PAST MANAGEMENT ACTIVITIES – **PLANNING** - QUESTIONS

**2015 (ABQ) – DEFINE THE TERM PLANNING, EXPLAIN SWOT (CONDUCT A SWOT)**

This Involves selecting organisational goals and finding ways to

achieve them. It important because it Means deciding on 1. Who

will do what, 2. When it will be done and 3. How it will be done?

Strength – Internal, advantage Weakness – Internal, does

Over competition poorly, needs improvement

Opportunities – External, should Threats - External

Be exploited Defended against

**2016 EVALUATE HOW DIFFERENT PLANS CONTRIBUTE TO BUSINESS SUCCESS**

**Strategic** – Long term 5 years, Provide a guide, prepared by

senior management (long term existence)

**Tactical** – short term 2 years, achieve strategic plans which is

broken down into manageable plans

**Operational** – Daily weekly monthly plans,

**Mission statement** – vision, outline the purpose of the business

**2018 – CONTIGENCY PLAN & IMPORTANCE OF PLANNING**

**Strategic** – Long Term, prepare by senior management, involve

mission Statement,

**Tactical** – Strategic plan broken down, middle management,

make strategic plan possible

**Manpower** – HR resources, no. of staff required, right no. of

people in the right place at the right time with the right skills to

achieve goals

**2012 – DEFINE THE TERM DELEGATION & BENEFITS OF DELEGATION**

Involves assigning of authority and power to another person. It is

usually from a manager to an employee to undertake a specific

piece of work. The accountability is also assigned

1.Manager has mor time for strategic planning

2.Project completed to a higher level (Accountability)

3.Increased employee motivation

4.Higher skilled workforce

**2013 – DISCUSS THE IMPORTANCE OF PLANNING**

1.Set out specific goals and objectives

2.Reduces risk of uncertainty

3.Conduct a SWOT analysis

4.Develops a Mission statement

5.Strategic Planning

6.Tactical Planning

7.Contingency Planning

**2012 – DEFINE THE TERM DELEGATION & BENEFITS OF DELEGATION**

Involves assigning of authority and power to another person. It is

usually from a manager to an employee to undertake a specific

piece of work. The accountability is also assigned

1.Manager has mor time for strategic planning

2.Project completed to a higher level (Accountability)

3.Increased employee motivation

4.Higher skilled workforce

**2009 – EXPLAIN THE TERM DELEGATION AND THE**

**BENEFIT TO A MANAGER**

Involves assigning of authority and power to another person. It is

usually from a manager to an employee to undertake a specific

piece of work. The accountability is also assigned. Manager must

make sure that the employee has the skills

1. Completed to a higher standard 2.Increased motivation

3.Manager can priorities tasks 4.Less Stress

**2009 (ABQ) – DISCUSS THREE TYPES OF CONTROL**

Stock

Credit

Quality

Financial

**2010 – ANALYSE THE CONTRIBUTION STRATEGIC AND TATICAL PLANNING MAKES TOA BUSIENSS**

 **Strategic**  **Tactical**

1.Long term senior management 1.Short term middle Mgt.

2.Define the business purpose 2.Deal with the now

3.Benchmarking 3.Outline a set of actions

4.Identify Opportunities 4.Helps achieve objectives

**2009 – EXPLAIN THE TERM DELEGATION AND THE**

**BENEFIT TO A MANAGER**

Involves assigning of authority and power to another person. It is

usually from a manager to an employee to undertake a specific

piece of work. The accountability is also assigned. Manager must

make sure that the employee has the skills

1. Completed to a higher standard 2.Increased motivation

3.Manager can priorities tasks 4.Less Stress

**2006 (ABQ) – DISCUSS MAAGEMENT ACTIVITIES**

**Planning** – Selecting goals and objectives and ways to achieve them. Helps reduce risk and uncertainty. May included strategic, Tactical and operational

**Organising** – This getting thing done through an organised structure that a business can achieve its goals For example functional and matrix

**Controlling** – Involves measure the errors in plans and taking action to correct them -for example stock, Credit

**2012 – DEFINE THE TERM DELEGATION & BENEFITS OF DELEGATION**

Involves assigning of authority and power to another person. It is

usually from a manager to an employee to undertake a specific

piece of work. The accountability is also assigned

1.Manager has mor time for strategic planning

2.Project completed to a higher level (Accountability)

3.Increased employee motivation

4.Higher skilled workforce

**Key Words**

**Planning** *-* This Involves selecting organisational goals and finding ways to achieve them. It important because it

Means deciding on 1. Who will do what, 2. When it will be done and 3. How it will be done?

**Mission Statement** - These are short but precise one or two sentences statements used by companies to

summarise ‘Who we are, what we do and were we are headed’

**Strategic Plan -** These are long term plans and are usually over 5 years. They are more precise, For

Example, a method of increasing profit over first 10 months of the year.

**Tactical plans**- These are shorter plans operational plans. It breaks up the strategic plan into more manageable

smaller plans. They usually last for 1 -2 years. For Example, company launching a new product, Cadbury’s

launching new white chocolate flake.

**Operational Plans** *-* This is Short term plans which are designed to meet specific objectives. They usually set

out target for weeks or months ahead. A firm introducing a new internal telephone system.

**Business Plans -** This is a document that sets out who is setting up the business, what they will be selling or

producing, how will it be produces and promoted, where the finance will come from and how much profits they

expect to make.

**Contingency Plan** - This is a Plan B. They are special pans to cope with emergencies. It is used if something is

stopping the main plan being implements. For example, the main supplier of your raw material can’t supply the

material that you want.

**Qualities of a good plan**

**Specific** - This means that the plan must be precise about what has to be done who is going to do it and how it will

be done

**Measurable** - This means that it must be easy to measure if you are achieving the objectives of the plan

**Agreed/Achievable** - The plan should be agreed by all in the business

**Realistic** - It must be possible to achieve the objectives and not too far-fetched.

**Timed** - Time must be given to implement the plan

**Why planning is important**

1. Helps identify internal strengths, internal weakness, new opportunities

And identify treats

1. Set out clear targets
2. Assists leadership and motivation (gives direction and purpose)
3. Provides necessary information to investors

Types of Plans

Planning process

**Benefits of planning**

**Direction:** The plan sets the direction for the business by clearly identifying the objectives, e.g., to expand (Ryanair has announced plans to open up new routes and to buy new jets).

**Coordination:** The plan is used to coordinate the activities of the different departments, e.g., the sales department must not take orders that the production department is unable to meet.

**Control:** Management can compare the actual results to the planned targets. Good performance can be rewarded (bonuses) and failure to meet targets should be investigated.

**Finance:** A plan can be used when approaching potential investors for money as it demonstrates how the money will be used and how funds will be generated for repayment.

**Awareness:** An organisation that plans by consulting all relevant stakeholders becomes aware of its Strengths, Weaknesses, Opportunities and Threats (SWOT) and is therefore more adaptable to change.

PAST MANAGEMENT ACTIVITIES – **PLANNING** – ONE PAGE SUMMARY