

# PLANNING

Mr. Ajit V Deshpande  
Asso.Professor  
MES College Of Nursing

# MEANING

- ❖ Plan is a course of action to be taken in future. It is a pre decided course of action .
- ❖ **Planning is the process of deciding in advance what is to be done , how it is to be done , where , when and whom .**
- ❖ It involves determination of objectives to be achieved as well as the activities required to achieve the objectives.

# DEFINITION

- Planning is a process of determining the objectives of administrative effort and devising the means calculated to achieve them.

**-Millet**

- Planning is the systematic development of action programs aimed at reaching agreed business objectives by the process of analyzing, evaluating and selecting among the opportunities which are foreseen.

**- Certo S.C.**

# Features of planning

- **Planning is goal oriented**: it seeks to achieve certain objectives and all plans are linked with the goal of the organization. So planning is purposeful.
- **Planning is future oriented**: it is based on the proverb “ look before you leap”. It is essential to predict future.
- **Planning is primary function** :planning serves as the basis for another functions of management. Planning provides the foundation for managerial action to achieve the specify goals of organization.

- **Planning is continuous process:** planning is on going process it is prepared for a specific period of time .
- At the end of the period , new plans have to be prepared. similarly as condition changed the existing plans to be revised.
- **Planning aims at efficiency and effectiveness:** plans are prepared to achieve the objectives in the best way. sound planning leads to accomplishment of desired objectives at the minimum possibility cost

# Importance of planning

- **MAKING OBJECTIVES CLEAR** : planning makes goal clean and specific . It focus to attain the organizational goal and also serve guide for deciding what actions should be taken
- **Help organization a right path** :- Employees can understand how their action relate to organizational goals . It provides orderly efforts towards the goals .

- **It reduces risk and uncertainty** : It helps manager to identify the potential danger and steps take to over come them.
- **It improve efficiency of operations** : planning involved selection of best possible course of action. It helps to achieve optimum utilization of available resources.
- **Provides the basis of control** : Planning makes control meaningful and effective. A comparison of performance with the desired results helps to identify the deviations and to take corrective steps to make the events confirm to plans

# COMPONENTS OF PLANNING

- **Objectives :** Objectives are basic plans which determine goals or end results of the projected action of an enterprise. By setting goals, objectives provide the foundation upon which structure of plan can be built.
- **Policies:** Policies are written statements or oral understanding. Realization of objectives is made easy with the help of policies, policies provide standing solutions to problem.
- **Procedures:** Procedures indicate the specific manner in which a certain activity is to be performed.



- **Programme:** Programmes are necessary for both repetitive (routine planning) and non-repetitive (creative planning) course of action.
- **Budget:** Budgets are plans containing statements of expected results in numerical items

# How to Make a Plan That Works



# TYPES OF PLANNING

- **Directional planning** : It is often called policy planning and is concerned with the broad general direction of the programme. Eg:state level planning at directorate or secretarial of states or union.(centre).
- **Administrative planning** : It is concerned with the overall implementation of the policies developed and coordination of the personnel and material available in the administrative unit for the effectuation of the service.  
Eg:Medical superintendent of major hospital are responsible for administrative planning.

- **Operational planning** : It is concerned with the actual delivery of the service to the community. Operational or short range planning is undertaken by middle or supervisory level  
Eg:Nursing personnel of all level are planning to deliver proper service to the community either in hospital or community.
- **Strategic planning** : Usually strategic and long range planning is undertaken by the top level, which involves detail analysis of strength, weakness, opportunities and threats (SWOT)of organization both internal or external environment.