine Bureaucracy is ill-suited to the use of mutual adjustment. All the The fact, as noted earlier, is that the administrative structure of the

> encroachments of others" (Worthy, 1950:176). its own perogatives and finds ways to protect itself against the pressure or line/staff—impede informal communication. "Each unit becomes jealous of communication barriers in these structures—horizontal, vertical, status,

ing, forever spinning its administrative wheels in great busyness. come virtually a closed system, responsible to no one and producing nothagency with an ensured budget and vague performance goals—can be-Bureaucracy free of market forces—for example, a government regulatory with the political games to be won than the clients to be served. A Machine encourages the building of top-heavy organizations, often more concerned bureaucratic rule that associates salary with number of subordinates. This claim is legitimate. So there emerges a competition among the managers to build bigger and more powerful units, a competition stimulated by the more clerks, more sales managers—no one can be quite sure whether the Hence, when a manager calls for more personnel—more cost analysts, associate any particular function with overall output or performance. ages the building of private empires. In such structures, it is difficult to Narrow functionalism not only impedes coordination; it also encour-

core become coordination problems in the administrative center, so too do of new problems. In effect, just as the human problems in the operating tion problems at the strategic apex. the coordination problems in the administrative center become adaptahierarchy, ultimately at the strategic apex. And this in turn results in a host centralization of power for decision making at the upper levels of the they reach a common level of supervision. This, of course, results in the anism, direct supervision. Specifically, nonroutine coordination problems between units are "bumped" up the line hierarchy for reconciliation, until center, the Machine Bureaucracy is left with only one coordinating mech-So to reconcile the coordination problems that arise in its administrative undermining the influence of the line managers and increasing the conflict. problems of the administrative center. Indeed, it only makes them worse, ing rules. But standardization is not suited to handling the nonroutine standardization—for example, by tightening job descriptions or proliferatcoordination problems in the administration? Instinctively, it tries heat than cooperative light—how does the Machine Bureaucracy resolve its But if mutual adjustment does not work—generating more political

## Adaptation problems at the strategic apex

cracy faces no great difficulty of adaptation. Its standard procedures handle the routine problems of coordination, and nonroutine ones do not As long as its environment remains perfectly stable, the Machine Bureau-

But no organization can expect that much stability. Environments

filtered and aggregated through the levels of the administrative hier-

changing environment, that manager finds himself out of touch. archy—is often so bland that the top manager cannot rely on it. In a

The obvious solution for the top managers is to bypass the MIS and

overburdened with decisions coming up the hierarchy for resolution. stract information. sis on reporting through the chain of authority. In times of change, when They are therefore reduced to acting superficially, with inadequate, abthey most need to spend time getting the "tangible detail," they are reaucracy as a result of the centralization of the structure and the empha-So a fundamental dilemma faces the top managers of the Machine Buthe strategic apex of the Machine Bureaucracy in a changed environment. And that, of course, was the problem in the first place—the bottleneck at first-hand information as possible. But getting such information takes time. inside and outside the organization, and expose themselves to as much inclined to establish their own networks of contacts and informers, both set up their own informal information systems, ones that can bring them the rich, tangible information they need, quickly and reliably. They are

been directing men to advance through a sea of mud" (Feld, 1959:21). linued. Only after the battle did the Army chief of staff learn that he had on the condition of the battlefield were first ignored, then ordered disconbattlefield during the four months that battle was in progress. Daily reports Headquarters, it was claimed, ever set foot (or eyes) on the Passchendaele casualties: "No senior officer from the Operations Branch of the General War I, where 300,000 British troups went over the trenches to become particular deployment of men and materiel. And nowhere are its dangers "strategy" focusing on the general direction of armies and "tactics" on the Nowhere in practice is this dichotomy sharper than in the military, with the second is to be carried out by everyone else, in hierarchical order. strategy implementation. The first is the responsibility of top management; better illustrated than in the infamous battle of Passchendaele of World Bureaucracy, that strategy formulation must be sharply differentiated from The essential problem lies in one of the major tenets of the Machine

adaptive rather than a planning mode. to proceeding with formulation and implementation concurrently, in an onsure that there will be no need for reformulation during implementation. The absence of either condition should lead to a collapse of the dichotomy, implementor, and (2) the situation is sufficiently stable or predictable to full information, or at least information as good as that available to the mental conditions in order to work effectively: that (1) the formulator has The formulation-implementation dichotomy presupposes two funda-

on the questionable assumption that even in times of change, the MIS will annot formulate a sensible strategy. The Machine Bureaucracy is designed The top manager who cannot get the necessary information simply

senior managers to make their decisions quickly. But how can they do so causes a bottleneck at the top during times of change, which forces the apex. The propensity to pass nonroutine problems up the line hierarchy well—shows a narrowing of the middle line as it approaches the strategic apex quickly become overloaded. Every organigram—and our logo as come frequent in the Machine Bureaucracy, the managers at the strategic inevitably change, generating new nonroutine problems. When these beplaces where the top managers lack intimate contact? when these are decisions that arose elsewhere in the organization, in

