Functions of Technology Management

Controlling

Chapter Overview

Steps in the Control Process

Three Types of Control

Characteristics of Effective Control Systems

Financial Controls

- a. Financial Ratios used in Ratio Analysis
- b. Financial and Operating Budgets
- c. Nature of Budgeting Process

Non-Financial Controls

EXHIBIT 11-1 The Planning-Controlling Link



Controlling compelling events to conform to plans

Steps of Controlling

Establishing
 Standards

Planning

2. Measuring
Actual
Performance

3. Comparing
Performance
with Standards

4. Corrective Action

Controlling

Establishing Standards of Performance

- °Standards should be measurable, verifiable, and tangible.
- a standard rate of production, a targeted value for product reliability, a desired room temperature, etc.
- •Benchmarking the systematic process of measuring one's performance against recognized leaders for the purpose of determining best practices that lead to superior performance when adapted and utilized.
 - organization to another. heresults of one
 - ^o External Benchmarking compares statistical data with other organizations within the industry.

Measurement of the Actual Level of Performance

- Data collection and analysis
- •Time study, work sampling, performance rating

Compare Performance with Standards

- Establish limits of tolerance
- Note variations (deviation within limits) and exceptions (deviation outside limits)
- Provide recognition and warning

Corrective Actions

- Short-term: Consultants, temporary workers
- Long-term: Training, modifying procedures and policies

Closed Loop Vs. Open Loop Control

Closed-Loop: Automatic control which monitors and manages a process by means of a self-regulating system // strong feedback

The Engineering Management, last step in control usually systems human judgment.

Example:

Machining process fails to maintain a specific tolerance

The machining problem (fixing)

Operator is not skilled enough (training)

Tolerance cannot be achieved for that material

Three Perspectives on the Timing of Control

- •Feedback Control: Example thermostat.
- •Screening or concurrent control: Step-bystep control
 - Management By Walking Around (MBWA)
- •Feed forward (or preliminary or steering control): Predict the impact of current actions or events on future outcomes and adjust the current decisions to meet the future goals
 - •Financial Statements

feedforward control

A type of control that focuses on preventing anticipated problems, since it takes place before the actual activity.

concurrent control

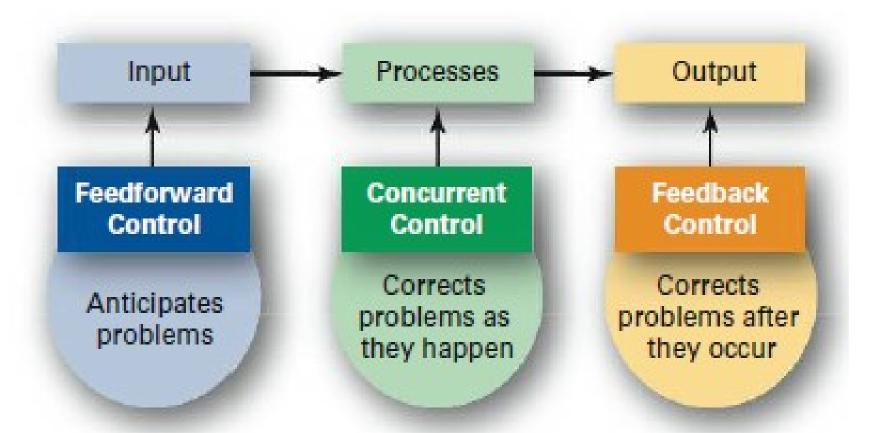
A type of control that takes place while an activity is in progress.

management by walking around

A term used to describe a manager who is out in the work area and interacting directly with employees.

feedback control

A type of control that takes place after a work activity is done.



Characteristics of Effective Control Systems

Effective. Measure what needs to measured and controlled

Efficient. Economical and worth their cost

Timely. Enough time for corrective action

Flexible. Should be adjustable to changing conditions

Understandable. Should be easy to understand

Tailored. Deliver the information according to each level of manager

Highlight deviations. Flag parameters deviating from planned values

Lead to corrective action. Should incorporate means of corrective actions

Financial Controls

Financial Statements provide basic information for the control of cash and credit which are essential for company survival.

Three major types of financial statements:

- Balance Sheet shows the company's financial position at a particular instant in time
- •Income Statement shows the financial performance or operating results of the firm over a period of time.
- •Statement of Cash Flow shows where funds come from and what they are used for.

