***Questions for module one***

***1. What are the four basic functions that comprise the management process? Explain briefly***

***how they are related to each other.***

1. ***Planning and decision making, organizing, leading, controlling.***

**Planning**: a simple way of looking forward, its preparing you for a future which involves outlining a future courses of action, and is a function performed by managers at all levels. Though every manager plans, the plans developed by different managers may vary in respect of scope and importance. For example, plans made by top managers have a wider scope with a focus on the organization as a whole and normally cover a longer period. On the other hand, plans developed by middle and lower level managers relate to the divisions or departments and usually cover a short period. Systematic planning helps in facing the uncertainties of future with less embarrassment. It helps in making things happen in the expected way.

**Organization**: is a processof achieving objectives by using physical and human resources. When people work in groups, everyone in the group should know what he/she is expected to achieve and with what resources. In other words, organizing involves establishing authority - responsibility relationships among people working in groups and creating a structural framework. Thus, the manager’s task in organizing aims at creating a structure that facilitates the achievement of goals. Organizing therefore involves:

* Determination of activities required to achieve goals;
* Grouping of these activities into departments;
* Assignment of such groups of activities to a manager;
* Delegation of authority to carry them out; and
* Provision for coordination horizontally and vertically in the organization.
* The managerial function of organizing involves designing the structure and establishing functional and operational relationships. The resulting structure varies with the task. A large

**Leading**: its’ a process in which a manager oversees and Influences the work activities of his subordinates, it’s also a function predominantly interpersonal in nature. In the organizational context many problems arise because of the failure of managers due to high work force and behavior of the manager, their aspirations, attitudes, and behavior as individuals and in groups. If the manager fails in leading the people towards a better performance, than any amount of planning and organizing is due to collapse, however non effective manager may not help the organization.

**Controlling:** Controlling and planning are mostly similar and interrelated in functions that are why plans specify the objectives to be achieved, control as a managerial function facilitates to know whether the actual performance is in conformity with the planned or not, So that, in the event of deviations, appropriate corrective measures could be taken, In the absence of adequate control mechanism, unexpected changes in the environment may push the organization off the track. Then, controlling implies measuring and correcting the activities to ensure that events conform to plans. That is why planning and controlling is often described as the ‘Siamese’ twins of management.

***2. Identify the three different kinds of managers by both level and area in an organization***

***a) Top manager, b) middle line manager, c) front line manager***

***- Top manger****: is the highest level in the organizations management structures, its hierarchy is the most senior others. it’s the most level that preside over the organizations decision making, which was a fineries policy body that led the organizations, that’s level consists of a little group called executives, and its divided into three parts (Board of Directors, Chairman, managing Directors,) the top functions of head such as chairman of organization COO, and Board of Directors BOD, and others co-assistance managers are all responsible for the daily and overall management of the organization. This group decides over the project objectives accordingly, framing policies and strategies mechanism to be use in order to achieve the targeted objectives, they provide direction to the organization by guiding its and communicate to one another within a conducive environment.*

*-* ***Middle line manager****: is most flexible manager and its works at a level between a higher and a lower, while getting consultation from the highest authority top level ,middle management departments are, payams managers, Zones managers, all those managers falls in this categories. And they all reported to top manager, their mind responsibility are to channels they activities of lower level managers to who implement the organizations policy.*

***- Front-line managers:*** *is the lowers level in the hierarchy of this management****,*** *their usual works activities are always base on field professional, managers in this level do concentrate they operational direct to employee (unclassified staff) they are the most action taken for their work , involves supervising the activities of operations. And these front-line managers are called foreman in the productive department, superintendent, supervisor, and inspector for instance, in a marketing manufacturing concern, other department and finance, in the government office, the term superintendent or section officer is most applicable.*

***Areas of organizations:***

*Despites of their level in which a manager works in various areas within an organanization.*

***3. Identify the different important skills that help managers succeed giving relevant*** **examples for each category**

***The different skills are:***

* **Have a good Planned in mind concerning proposal writing project,** you must have that skill of planning and a written proposal skill, otherwise giving that poor planned on a project will lead to collapse and destructions of the acids which supposed to be used during implementation, without a proper good inventory records the project is on zero work.
* **Have a knowledge of computer and world connected with an information outside the global,**

Manager has to have enough and extra capabilities on computer skills so that he/she reads and updates himself frequently and has more information about project and on how the project is monitor and designed in others modern areas.

* **You have to know the budget size and a location of fund areas, and how to utilized**

Well knowing the sides a location on a given areas and how’s’ fund a located as it’s required on the project, channeling fund on to the right side and the targeted place saved.

