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PRESENTATION

ON

PLANNING

Introduction

- Planning is essential in every walk of life. Each and every person has to frame a plan to recede in his activities. The plan period may be short or long. Planning is the first and foremost function of management.
- Effective planning facilitates early achievement of objectives, which depends upon the efficiency of the planner. A planner can develop his efficiency by preparing himself to face the functional developments.

Does water flowing in a
distant mountain think
about its distance from
the ocean?

The distance between my
current position and my
desired goals is very big.

But I shall reach my goals.

Meaning of Planning

- Planning is an intellectual process of thinking resorted to decide a course of action which helps achieve the predetermined objectives of the organization future. Separate plans are prepared for various departments, and then the top executives of the organization take steps to co ordinate the various departmental plans.

Definition

- There are various definitions by various eminent writers in the field of management. But in nut shell Terry has rightly said that “Planning is the selecting and relating of facts and the making and using of assumptions regarding the future in the visualization and formulations of proposed activities believed necessary to achieve desired results

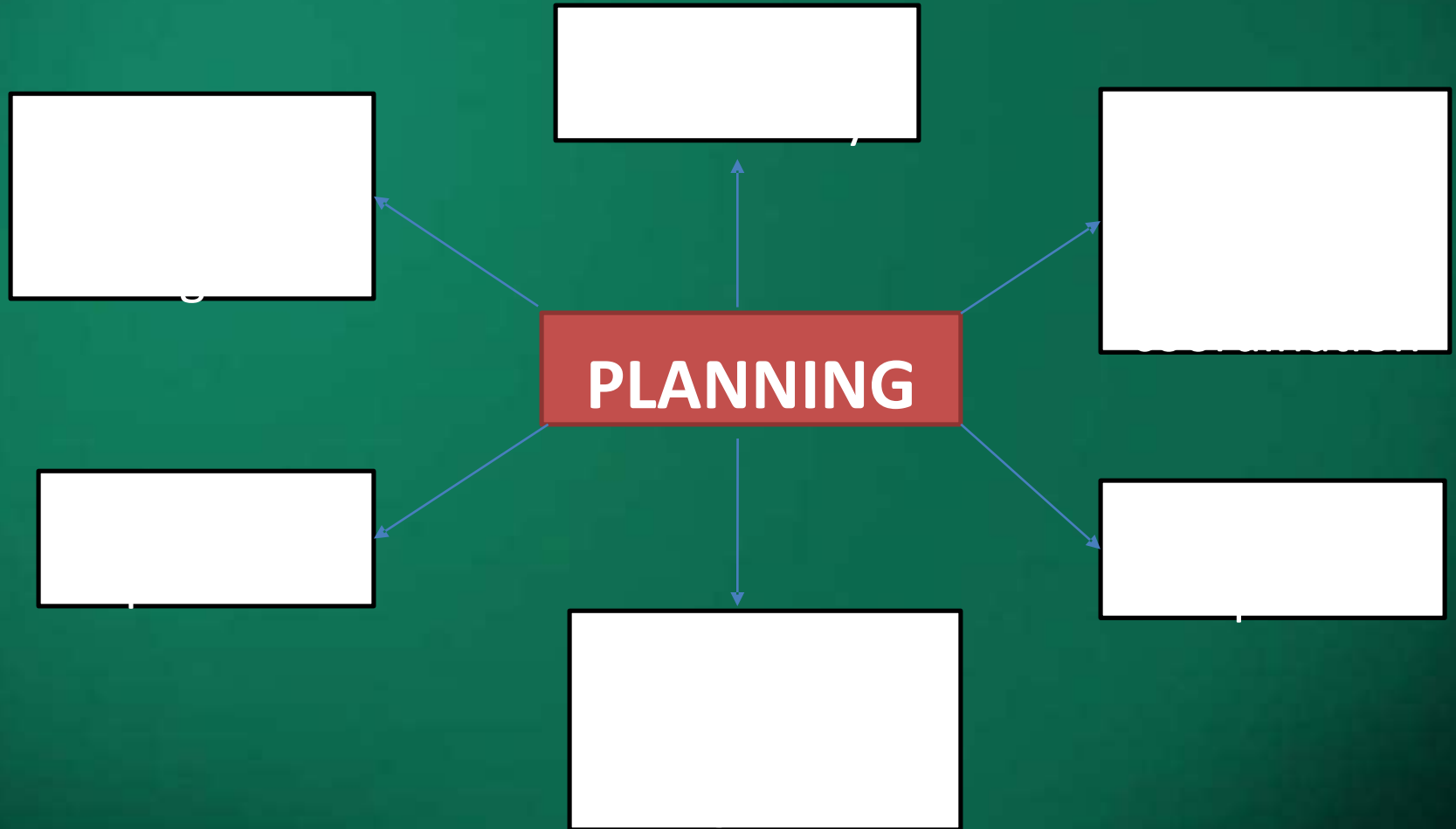
Characteristics of Planning

- Following are the characteristics of planning.
- Planning is looking into the future.
- Involves pre determined line of action.
- It discovers the best alternative out of available many alternatives.
- It requires considerable time form implementation.
- It is a continuous process.
- Its object is to achieve pre determined objectives in a better way.
- It integrates various activities of organization.

Characteristics of Planning

- It is done for a specific period.
- It not only selects the objectives but also develops policies, programs and procedures to achieve the objectives.
- It is required at all levels of management.
- It is an interdependent process which co ordinated the various business activities.