Samp	le Ba	lance	Sheet
	IC DG	IdiiCC	

Sample Dalance Sheet			
Current Assets	ASSETS		
Cash	150000		
Securities	100000	250000	
Accounts Receivable		400000	
Inventories			
Raw Materials and Supplies	200000		
Work in Progress	200000		
Finished Goods	300000	700000	
Prepaid Expenses		50000	
TOTAL CURRENT ASSETS		1400000	
Property, Plant and Equipment	5000000		
Less accumulated depreciation and depletion	2000000	3000000	
TOTAL ASSETS		4400000	What company owns
Liabilities and Stockhold	lers' Equity		
Current Liabilities			
Accounts Payable	100000		
Installments due within 1 year on debt	50000		
Federal Income and Other Taxes	200000		
Other Accrued liabilities	100000		
TOTAL CURRENT LIABILITIES		450000	
Long term Debt		1000000	
TOTAL LIABILITIES		1450000	
Stockholders Equity			
Capital Stock	500000		
Retained Earnings	1000000	1500000	What company owes
TOTAL LIABILITIES AND EQUITY		2950000	What company <i>owes</i>

Sample Income Statement

Gross Sales	4200000	
Less Returns and Allowances	<u> 200000</u>	
Net Sales		4000000
Less Expenses and Costs of Goods Sold		
Cost Of Goods Sold	2000000	
Depreciation and Depletion	300000	
Selling Expenses	200000	
General and Administrative Expenses	<u>200000</u>	<u> 2700000</u>
Operating Profit		1300000
Plus Interest and Other Income		<u>100000</u>
Gross Income		1400000
Less Interest Expense		50000
Income Before Taxes		<u>1350000</u>
Provision for Income Taxes		<u>300000</u>
Net Income		1050000
Retained Earnings January 1 2003		<u>1500000</u>
		2550000
Dividends Paid		<u>300000</u>
Retained Earnings December 31,2002		2250000

Sample Cash Flow Statement

Cash Flow from Operating Activities:		
Net Income	\$15,283	
Increase in Accounts Receivable	(21,200)	
Increase in Inventory	(5,625)	
Increase in Prepaid Expenses	_	
Increase in Accounts Payable	8,925	
Total Cash Flow from Operations		\$ (2,617)
Cash Flow from Investing Activities:		

Cash Flow from Investing Activities:	
Purchase of Automobile	(12,800)
Purchase of Land	(20,000)
Total Cash Flow from Investing Activities	\$(32,800)

Cash Flow from Financing Activities:		
Mortgage	18,000	
Auto Loan	8,800	
Owner's Investment	50,000	
Total Cash Flow from Financing Activities		\$ 76,800

Net Increase in Cash and Cash Equivalents	\$ 41,383
·	

Ratio Analysis

Financial ratios are ratios of two financial numbers taken from the balance sheet and/or the income statement.

- compared with average values for the industry the firm is in to evaluate relative financial health, and
- compared with earlier values from the same firm to evaluate trends.

EXHIBIT 11-	10 Popular Financial	Ratios	
Objective	Ratio	Calculation	Meaning
Liquidity	Current ratio	Current assets Current liabilities	Tests the organization's ability to meet short- term obligations
	Acid test	Current liabilities	Tests liquidity more accurately when invento- ries turn over slowly or are difficult to sell
Leverage	Debt to assets	Total debt Total assets	The higher the ratio, the more leveraged the organization
	Times interest earned	Profits before interest and taxes Total interest charges	Measures how far profits can decline before the organization is unable to meet its interest expenses
Activity	Inventory turnover	Sales Inventories	The higher the ratio, the more efficiently inventory assets are being used
	Total asset turnover	Sales Total assets	The fewer assets used to achieve a given level of sales, the more efficiently management is using the organization's total assets
Profitability	Profit margin on sales	Net profit after taxes Total sales	Identifies the profits that various products are generating
	Return on investment	Net profit after taxes Total assets	Measures the efficiency of assets to generate profits

