

mgt162

planning

PREPARED BY DANIEL M.

BENEFITS OF PLANNING

Definition

The process of outlining the activities to achieve the goals of the organization
determine the ways to achieve the goals.

All org need planning to determine the direction and strategy

- Coordinate managers of different functions and division
- Focus on Forward Thinking
- Participatory Work Environment
- More Effective Control System
- Reduce Overlapping
- Resources are effectively and efficiently utilized

THE 3WS 1H GUIDELINE OF PLANNING

What

- What the org want to do?
- e.g. Family day

When

- When the Family day will be held
- Date, time, location

How

- How the activities will be implemented
- Budget, activities process booking, transportation

Who

- Who will conduct?
- Tema member, job responsibilities

VISION

Identify the organization future direction.

Vision statement describes where the organization want to be in future.

VISION

Identify the organization future direction.

Vision statement describes where the organization want to be in future.

MISSION

The means by which an organization can fulfill its purpose.

Mission statement describes what the organization needs to do now to achieve the vision.

TYPES OF PLANNING

Strategic planning

Strategic planning is the process by which an organization makes decisions and takes actions that affect its **long-run performance**.

Tactical/Operational Planning

Tactical plan is designed to implement all goals set in the strategic plan. It **outlines actions to achieve strategic plan**.

STRATEGIC PLANNING

- *APPLY BROADLY TO THE ENTIRE ORGANIZATION.**
- *ESTABLISH THE ORGANIZATION'S OVERALL OBJECTIVES.**
- *SEEK TO POSITION THE ORGANIZATION IN TERMS OF ITS ENVIRONMENT.**
- *PROVIDE DIRECTION TO DRIVE AN ORGANIZATION'S EFFORTS TO ACHIEVE ITS GOALS.**
- *COVER EXTENDED PERIODS OF TIME.**
- *ARE LESS SPECIFIC IN THEIR DETAILS.**

TACTICAL/OPERATIONAL PLANNING

- *APPLY TO SPECIFIC PARTS OF THE ORGANIZATION.
- *SPECIFY THE DETAILS OF HOW THE OVERALL OBJECTIVES ARE TO BE ACHIEVED.
- *COVER SHORTER PERIODS OF TIME.
- *MUST BE UPDATED CONTINUOUSLY TO MEET CURRENT CHALLENGES.

