

## Planning

### Planning

A process that involves defining the organization's goals, establishing an overall strategy for achieving those goals and developing a comprehensive set of plans to integrate and coordinate organizational work.

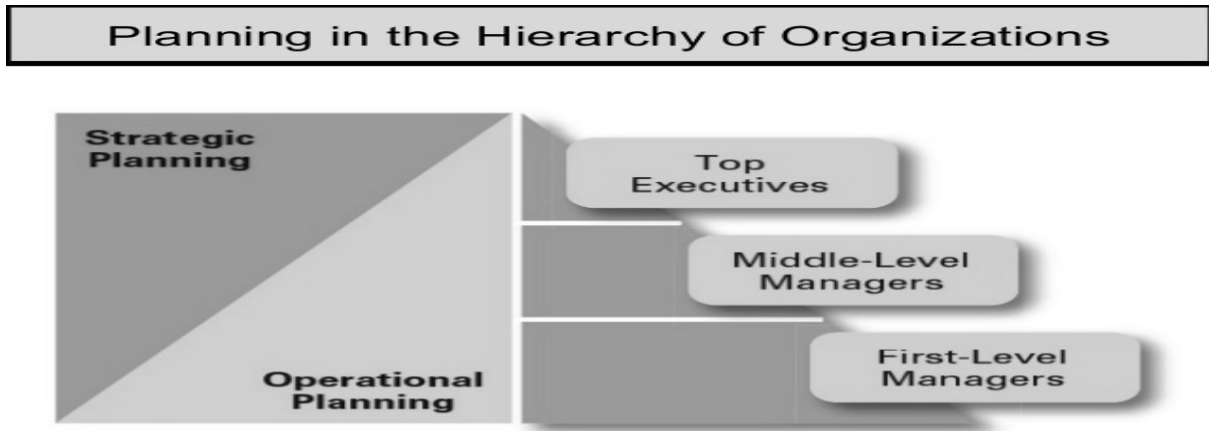
### Purpose of Planning

1. Planning gives direction
2. Planning reduces the impact of change
3. Planning minimizes waste and redundancy
4. Planning sets the standards used in controlling
5. Planning reduces uncertainty.
6. Planning clarifies the consequences of action
7. Planning reduces overlap and wasteful activities

### Types of Plan

1. **Strategic Plans:** Plans that apply to the entire organization, establish the organization's overall goals and seek to position the organization in terms of its environment.
2. **Operational Plans:** Plans that specify the details of how the overall goals are to be achieved.
3. **Long Term Plans:** Plans with a time frame beyond three years.
4. **Short Term Plans:** Plans covering one year or less.
5. **Directional Plans:** Plans that are flexible and that set out general guidelines.
6. **Specific Plans:** Plans that are clearly defined and that leave no room for interpretation.
7. **Single Use Plans:** A one-time plan specifically designed to meet the needs of a unique situation.
8. **Standing Use Plans:** Ongoing plans that provide guidance for activities performed repeatedly.

## Planning in the Hierarchy of Organization



## Strategic Planning Cycle