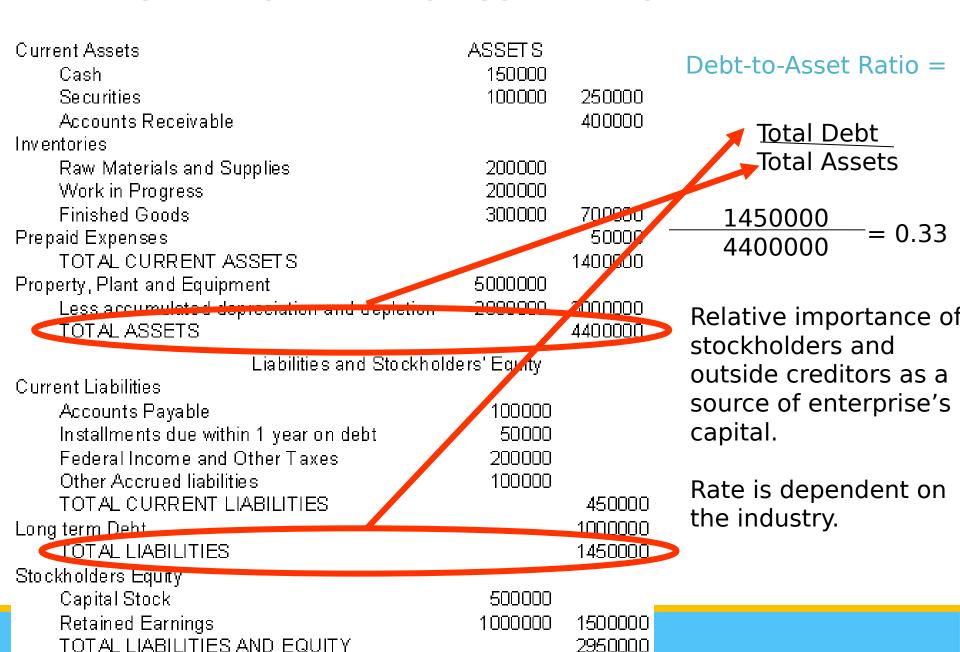
LIQUIDITY RATIOS: CURRENT RATIO

Current Assets Cash Securities	ASSETS 150000 100000	250000	Current Ratio =
Accounts Receivable Inventories		400000	Current Assets Current Liabilities
Raw Materials and Supplies	200000		Current Liabilities
Work in Progress	2008800	700000	1.400000
Finished Goods Prepaid Expenses	300000	700000 50000	$\frac{1400000}{450000} = 3.11$
TOTAL CURRENT ASSETS		1406000	450000 - 3.11
Property, Plant and ⊑զախուժու	5000000		
Less accumulated depreciation and depletion	2000000	3000000	Measure the ability
TOTAL ASSETS		4400000	to meet short-term
Liabilities and Stockhol	ders' Zquity		obligations.
Current Liabilities			obligations.
Accounts Payable	100000		A
Installments due within 1 year on debt	50000		As minimum 2.0 is used
Federal Income and Other Taxes	200 000 100 000		but it varies. A current
Other Accrued liabilities TOTAL CURRENT LIABILITIES	, <u> </u>	450000	ratio of 10 shows
Long term Debt		1000000	assets are not using
TOTAL LIABILITIES		1450000	efficiently.
Stockholders Equity			
Capital Stock	500000		
Retained Earnings	1000000	1500000	
TOTAL LIABILITIES AND EQUITY		2950000	

