

## Part A

I)

### (a) Functions of Management:

- Planning - Deciding future actions and setting organizational goals. Example: Business strategy, emergency response planning.
- Organizing - Structuring resources to execute plans effectively. Example: Assigning roles, establishing departments.
- Staffing - Recruiting and training employees to meet company needs. Example: Employee selection, promotions.
- Leading - Providing direction and motivation for workers. Example: Decision-making, conflict resolution, communication.
- Controlling - Evaluating performance and making corrections. Example: Budget tracking, employee appraisals.

### (d) Types of Feasibility Study:

- Technical Feasibility - Determines whether available technology can support the project.
- Economic Feasibility - Examines financial costs and projected returns.
- Legal Feasibility - Ensures regulatory compliance and adherence to legal requirements.
- Operational Feasibility - Evaluates how well a project fits within company operations.
- Scheduling Feasibility - Checks whether the project can be completed in time.

### (d) Economic Order Quantity (EOQ):

- EOQ is used to determine the most cost-effective quantity of stock to order at a time.
- Formula:  $EOQ = \sqrt{2 * Demand * Ordering Cost / Holding Cost}$ .
- Importance: Helps reduce inventory expenses and optimize stock levels.

### (b) Levels of Management:

Top-Level Management - Senior executives like CEO and directors. They create company vision and strategies.

Middle-Level Management - Managers overseeing departments and coordinating efforts. Example: HR managers, finance heads.

Lower-Level Management - Supervisors who oversee daily operations. Example: Production managers, team leaders.

## Part B

### II. Types of Organizational Structures

- Line Structure - Simple and direct chain of command. Example: Small firms, police forces.
- Line & Staff Structure - Line managers make key decisions, while staff units support. Example: Government organizations.
- Functional Structure - Employees grouped by expertise. Example: IT, Marketing, Finance teams.
- Project-Based Structure - Teams formed for temporary assignments. Example: Large construction firms.
- Matrix Structure - Employees report to both function and project managers. Example: Consulting firms.

### III. Scientific Management

#### 1. F.W. Taylor – Developer of Scientific Management

- Studied ways to improve efficiency using scientific methods.
- Proposed key principles, including specialized training and standardized work methods.
- Advocated performance-based wages to increase productivity.
- Influence: Transformed production processes in manufacturing.

#### 2. Frank & Lillian Gilbreth – Pioneers of Motion Study

- Developed techniques to reduce unnecessary movements in labor.
- Introduced efficiency-based approaches in the workplace.
- Studied worker fatigue and its impact on performance
- Legacy: Contributed to modern-day ergonomics and work design.

#### 3. Henry Gantt – Developed Gantt Chart

- Created scheduling tools to track project progress visually.
- Promoted wage incentives based on productivity.
- Focused on improving employee motivation.
- Impact: His methods are still used in modern project planning.

#### IV. Production Planning and Control (PPC)

- Definition: PPC is the system of organizing and controlling manufacturing operations.
- Key Aspects:
  - Planning - Decides production requirements and timelines.
  - Controlling - Ensures production stays on track.
- Steps in PPC:
  - Pre-Planning: Estimating demand and setting production goals.
  - Routing: Selecting the best method for task completion.
  - Scheduling: Allocating specific timelines for operations.
  - Dispatching: Assigning work and releasing job orders.
  - Follow-up: Tracking progress and making necessary adjustments.
- Importance: Ensures smooth operations, reduces waste, and optimizes production efficiency.

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