# <u>Planning</u>

If we are not a part of SOLUTION Then we are the PROBLEM.

# <u>INTRODUCTION</u>

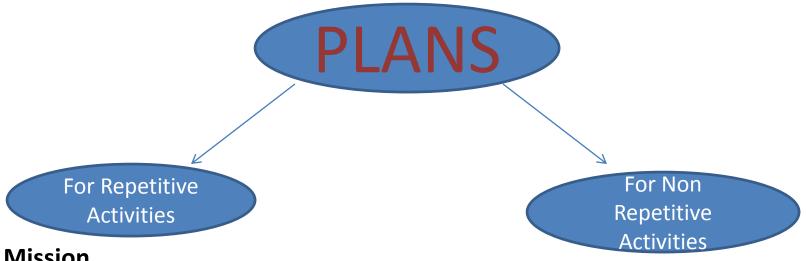
 The Concept Of Planning Was Introduced By CONFUCIUS.

 He Said "A Man Who Does Not Think & Plan Long Ahead Will Find Trouble Right At His Door"

### <u>Definition</u>

- Koontz & O'Donnell, "Planning is Deciding In Advance What to do, How to do it, When to do it, & Who is to do it"
- James Stoner Defines "Planning is the Process Of Establishing Goals & a suitable Course of action for Achieving those goals."

# Components of Planning



- 1. Mission
- 2. Objectives
- 3. Policies
- 4. Procedures
- 5. Rules
- 6. Stretegies
- 7. Forecasting

- 1. Programmes
- 2. Projects
- 3. Schedules
- 4. Budgets

#### <u>Decision Making</u>

- Definition:
- James Stoner defines decision making as "The Process of identifying & selecting a course of action to solve a specific problem."

#### **Process Of Decision Making**