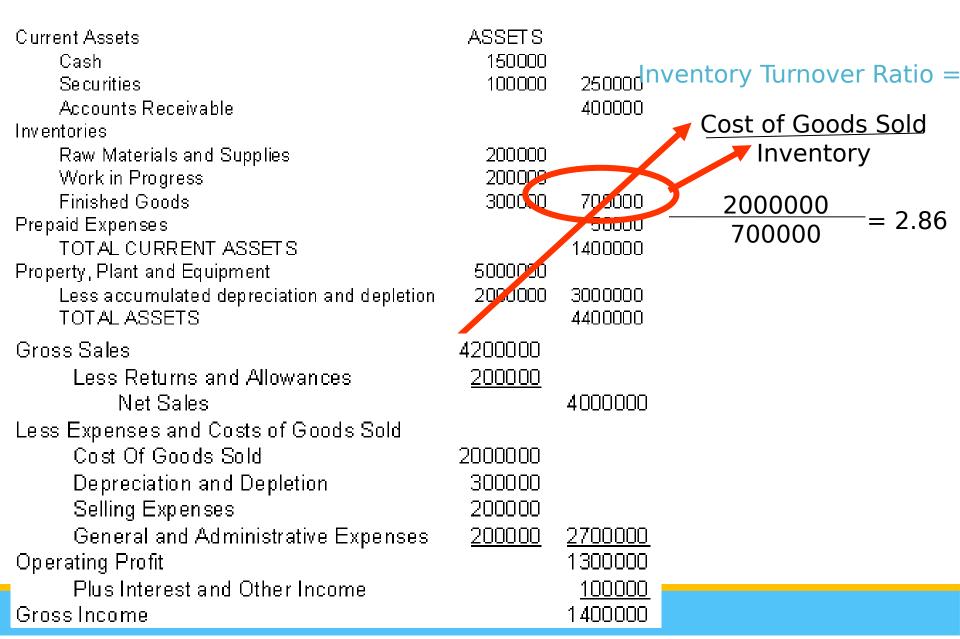
LIQUIDITY RATIOS: ACID TEST RATIO

Current Assets	ASSETS		
Cash	150000		Acid Test Ratio =
Securities	100000	250 <mark>000</mark>	
Accounts Receivable		40(<mark>000</mark>	Current Assats Inventory
Inventories			Gurrent Assets-Inventory
Raw Materials and Supplies	200000		f urrent Liabilities
Work in Progress	200260		
Finished Goods	300000	700000	1400000-70000 <u>0</u> 1 56
Prepaid Expenses		5000/	$\frac{110000070000}{450000} = 1.56$
TOTAL CURRENT ASSETS		1405.000	+30000
Property, Plant and ⊑quipmeni	5000000		
Less accumulated depreciation and depletion	2000000	3000000	For quickly converting
TOTAL ASSETS		4400000	to cash we calculate
Liabilities and Stockhold	ders' Zauity		
Current Liabilities			this ratio.
Accounts Paγable	100000		
Installments due within 1 year on debt	50000		It is difficult to convert
Federal Income and Other Taxes	200000		inventories to cash,
Other Accrued liabilities	100000		Therefore, inventory is
OTAL CURRENT LIABILITIES		450000	
Long term Debt		1000000	extracted.
TOTAL LIABILITIES		1450000	
Stockholders Equity			Over 1.0 is OK.
Capital Stock	500000		
Retained Earnings	1000000	1500000	
TOTAL LIABILITIES AND EQUITY		2950000	

