

What is Planning?

Of all the things the manager does on his job, the function of planning is considered to be the most important.

It is done by all levels of managers, whether they be first line supervisors in charge of a small group, or the president, with the responsibility of many hundreds of employees.

What is Planning?

Since planning is so important to the manager, the question naturally comes to mind then - exactly what is planning?

“Planning” is a process in which the manager, after studying a number of different courses of action that could affect the future of the organization ... finally selects one.

More simply it might be stated as, “deciding what to do in advance.” When a manager plans, he is required to make four choices. First - what is to be done?

First - What is the Goal?

This means the manager must first decide exactly what his goal is. Examples might be: increased production, lower costs, more training for the workers or a reduction in overtime.

Third - How is it Going to Be Done?

Once the goal is decided upon, the manager will more than likely have to set up some policies, procedures or methods whereby the goal can be obtained.

Fourth - When is it Going to Be Done?

Timing is very important to any plan. Usually, the main concern is in selecting a completion date, if one has not already been selected. Regardless, the various parts of the plan must be coordinated in such a way that completion, at the right time, is possible.

Second - Who is Going to Do It?

Now the manager must decide who can best accomplish the goal, or goals, he has in mind.

This may be an individual a group or even a department.