* **Language of the people where the project is being implemented**

A proper Communicating with the citizen where the project is being implemented is paramount, otherwise giving wrong and negative expression may give a differ expressions to objectives and might turn into different things due to a communication bearer.

* **More equip with area feasibilities studies**

Being aware to the areas where you are implementing the certain project is most essential and will make you more reliable, knowing eg security of the area, environmental changes in the area, is crucial.

***4. What is planning? Explain the objectives and principles of planning.***

**Planning** is a function performed by managers at all levels, as Gantt charts and network analysis.

Though every manager plans, the plans developed by different managers may vary in respect of scope and importance. For example, plans made by top managers have a wider scope with a focus on the organization as a whole and normally cover a longer period. On the other hand, plans developed by middle and lower level managers relate to the divisions or departments and usually cover a short period. Systematic planning helps in facing the uncertainties of future with less embarrassment. It helps in making things happen in the expected way.

***Objectives:*** *we planned so that to achieve the target on a proposal project on a specific programs,*

***Principles on planning:*** *secure funding sides, and time frame, feasibilities studies, accurate managerial team.*

***5. Explain the planning process***

**Planning process:** is an ongoing activities schedule in advance in sequential order, prioritizing and arranging what types of an activity to comes first than other, the activities which involved on planning process are**, financial, time frame ,and ending point , plus risk reduction, and situation analyses** in order to achieve the objective on a specific project,

(A) ***Financial***, is concerning budgeting draping and allocation of fund during implementation

(B) **Timeframe,** you have to be aware on when and where a project is going started and what time exactly will it end, otherwise without this preliminary process, you may not reach the destination you aim at nor will achieved any targeted goals and objectives.

(C) ***Situation analyses***: is when you know are familiar with to a environment which you are working inn, in term of security and availability of material that related to the project you are implementing.

( D ) ***Risks reduction :*** you have to talk about the risks reduction when planning the project in any level, either in current rural development or in this modern cities development,

***6. What are the different types of plans? Explain them.***

***Different types of plans are:*** *project a locat*ion, resources mobilization, feasibility studies, project work timetable,

* project a location is to identified the appropriated side where you may not encountered some problems or risk, which may lead to the failure of the plans project
* Resources mobilizations is the essential factor in the project, having not plans and budgeted or haven’t find resources allocation to program is a waste.
* Feasibility studies, is to identify the project allocation and in which situation is it situated, for example, when a project is put in the midst of an insecure area or where its objectives may not match with, that will be misallocation of a project.
* Work timetable, it’s good to schedule and prioritized the daily work plans time table which states when and what time exactly will this program starts or end, within a specific time or period given in the framework.

***7. “Failure to plan is planning to fail”. Discuss.olaction***

Sure, you should be inhuman if at all you are born with no plans, even your own sleeping materials at home for example, you must plans when are you going to clean the room, and when to wash the clothes, and what time do you go for football, and time to enjoy music and will come home for lunch or supper, this is a crucial and logics points to discuss, likewise planning to failed, is the opposites of the first as you have read it, being lazy and defendant waiting for a ready things from heaven is the real failure ! Than what a miserable personalities you are! If neither people some sometimes don’t plan nor you try to plans and then failed afterwards, you must be a big failure in your life.

***8. Take any two international companies and examine how they have succeeded or failed***

***due to poor strategic planning.***

* ***Bayda Company: stand for Bar-el-gazalal Youth Associations,*** *( it was an international company but not existed by now) this company was established long times back by the South Sudanese people leaving in Nairobi Kenya on those days of war between Khartoum Government and SPLA ,the well organized revel in whole Africa who had fought the longest war for 21 years , that company was purposely founded to cater and sensitized the Rural people on how to used ox-plough and how to use a good types of seeds defend on the soil which that particular crops do well, that company had gone well and prosperous nicely for quite a long time, but lastly failed due to an assumption from our own people, and different interests which relevant to the project objectives, eg misallocation of funds, relatives recruitment, poor administration, and lack of confidentiality from the staffs, ect.*
* ***Another company is ( YWAG) Yirol women Association garden****, founded again by the women of Diaspora to help their own colleagues ladies who had been under suffering and hardship of the war ,its objectives is to help venerable mothers with extra skills on planting crops, tailoring machines activity, basic education studies, and different types of crops being nurses inside the compound, this company had been working and now still progressing and supporting seriously, in which its fully achieved its project objectives and still highly developing, that what we called a successful planned project, and thanks for that company.*

***End of module one assignment,***

***James Machar Makur.***