- It directs the members of the organization.
- Growth and prosperity of any organization depends upon planning.

Objectives of Planning



Nature of Planning

- Economy and certainty are considered while selecting the best alternative among the available ones.
- The nature of planning is as below that is self explanatory.
- Primary Function
- Planning contributes to objectives
- Planning is an intellectual activity
- Planning results in higher efficiency
- Planning is a continuous process

Nature of Planning

- Planning is flexible
- unity and consistency
- Planning is common to all
- Basis for all managerial functions
- Getting coordination
- Considering limiting factors

Planning Vs. Forecasting

- Remember planning is not forecasting. Forecasting is guessing of the future course of events correctly, whereas planning is a wider term that includes forecasting and it is part of planning and is based on the past experience.

Importance of Planning

- Through planning objectives are achieved and anticipates the achieved well in advance. Defective planning leads to failure of the organization. Effective planning can anticipate the uncertain events and help prepare the workforce to meet the situation to survive. Planning helps the business man get early success.

Importance of Planning

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graph TD; A[Importance of Planning] --> B[To manage by objectives]; A --> C[Convert uncertainty into certainty]; A --> D[Help in coordination]; A --> E[Economy in operation]; A --> F[Avoiding business failures]; A --> G[Effective control]; A --> H[Effective utilization of resources]; A --> I[Tackling increasing complexities of business];
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To manage by objectives

Convert uncertainty into certainty

Help in coordination

Economy in operation

Avoiding business failures

Effective control

Effective utilization of resources

Tackling increasing complexities of business

Advantages of Planning

- Better utilization of resources
- Helps in achieving objectives
- Economy in operation
- Minimizes future uncertainties
- Improves competitive strength
- Effective control
- Motivation

