

1. (i) What is meant by planning ?

Ans. Planning is the process deciding in advance, what to do, how to do and for whom to do.

1.(ii) What are the main points in the definition of planning ?

Ans. Following are the main points in the definition of planning?

(i) What to do?

(ii) How to do?

(iii) When to do?

(iv) For whom to do?

1. (iii) Why is planning called the primary function of management?

Ans. Planning is called the primary function of management as it lays down the base for all other functions of management and all other functions are performed within the framework of plan drawn.

1.(iv) Deciding in advance as to what needs to be done in future is one of the function of management? Name it.

Ans. Planning.

2. Which function of management bridges the gap between where we are and where we want to go to?

Ans. Planning.

3. One of the functions of Management is considered as base for all other functions. Name that function.

Ans. Planning.

4. Name the feature of planning which says planning is a forward looking function.

Ans. Planning is futuristic.

5. How is planning a pervasive function? State.

Ans. Planning is required at all levels. It is not a function restricted to top level only. Thus, it can be said that planning is pervasive.

6. List any two characteristics of planning.

Ans. (i) Planning is goal-oriented.

(ii) Planning involves choice and decision-making.

7. Which aspect of planning says that planning helps to make a choice from amongst various alternative courses of action?

Ans. Planning facilitates decision making.

8. What is meant by 'Planning is continuous'?

Ans. The previous planning provides the basis for next set of plans, thus planning is continuous, it is endless.

9. Why is planning pervasive?

Ans. It is required at all levels of management and in all departments of an organisation.

10. Why is planning a mental exercise?

Ans. It is an intellectual activity requiring application of mind, imagination and sound judgement.

11. What do you mean by planning premises?

Ans. Planning premises are the assumptions made by planners related to future conditions.

12. Why is it said that planning is prerequisite for controlling?



or

**How does planning facilitate control?**

Ans. It is said that planning is prerequisite for controlling because planning provide standards within which actual performance is compared, evaluated and hence controlled by managers.

**State two benefits of planning.**

13. (i) Encourages innovation and creativity.

Ans. (ii) Bridges the gap between where we are and where we want to go.

**How does planning reduce the risk of uncertainty?**

14. Planning reduces the risk of uncertainty by visualizing/assessing future events and providing remedies/ courses of action for such kinds of event to the extent possible.

**How does planning focus on achieving objectives?**

15. Planning helps in setting specific organisational objectives and also the ways and means to achieve those objectives.

**How does planning promote innovative ideas?**

16. It forces the managers to think differently, making them more creative and innovative.

**Which limitation of planning states that "Once plan are made, managers may not be in a position to change them"?**

17. Planning leads to rigidity.

**Does planning work in a dynamic environment?**

18. No.

**Give one limitation of planning function.**

19. Planning dose not guarantee success.

**How does planning create rigidity?**

20. The managers have to strictly adhere to the formulated plans irrespect of changes in the environment.

**How does planning reduce creativity?**

21. Planning being essentially a function of top management, rest of the managers hardly have any role therein. In fact they are not allowed to deviate from the plans at all. Hence, initiative and creativity in most of them remain dormant and gradually get reduced.

**How does planning involve huge cost?**

22. A lot of money is to be spent on boardroom meetings, discussions with experts and preliminary investigations to assess the effectiveness of the plan.

**What is meant by 'selecting an alternative' as a step in the planning process?**

23. Selecting an alternative means choosing the best course of action. The ideal plan would be the most feasible, profitable and with minimum negative consequences.

**Name the most critical step in the process of planning .**

24. The most critical step in the process of planning is selecting the best possible course of action.

**What is meant by 'follow-up action' as the step involved in the process of planning?**

25. In the process of planning, follow-up action means making a check whether the activities are performed according to the plan and the schedule or not.

**At what step the managerial functions come into the picture?**

26. At implementing the plan, managerial functions come into the picture.

**Mention the step, in which each course of alternatives is to be weighted againts each other.**

27. At evaluating alternative courses, each course of alternative is to be weighted against each other.



28. **What is meant by 'selecting an alternative' as a step in the planning process?**  
Ans. 'Selecting an alternative' means choosing the best possible course of action out of the alternatives available.
29. **What is the last step in the process of planning?**  
Ans. Follow up action.
30. **Enumerate any three qualities of best alternative.**  
Ans. Best alternative is the one which is most profitable, most feasible and with least negative aspects.
31. **What do you mean by plan?**  
Ans. Plan is a specific action, proposed to help the organisation in achieving its objective.
32. **Some plans are used repeatedly in similar situations. Identify the type of plan.**  
Ans. Standing plans.
33. **What are single use plans?**  
Ans. Single use plans are the plans, which are formulated to achieve a specific target.
34. **What are the main requirements of sound objectives?**  
Ans. Objectives must be clear, specific, time bound, flexible and acceptable to people.
35. **Define 'objectives' as types of plans.**  
Ans. Objectives are the ends which the management seeks to achieve by its operations.
36. **Name the type of plans, in which the move of competitors is considered.**  
Ans. Strategy.
37. **Define 'Strategy'.**  
Ans. A strategy refers to future decision/action, defining an organisation's direction and scope in the long run.
38. **Name the type of plan, which is in the form of general statements and channelises energies towards a particular direction.**  
Ans. Policy is the type of plan, which is in the form of general statements and channelises energies towards a particular direction.
39. **What is meant by 'Policy' as a type of plan?**  
Ans. Policies are general guidelines which facilitate uniformity in decision making and action.
40. **Give meaning of procedure.**  
Ans. It is a guide for action and it contains steps to be taken in chronological manner.
41. **Give two essentials of procedure**  
Ans. (i) Procedures should be standardised so that responsibility can be easily fixed.  
(ii) Procedure should be well balanced, reasonably stable yet flexible enough for adaption to change needs and environment.
42. **Why is procedure becomes so important in the day-to-day functioning of an organisation?**  
Ans. A procedure relieves much of the detail to the managers in directing subordinates by specifying the steps to be taken and the time and order of performance.
43. **Give one difference between 'policy' and 'procedure'.**  
Ans. Policy is a general statement that acts as a guide for decision-making whereas procedure is a set of routine steps, which is to be done in chronological order to carry out activities.
44. **Which plan is defined as the formalised or systematic way of doing routine or repetitive jobs?**  
Ans. Method.





45. "Use of alcoholic beverages is banned during office timings" Identify which type of plan is it

Ans. Rule.

46. Give one limitation of 'rule' as a type of plan.

Ans. These plans are rigid in nature.

47. Define 'Rules'.

Ans. Rules are specific guidelines for behaviour and action.

48. Write one difference between Rules and Methods.

Ans. Rules are for behaviour, methods are for task.

49. Which plan has a limited scope, procedure or methods?

Ans. Methods.

50. Give any one difference between Policy and Rule.

Ans. Policy is flexible whereas rule is rigid.

51. Distinguish between policies and rules on the basis of Discretion.

Ans. Policies allow some discretion for managers whereas rules allow no discretion.

52. Explain in brief 'budget'

Ans. A budget is a statement of expected results expressed in numerical terms. It is a plan, which quantifies future facts and figures.

53. A company needs a detailed plan for its new project-construction of Dam. What type of plan is it?

Ans. Programme.

54. A company needs a detailed plan for its new project, 'Construction of a shopping Mall'. What type of plan is it?

Ans. Programme.