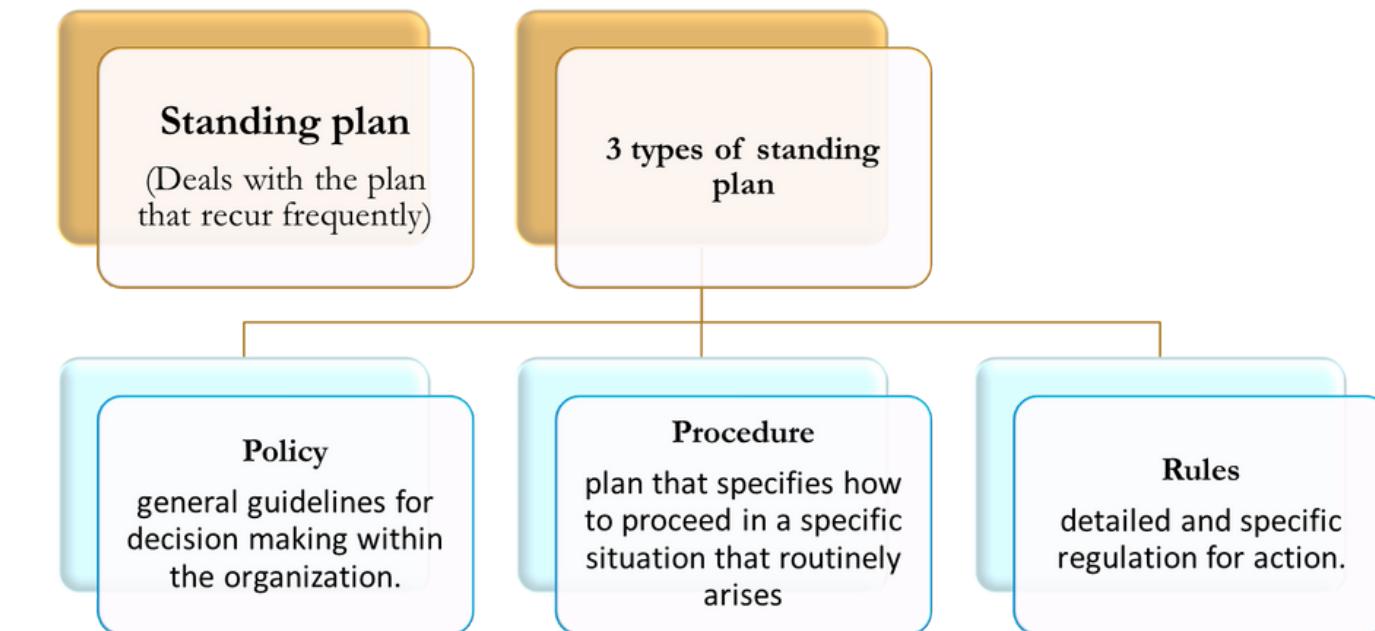
OPERATIONAL PLANNING

Operational plan is designed to implement specific action steps to support strategic and tactical plan. It governs **the day-to-day operations** of an organization.

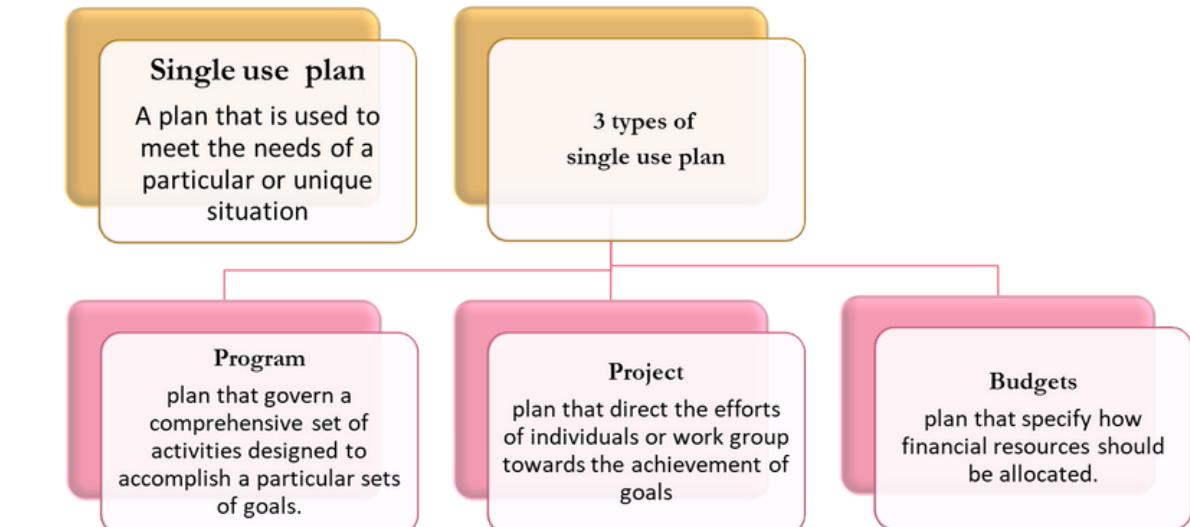
Two types of operational planning

- Standing plan
- Single use plan

STANDING PLAN



SINGLE USE PLAN



BARRIERS TO EFFECTIVE PLANNING

- Demands on the leader's time
- Lack of commitment
- Resistance to change
- Inappropriate goals
- Lack of top management support

OVERCOMING BARRIERS TO EFFECTIVE PLANNING

Planning
must be
clear and
definite

Planning
must be
organized

Involve
employees
in decision
making

Tolerate
diversity of
views

Encourage
strategic
thinking