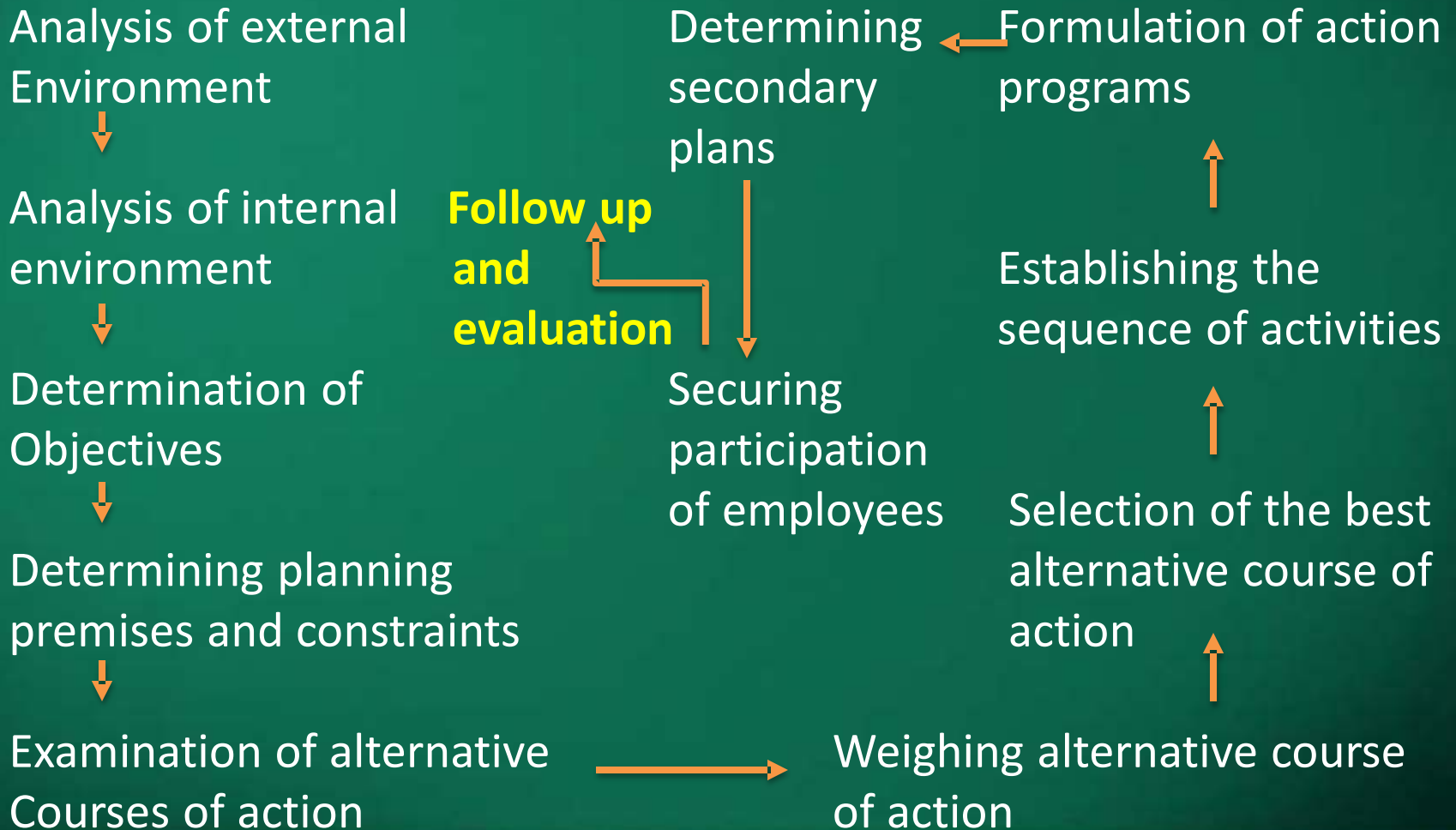
Advantages of Planning

- Cooperation
 - Promote growth and improvement
- Develops rationality among management executives
- Prevents hasty judgment
- Reduces redtapism
- Encourages innovative thought

Advantages of Planning

- Improves ability to cope with change
- Creates forward looking attitude in management
- Development of efficient methods
- Delegation of authority facilitated
- Anticipation of crisis

Steps of planning process



Methods of Planning

Objective plans

- Objectives are treated as basic a plan that is necessary for all types of planning operations. Objective also play role in organizing, directing and controlling.

Standing plans Standing plans

- It includes policies and procedures and is liable repetitive actions. Actions can be repetitive and non repetitive. It helps ready guidelines for solving recurring problems. Recurring problems are solved in different way

Master plans

- Master plan covers the complete course of action along with consideration of time and strategy. Plans may be either broad or detailed in character

Limitations of Planning

- Inflexibility
- Limitation of forecasts
- Unsuitability
- Time consuming
- Costly
- Mental ability

Limitations of Planning

- False sense of security
- Delay during emergency period
- Capital Investment
- Political climate
- Trade unions
- Technological changes

Obstacles of Planning

- Unreliability of forecasts
- Recurrence of same type of problems
- Expensive
- Loss of initiative

THANK YOU..