

## Lesson-11

# PLANNING AND ORGANISING

### Introduction

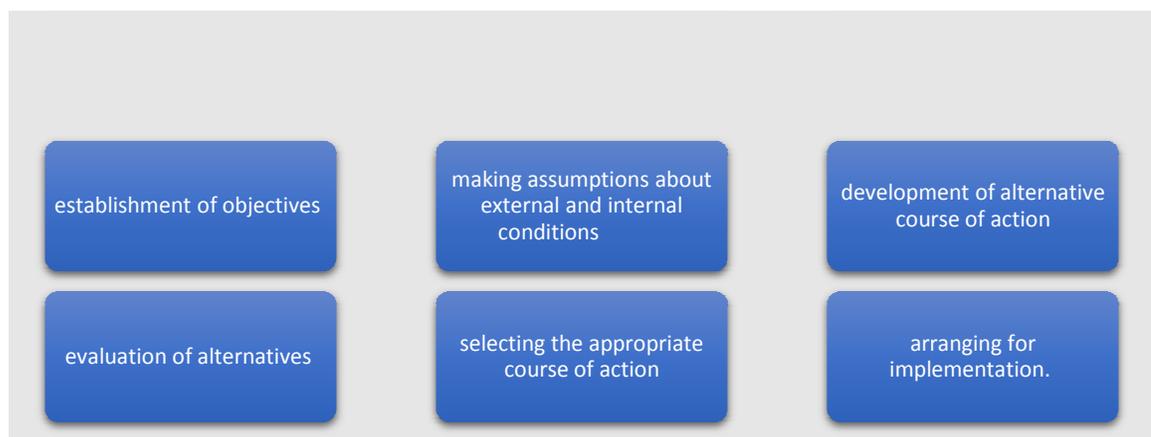
You learnt about the various functions of management, viz., planning, organizing, staffing, directing, coordinating and controlling. we shall discuss the first two functions i.e., planning and organizing emphasizing the nature, importance, process of planning with its limitations and types, and the basic concepts of organizing including process of organizing, the organization structure, delegation and decentralization of authority.

### Important points from the text:-

1. Planning is deciding in advance what is to be done and how it is to be done.
2. Planning is a primary function of management:



3. Planning process:



4. Planning suffers from several limitations: rigidity, probabilistic, expensive and time consuming, delay in actions, misdirection, false sense of security.

5. Organizing is the next important function of management after planning. It refers to identifying and grouping the activities to be performed, defining the responsibility and authority for each job position, establishing relationships between various job positions and determining detailed rules and regulations of working.
6. Formal organization refers to the officially established pattern of relationship among departments, divisions and individuals to achieve well-defined goals. Informal organizations on the other hand, refers to relationship between individuals in the organization based on personal attitudes, likes and dislikes

### Learn new points:

- **Authority:** It means the right to take decision, right to issue orders and right to take action if orders are not carried out.
- **Decentralization :** It is the effort to delegate authority at all levels of management.
- **Delegation :**It is the process of entrustment of part of work or responsibility and requisite authority to another person and creating accountability for performance.
- **Budgets :** are quantitative statements indicating expected results and expenditure required for achieving the goal.
- **Rules** are guidelines designed to guide behaviour.

### Evaluate yourself

1. Suppose you are a Planner of an event which is going to be held after a month. Mention all the activities and task into different functions of Planning.
2. Mr X wants to set up his shop. Now help him to differentiate the activities into planning and organizing.
3. Share your views if you have to organize a function at your home. Take ideas from organization function.

### Maximize your marks

- Read the chapter carefully
- Go through the learning point
- Get into the little details of the above mentioned important points.