



Explore | Expand | Enrich

PLANNING

- DETERMINING
- SELECTING PLAN
- PROGRESS CHECK



DETERMINING

Determining

- Process of selecting the best possible option
- Entire planning process - Forward direction

Tips for selecting good alternatives

- Manager evaluates - Positive and negative aspects
- Manager eliminating the alternatives - Negative aspect
- Maximum positive aspect - Feasible assumption
- Alternatives evaluated - Feasibility
- Best alternative is selected



DETERMINING

Ways to evaluate each alternative strategy

- Financial considerations
- How much would it cost to implement?
- Available resources
- Target population
- Social costs
- Intended objectives
- Will it achieve the intended objectives?



SELECTING PLAN

Selecting

- Strategy (or group of strategies) has been selected
- Detail plan to implement the strategy is developed

How to select a plan?

- Programming --
 - Identify the activities or tasks
 - Needs to be completed in order to reach the goal
 - Major tasks or activities - Achieve each objective
 - Activities – Put in order to complete



SELECTING PLAN

How to select a plan?

- Allocating resources –
 - Determine, assign resources - To implement
 - Resources - Human, physical and financial
- Scheduling –
 - Establish the required time – To complete activity
 - Time taken to completed
- Fixing accountability –
 - Determine specific individual, agencies
 - Responsible - Accomplishment of activities

PROGRESS CHECK

Progress check

- Frequent evaluation - Desired outcome and actual outcome
- During the course of executing the plan

How to do progress check?

- Time Frame
- Indicators
- Reporting
- Assigning responsible person(s)



PROGRESS CHECK

Importance of progress check

- Continue or discontinue a program or component of a plan
- Improve existing programs/plans
- Add or drop a component or an entire program
- Institute a similar program elsewhere
- Reallocate resources - Competing programs or program components.



Summary:

- Planning - Important part of successfully running a company
- Select the best way of completing the project on time
- Planning contributes to Objectives
- Pervasive
- Planning is futuristic and forward looking
- Planning involves decision making

