

Planning and Allocating Work



SAMPLE

Planning

A plan can be thought of as ‘a description of how we intend to reach an objective’.

- ▶ Planning is the process of determining how the desired outcome will be achieved. The process enables managers to establish what tasks need to be undertaken the resources necessary to complete these tasks and how work should be prioritised and scheduled.
- ▶ Planning techniques-a critical success factor in management is the skill of efficiently and effectively planning the allocation and implementation of tasks to achieve objectives. Transcribing an organisation’s strategic plan into action requires operational planning-often referred to as action planning.

An Effective Action plan

- ▶ Provides a clear outline of what needs to be done in order to achieve your goals and objectives;
- ▶ Enables activity to be prioritised;
- ▶ Allows you to focus on actions that will benefit your organisation most;
- ▶ Provides a basis for communicating; and
- ▶ Provides a 'map' for implementation

Most action plans include:

- ▶ A statement of what is to be achieved;
- ▶ The stages to reach the objective;
- ▶ A planning schedule showing when each stage takes place and its likely duration;
- ▶ Who is to do what; and,
- ▶ A resource outline.

Link your plan to organisational goals and objectives
action planning process should lead to a practical plan to enable you to resource and implement the actions needed to achieve objectives.