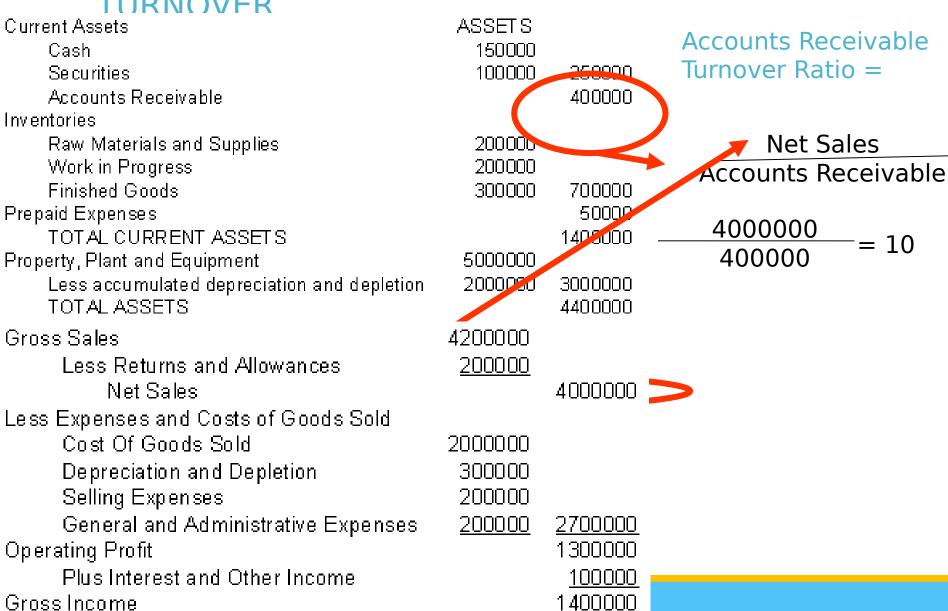
LEVERAGE RATIO: DEBT TO ASSET RATIO



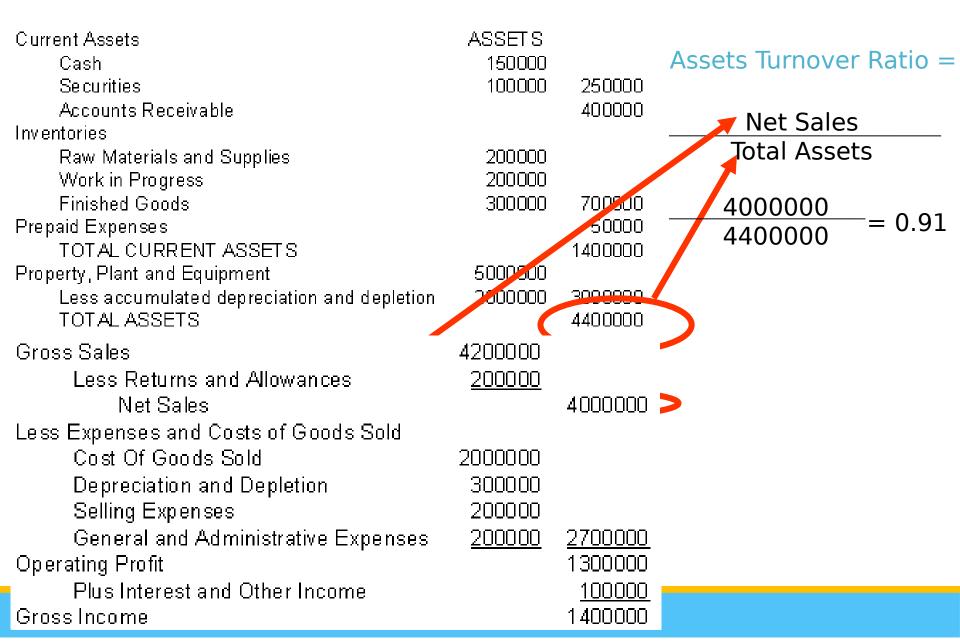
ACTIVITY RATIOS: INVENTORY TURNOVER



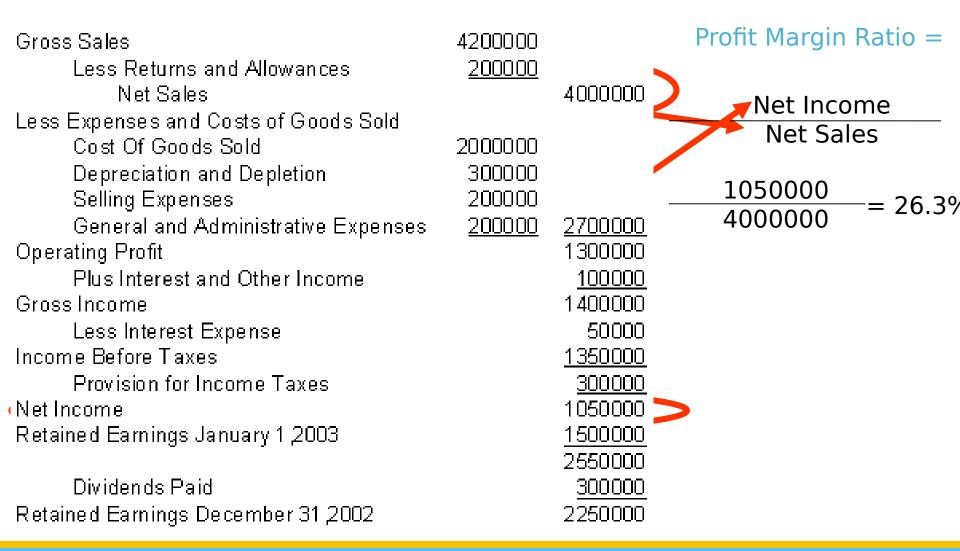
ACTIVITY RATIOS: ACCOUNTS RECIEVABLE TURNOVER



ACTIVITY RATIOS: ASSET TURNOVER

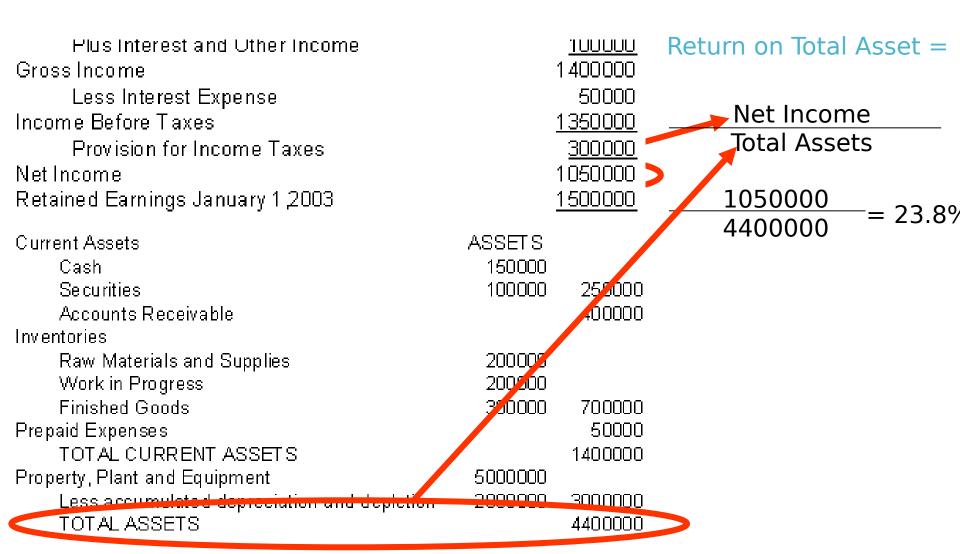


PROFITABILITY RATIOS: PROFIT MARGIN



Remember: Net Income should be Net Income After Tax or Net Operating

PROFITABILITY RATIOS: RETURN ON TOTAL ASSETS



Remember: Net Income should be Net Income After Tax or Net Operating

Profit ratios

 Measures of how efficiently managers convert resources into profits—return on investment (ROI).

