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MANAGEMENT AREA PLANNING PROCESSES AND QUICK AND ECONOMICAL GOALS

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Introduction

Whether the organization is commercial or political. Religious or social, all require planning. Which work to do, when to do the work, where to do the work, how to do the work, How much work should be done, at what time the work should be started, In how much time the work should be completed, what should be the cost to do the work, what are the possible sources or persons to get the work done, what resources should be used to do the work. Determining how much of the resources used in the work should be mixed etc. is called planning. That is, which work is to be done when, where, in how much quantity, with what resources, at how much cost, in how much time etc. is determined in planning itself. That is why planning is very important for every organization. Organizations can achieve success only by successful planning of their resources. Various aspects of planning have been considered in this unit. After studying this, you will be able to know how important planning is for progress. In relation to the work to be done in the future, it determines when to do a certain work, at what time, how to do the work, what resources should be used in the work, in how much time the work will be done etc.

Definition of planning

In this way, before doing any work, everything is predetermined in relation to it, it is called planning. Planning does not mean forecasting, but it is about making a decision in advance regarding the action to be taken. Decisions are required at every step in business. Decision making is required from the commencement of the business to its winding up. Which is based on planning. Planning in the field of management refers to the selection of the best among alternative objectives, policies, procedures and programs.

According to Peter F-Drucker, All the actions a manager takes are based on decisions.

“According to Koontz and O'Donnell - Business planning is an intellectual process, which is the conscious determination of the cause of an action, based on decisions based on goals, facts and pre-conceived assumptions.

According to George R. Terry - "Planning is a method of projecting into the future. is a constructive review of future needs so that current actions can be adjusted with reference to set goals.

Features of planning

On the basis of the study and analysis of the definitions of planning, its following characteristics are visible. Planning is the primary function of management because planning is done before all other functions of management like staffing, messaging, motivation etc. The essence of planning is forecasting. There is unity in planning, that is, only one plan can be implemented in relation to a particular task at a time. Planning is found at every level of management. Planning is the selection of the best option from the available options. Planning is a continuous and flexible process. Planning acts as a guide.

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In planning, interdependence is found in each of the activities. The element of organizational is found in planning. Decision is an integral part of planning. Planning is based on future facts and figures. Analyzes and categorizes these activities. In addition, it determines the sequence of these actions. Planning sets goals, policies, rules, and procedures, planning is the basis for the efficiency of the managers.

Nature of planning

From the study and analysis of the definitions of planning, the following points are visible regarding the nature of planning.

Continuity of planning.

The need for planning is there at all times in the conduct of the business from the pre-establishment of the business. All the time in the conduct of business decisions are taken on some subject which are based on planning. Along with forecasting the future, changes have to be made in the present plans as well. From one plan to another, second plan to third plan, third plan to fourth plan, fourth plan to fifth plan, thus planning is a continuous process.

Planning priority

Planning occupies a primary place in all managerial functions. It occupies the first place in managerial functions. Planning is based on the foundation of forecasting. The pillars of organization, staffing, motivation and control are built on the basis of this planning. Management is based on these pillars. All the functions of management come only after planning and the efficient operation of all these functions is based on planning.

Ubiquity of planning

The nature of planning is Ubiquitous, it pertains to every aspect of human life as well as is found at every level of the organization and in every sphere of the society. Organizations whether commercial or non-commercial (religious, political, cultural, or social) small or large, all require planning to achieve goals and objectives.

Planning efficiency

The efficiency of planning depends on the supply and supply. The same planning is considered the best.

Planning is a mental action

Planning is an intellectual and mental process. In this, various managerial activities are carefully arranged. Planning objectives are the cornerstone of facts and well thought out estimates.

Following are the main objectives of planning:

Planning is to provide a specified direction for the execution of a particular task by making the necessary framework for the future. Through planning, the people related to the organization (internal and external) get information about the goals of the organization and the methods to achieve them. Planning brings unity in the various activities of the organization which are necessary for the implementation of policies. Planning is the selection of the best option among the available options. As a result, instead of wastage in activities, economy comes. Current plans are made on the basis of future forecasts. Forecasting is called the essence of planning. The purpose of planning is to coordinate the physical and human resources of the organization and direct all the resources of the organization towards the collective interests of the organization through human resources. Planning envisions the

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future. The results are predicted and the risks and possibilities of the organization are tested. Planning results in the creation of an environment in the organization that encourages healthy competition. In planning, the work is completed according to the plan, which makes the achievement of the goals relatively easy for the organization. Planning creates a healthy environment in the organization, as a result of which healthy mobilization is also encouraged. Planning coordinates the goals, policies, objectives, procedures, programs, etc. of the organization as a whole.

Principles of planning

While planning we have to pay attention to various factors. It has been classified into various theories. In other words, it is necessary to pay attention to the following principles in planning.

Theory of Priority - This theory is based on the belief that while planning, priorities should be determined and planning should be done accordingly.

Principle of Flexibility - Every planning should be flexible. So that we can make necessary adjustments in planning in the changing circumstances.

Principle of Efficiency- Efficiency should be kept in mind while planning. Under this, cooperation is given in achieving the goals of the organization on the basis of minimum efforts and costs.

The principle of time - While planning, special care should be taken so that all the programs can be completed in the stipulated time and the set goals can be achieved.

Theory of Choices - Under planning, the best option is selected out of all the available options, so that the desired results can be achieved at the lowest cost.

Theory of Competitive Fronting - This principle emphasizes that while planning, planning should be done keeping in mind the planning techniques, programmes, future plans etc. of the competing organizations.

Principle of Continuity - Planning is a dynamic and continuous process. Therefore, its continuity must be kept in mind while planning.

importance of planning

It is impossible to achieve business success in the absence of planning. Just as a purposeless person cannot be successful in life, similarly no organization, professional or non-professional, can be successful without planning. Planning guides the organization and helps in overcoming the obstacles in the way. Ernest C. Miller has rightly said, "Any action without planning will be just a purposeless action that will yield nothing but disorder. The importance of planning becomes even more clear from the following points:

Focusing on the objectives of the organization - Every business organization has basic goals. Planning is done to achieve these goals. Planning keeps the managers of the organization focused towards the goal, so that every employee of the organization remains aware and alert. Due to the focus of everyone towards the goals of the organization, there is mutual coordination in the inter-departmental activities. Organizes actions. Planning establishes coordination in the policies, procedures, programs and other departments of the organization.

Reducing Cost Expenses - Through planning, every action of the organization is done in a prescribed manner. This method is the best among the available options, which reduces the expenses. In crisis situations, planning has to be taken to deal with them.

Saarth

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Prediction is helpful for the treatment of many occupational diseases. Planning increases efficiency. Due to which the cost expenditure is reduced.

Summery

Thus planning is very important in any business. By following the framework of planning, any goal can be achieved in a short time at low cost. Planning can yield more output with less resources. Resources can be used efficiently. It also increases resource productivity. The desired result can be achieved at low cost

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