overloaded top manager. Except that much of the information is the wrong summaries of what goes on down below—the perfect solution for the information up the hierarchy, presenting the people at the top with concise problem. It has a management information system (MIS) that aggregates In theory, the Machine Bureaucracy is designed to account for this

specific information. each one. Not only natural losses. The fact that the transfers are verticaladministrative structure of the Machine Bureaucracy, information must managers need to make their strategic decisions as much as it is soft good deal of evidence suggests that it is not this kind of information top the MIS's emphasis on "hard" (quantitative), aggregated information. A lighted and bad news blocked on its way up. Probably a greater problem is intentional distortions of information also occur. Good news gets highbetween people on different status levels of the hierarchy-means that pass through many levels before it reaches the top. Losses take place at A number of problems arise in the MIS. For one thing, in the tall

reports, and more time still for these to pass up the hierarchy until they reported as official "facts," more time for these to get accumulated into since arrived. Moreover, a good deal of important information never ever softest kinds of information-warn the manager of impending problems a negative variance on a sales report. Gossip, hearsay, speculation—the important customer was seen playing golf yesterday with his major combattle. Likewise, the corporate president wants to be told that his most later, when they are reflected in some official measure like casualties in a wants to know about the enemy's movements as they are taking place, not he can perhaps wait; in a changing one, he cannot. A military commander finally reach the top manager's desk. In the perfectly stable environment, mation of the MIS, by the time it reaches the strategic apex—after being managers, the reasons for a lost sale—this kind of rich information never gets into the MIS. The mood in the factory, the conflict between two petitor; he does not want to find out about it six months later in the form of becomes the kind of fact that the traditional MIS can handle. So the inforthe MIS all too often records for posterity that these problems have long Often the MIS data are too late as well. It takes time for events to get

structures is that the power to formulate strategy rests at a different place from the information needed to do so. to handle soft information. As Crozier describes it, the problem in these tions of the mud are only the most literal example of the inability of the MIS bring the necessary information up to the top of the hierarchy. The condi-

making in the face of a complex, dynamic environment. reformulate it en route-which is what happens in the Simple Structure, either the formulator must implement his own strategy so that he can is what happens in the Adhocracy, which decentralizes power for strategy must take responsibility for the formulation and do it adaptively-which which faces a simple, dynamic environment—or else the implementors the strategy as it is being implemented. Under such fluid conditions, changing in unpredictable ways. This imposes the need to adapt, to alter holds still (or at least undergoes predicted changes) while the plan unfolds. reasonable assumption under conditions of stability—as long as the world formulated in one place can later be implemented in another. That is a Unfortunately, all too often the world refuses to hold still; it insists on The design of the Machine Bureaucracy also assumes that a strategy

more flexible Simple Structure.

ing the Machine Bureaucracy only by reverting temporarily to the leaner,

egies must be formulated outside the machine bureaucratic structure if change. Together these conclusions tell us that Machine Bureaucracies are signed for special purposes, not general ones. So, too, are Machine egies. But that should come as no surprise. After all, machines are defundamentally nonadaptive structures, ill-suited to changing their stratimplementation ceases to have relevance in times of unpredictable they are to be realistic. Second, the dichotomy between formulation and Bureaucracies. We emerge from this discussion with two conclusions: First, strat-

ment in an integrated strategy, and it disintegrates reaucracy, everything is nicely coupled, carefully coordinated. Change a makes a mess of the standard operating procedures. In the Machine Bucannot put blinders on its personnel and then expect peripheral vision. The environments because they have been designed for specific, predeterdard operating procedures. Machine Bureaucracies work best in stable link, and the whole operating chain must be redesigned; change an eletaking risks, testing new behaviors, encouraging innovation. Change ing efficiency, reducing costs, finding better controls and standards; not for managers of the Machine Bureaucracy are rewarded for improving operatmined missions. Efficiency is their forte, not innovation. An organization zations. Strategic diagnosis is simply not part of their repertoire of stan-These are, as Hunt noted, performance, not problem-solving organi-

the automobile of today is hardly different from that of Henry Ford's day. (Compare the generations of computers or airplanes of the last thirty Thus, steel companies and post offices are not noted innovators, and

years—products of very different structures, as we shall see—with the

own hands. In other words, ironically, the top managers succeed in changbureaucratic information and control systems and take matters into their agers seem to succeed only when they are strong enough to cast aside their suited to receiving whatever change is eventually proposed. The top manobscured the kind of change that is needed, and their structures are illically; they are not in the habit of making such changes, their MISs have tant rather than cosmetic ways, their top managers tend to act idiosyncrat-When Machine Bureaucracies must change their strategies in impor-

them—and remain willing to do so—the Machine Bureaucracy, with all its people remain more efficient than automated machines at providing demand standardized, inexpensive goods and services, and as long as ertheless, the Machine Bureaucracy remains a dominant configuration cannot tolerate an environment that is either dynamic or complex. Nevprobably the dominant one in our specialized societies. As long as we limited domain but cannot easily adapt itself to any other. Above all, it As a machine, it is designed for one purpose only. It is efficient in its own To conclude, the Machine Bureaucracy is an inflexible configuration.