Liquidity ratios

 Measures of how well managers protect resources to meet short term debt—current and quick ratios.

Leverage ratios

 Measures of how much debt is used to finance operations—debt-to-asset and times-covered ratios.

TABLE 4.1

Key Financial Ratios

Liquidity Ratios	
1. Current ratio	Current liabilities
2. Working capital	Current assets - Current liabilities
Leverage Ratios	
1. Total debt-to-assets ratio	Total debt Total assetss
Long-term debt-to- capital ratio	Long-term debt Long-term debt + Total stockholders' equity
3. Debt-to-equity ratio	Total debt Total stockholders' equity
Long-term debt-to-equity ratio	Long-term debt Total stockholdres' equity
5. Times-interest-earned (or coverage) ratio	Operating income Interest expenses

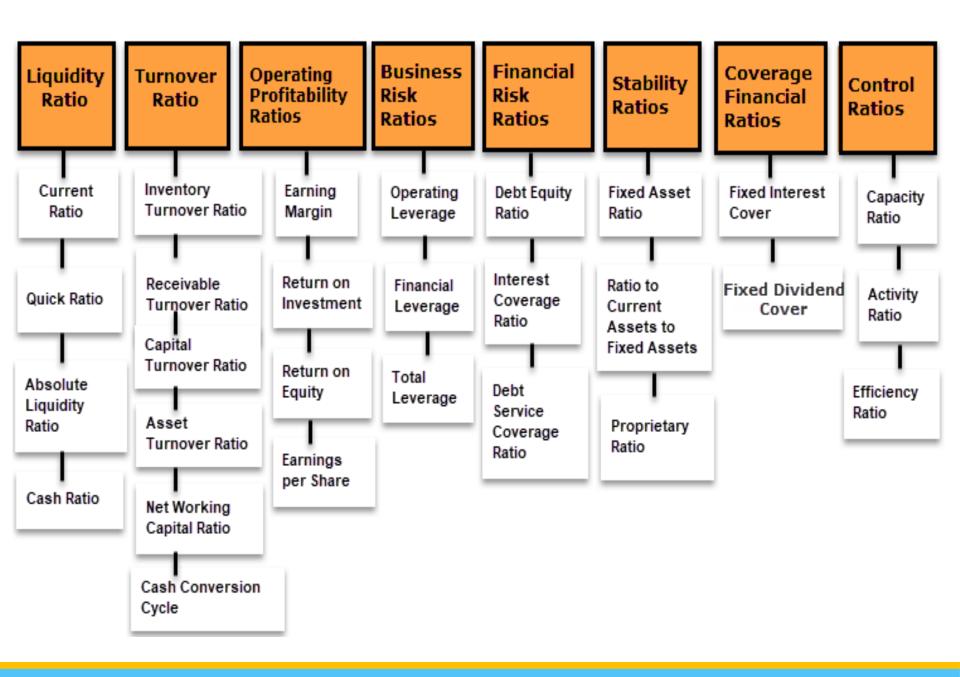
TABLE 4.1

Key Financial Ratios

Profitability Ratios	
1. Gross profit margin	Sales revenues — Cost of goods sold Sales revenues
Operating profit margin (or return on sales)	Sales revenues — Operating expenses Sales revenues or Operating income Sales revenues
Net profit margin (or net return on sales)	Profits after taxes Sales revenues
Total return on assets	Profits after taxes + Interest Total assets
Net return on total assets (ROA)	Profits after taxes Total assets
Return on stockholders' equity (ROE)	Profits after taxes Total stockholders' equity
7. Return on invested capital (ROIC)— sometimes referred to as return on capital employed (ROCE)	Profits after taxes Long-term debt + Total stockholders' equity

