

ORGANISATIONAL change.

To bring the change @ in anyway like in people, Technology or Structure.

There are three types of organisational change.

- 1/ Structure.
- 2/ Technology. (new processes, new methods and equipment).
- 3/ People.

Structural change:

Change the plan of organisation or to change the plan @ to make the product.

Technology: Improvement in technology that we are using in Organisation. to enhance our product.

People: To change the working of people or to change the peoples if they are not working.

How to reduce Resistance

- 1/ Education and communication:

Types of Plans

Plan is not a function that only top management but everyone has to make the plan for their work.

- 1/ Objectives: Goals
- 2/ Strategy: when two different groups compete ^{they make their plan}
- 3/ Policies.
- 4/ Procedures
- 5/ Methods
- 6/ Rules.
- 7/ Programmes
- 8/ Budgets

Project Management

it is the way in which person organises and manages resources that are necessary to complete project. it is handled by Project manager.

There are five steps of Project management.

- 1/ Project initiation:
this is starting of Project.

and in this the goal is to define the time and what to do in Project. and in this the the projects charts are made.

1 Project Planning: How to made this project these plans are made and the requirement to made the project.

Project Execution:

Decision Making Biases

Management By Objectives

The process in which top management and the employees combine to ~~form~~ make goals.

Steps in Management By Objectives-

- 1/ The organisation's overall objectives and strategies are formulated.
- 2/ Major objectives are allocated among divisional and departmental units.
- 3/ Unit managers set specific objectives for their units.
- 4/ Specific objectives are collaboratively set with all department members.
- 5/ Action plans how objectives are to be achieved.
- 6/ The action plans are implemented.

we can tell the people that why we are making this change. we communicate with people and tell them.

Participation: You have to involve the people and tell them we are going to do this change how can we do it. They give their concerns on it and we will make a good decision.

Facilitation and Support:
facilitate the labour and support them for change.

Negotiation:

We negotiate with them who are powerful in our country/organisation we tell them our points which that by doing this this will happen.

Manipulation:

Coercion: Do something by force this is last step give the threats to them.

Techniques for Allocating ~~Process~~ Resources

- 1/ Financial.
- 2/ Physical
- 3/ Human
- 4/ Intangible.

Resource Allocation ~~is a process~~

Resource means all the things that are required for organisation to work. and Allocation means process of sharing something. Generally Resource Allocation means which Resource we are going to use and at which place.

Steps for Allocating Resource.

- 1/ Divide Project into task.
Means ~~divide~~ create separate group for same nature ~~resource~~ activities.
- 2/ Assign the resources:
The requirement of resources for different tasks.