**Types of organizational change:**

1. People (Changing of behaviour and attitude)
2. Structure (Inhouse changing)
3. Technology (Time to time update or changing routine to advanced technology like: Online attendance Biometric)

**Environment screening:** (If someone is doing any project so first he should check what’s it’s impact on environment)

**Techniques for allocating resources:**

1. Budget (Marking every single expense of business)
2. Schedule: Lead Chart (A Flow chart is which assigning every person a task). Giant (In this chart we mention the task)

**Management by objectives:**

1. Review (Review the goals of organization by manager)
2. Set all workers (assigning every person a task)
3. Monitoring process: (Meeting and look after the problems on project)
4. Evaluation: (How to sort those problems)
5. Give rewards: (If worker doing good works give them rewards)

**Steps in goal setting**

1. Specific: (What do you want to accomplish)
2. Measurable: (How you will goanna know who will be best for this work)
3. Attainable: (Realistic and attainable)
4. Relevant: (Is this goal worth working)
5. Time Specific: (By when the goal will be accomplished)

**Decision making Biases**

1. Overconfidence (Manager thinks he knows everything)
2. Immediate Gratification (Manger wants rewards asap)
3. Anchoring Effect (Manager taking decision on specific information)
4. Selective Reception: (Don’t have plan B)
5. Framing Effect: (Manager satisfy next person by means of good communication)
6. Self-Serving: (Everything goods happing is by me and wrong by external factor)

**Types of plans:**

1. Directional (We set a goal and introduced to workers so they work for that specific goal)
2. Operational
3. Strategic: (By mean of nay strategic)
4. Staining plan: (6-36 months planning)
5. Single Plan: (Used only once)
6. Short term plan (6 months)
7. Long term plan (36 months)

**Project management**

1. Define Objective: (Summary)
2. Identify activities and resources: (tools and techniques)
3. Stablished Sequence: (through a sequence)
4. Estimate time for activities: (Time for specific task)
5. Define deadline: (overall project time)
6. Compare objective: ()
7. Define additional activities and resources: (Mark additional office)