Ratio	Calculation	Question it helps to answer	Better as it gets
Net income margin	Net income ÷ Total income	How much income is used up by expenses?	Bigger Will be <1
Return on assets	Net income ÷ Total assets	How big is the income supporting the assets?	Bigger
Return on net worth	Net income ÷ Net worth	How big is income relative to net worth?	Bigger
Debt to assets	Total debt ÷ Total assets	How much asset value is financed by debt? Or how much asset value is there to satisfy debt?	Smaller Should be <1
Total debt	Total debt ÷ Net worth	How large is debt relative to net worth?	Smaller Should be <1

Interest coverage	Income before interest ÷ Interest expense	How well does income cover interest expenses?	Bigger Should be >1
Cash flow to income	Net cash flow ÷ Net income	How much do payments for investments and financing take from income?	Bigger
Cash flow to assets	Net cash flow ÷ Total assets	How much cash flow supports assets?	Bigger
Free cash flow	Free cash flow ÷ Net cash flow	How much cash is left to invest after covering living expenses and debt repayments?	Bigger



Budgets are plans for the future allocation and use of resources over a fixed period of time.

The budgeting process forces managers to think through future operations in quantitative terms and obtain approval of the planned scope of operations.

Financial budgets describe where the firm intends to get its cash for the coming period and hot it intends to use it.

- Cash budgets estimate future revenues and expenditures and their timing during budgeting period.
- <u>Capital expenditure budgets</u> describe future investments in plant and equipment.
- Balance sheet budget uses the previous two estimates to predict what the balance sheet will look like at the end of the budgeting period.

For closer control, organizations are divided into **responsibility centers**

- Expense or Cost Center: Primary financial concern is control of costs
- Revenue Center (Sales or Marketing): The manager has revenue targets to meet
- Profit Centers: For manipulating costs to increase profit.

Operating budgets can be created for each of these responsibility centers.

- Expense budget
- Revenue budget
- Profit budget

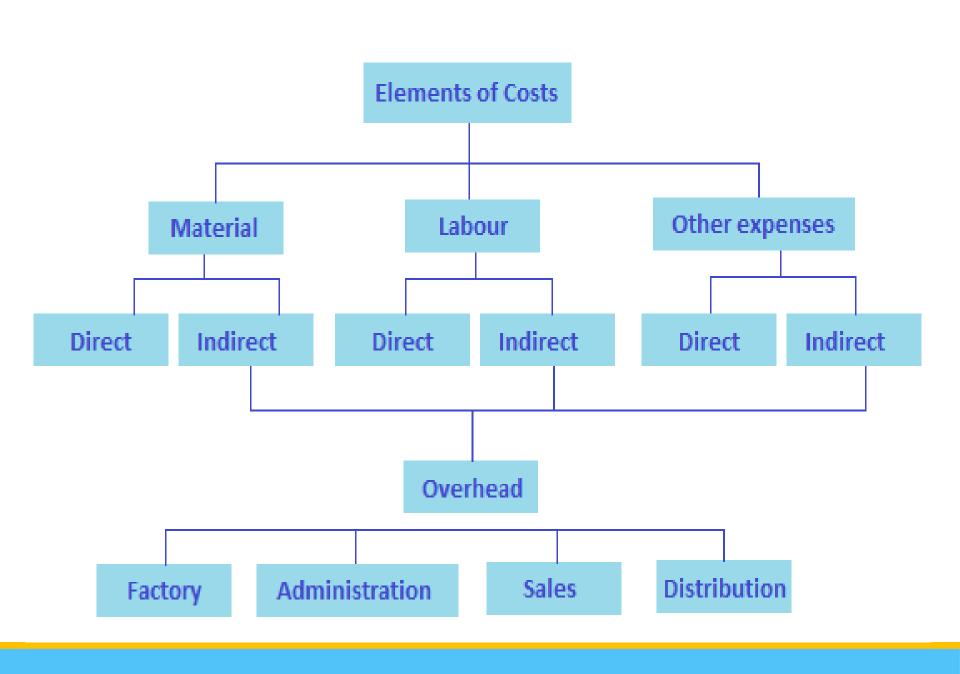
Cost Accounting

Allocating cost among products

	Product A	Product B	<u>Total</u>
Production	4,000	1,000	5,000
Direct Labor	\$40,000	\$10,000	\$50,000
Overhead	\$4,000	\$1,000	\$5,000
Set-up Cost	\$4,000	\$4,000	\$8,000
Total Cost	\$48,000	\$15,000	\$63,000
Unit Cost	\$12	\$15	

Overheads

- Costs that cannot be traced & attributed to the physical units of a product
- A combination of all indirect costs which consists of indirect materials, indirect labour & indirect expenses



Audits

Audits are investigations of an organization's activities to verify their correctness and identify any need for improvement.

External Audits: required at least once a year for publicly held organization by independent companies

Internal Auditing: carried out by company staffs in which auditing is performed in several subunits of the organization

Non-Financial Controls

Human Resource Controls

- assuring that human and organizational performance conform to expectations.
- Performance appraisal management by Objective (MBO)
- Tools to evaluate collective human and organizational performance
 - Management audit
 - Human resource audit
- Social controls

Organizational Effectiveness Review Administrative Factors Worksheet		Administrative Factors Worksheet	
Factor	Rating	Current Strengths, Weaknesses, Needs	Future Objectives and Plans
Planning. Does the organization: -Develop realistic, time-phased plans for the long, medium, and short term? -Analyze risks and provide for contingencies? -Integrate plans and objectives with interfacing organizations? -Produce valid and timely proposals and accurate cost estimates? -Forecast funding and labor requirements accurately?	-High -AvgLow		
Organizing and staffing. Does the organization: -Establish clear definitions of function, authority, and accountability? -Select the most qualified personnel to fill its needs? -Assign personnel so as to best utilize their capabilities and potential? -Assess its strengths and weaknesses and promptly correct deficiencies?	-High -AvgLow		
Directing. Does the organization: -Maintain high performance standards? -Stress people-oriented leadership and the importance of personal example? -Delegate work effectively, encouraging maximum employee involvement and responsibility? -Recognize achievement and distribute rewards equitably? -Encourage employee development and growth?	-High -AvgLow		
Control. Does the organization: -Monitor operational progress and promptly correct deficiencies? -Control expenditures as required to assure achievement of profit objectives? -Adhere to schedules? -Assess its productivity and continually strive to improve it?	-High -AvgLow		
Communication. Does the organization: -Maintain good intra- and interorganizational communications? -Keep management informed of key operations and problems? -Keep employees informed and solicit their ideas and opinions? -Encourage the exchange of technical information?	-High -AvgLow		
Procurement/subcontracting. Does the organization: -Act promptly on procurement matters? -Establish effective time-phased plans for procurement? -Assume an active role in "make or buy" decisions? -Assist in developing subcontract sources? -Ensure an adequate definition of work on all subcontracted efforts? -Maintain an effective interface with subcontractors and monitor subcontractor progress?	-High -AvgLow		
Space and Facilities. Does the organization: -Accurately predict its space and facilities needs? -Make optimal use of available space and facilities? -Ensure proper maintenance and calibration of all instruments and equipment? -Maintain required accountability records of all property? -Maintain high standards of housekeeping?	-High -AvgLow		

Figure 8-2 Management audit worksheet for administrative activities. (From R&D Productivity: Study Report, 2nd ed., Hughes Aircraft Company, El Segundo, CA, 1978, pp. 26–27.)

Human Resource Audit

- •Investments in acquiring outstanding people and in extensive training programs for them represent capital investments in the future as much as does the purchase of new machinery
- Number of approaches to quantify the value of human resource investment

Social Controls

- Building an organizational culture and controlling
- Self-control

The excellent companies live their commitment to people, as they do their preference for action— any action—over countless standing committees and endless 500-page studies, their fetish about quality and service standards that others, using optimization techniques, would consider pipe dreams, and their insistence on regular initiative (practical autonomy) from tens of thousands, not just 200 designated \$75,000-a-year thinkers. ...

The excellent companies seem to have developed cultures that have incorporated the values and practices of the great leaders and thus those shared values can be seen to survive for decades after the passing of the original guru. Second, ... it appears that the real role of the chief executive is to

The excellent companies

- Live their commitment to people,
- Fetish about quality and service standards that others,
- Uses optimization techniques
- Consider pipe dreams
- Develop cultures that have incorporated the values and practices of the great leaders and thus those shared values can be seen to survive for decades after the passing of the original guru.
- Second, .. .it appears that the real role of the chief executive is to manage the values of the organization

For values imbued in the corporate culture to be effective requires that employees in general exercise self-control over their actions. Like other control systems, self-control requires:

- The existence of standards (knowledge by the general worker of the organization's objectives and values)
- Comparison with actual outcomes (which implies feedback of performance to the individual, not just to management or a "quality control" group)
- Corrective action (which requires that the individual have the tools, the autonomy, and

Other Nonfinancial Controls

- Methods of evaluating the effectiveness of research activities
- Control systems for drawing release and for engineering design changes (configuration management)
- Effective production management
- Inventory control
- Quality control

Project management – schedule, cost, and the performance of resulting product.