
PROCESS OF MANAGEMENT & MANAGEMENT FUNCTIONS

The management process is methodology of getting the things done. The logic of management process is that particular functions are performed in a sequence through time. Management functions are

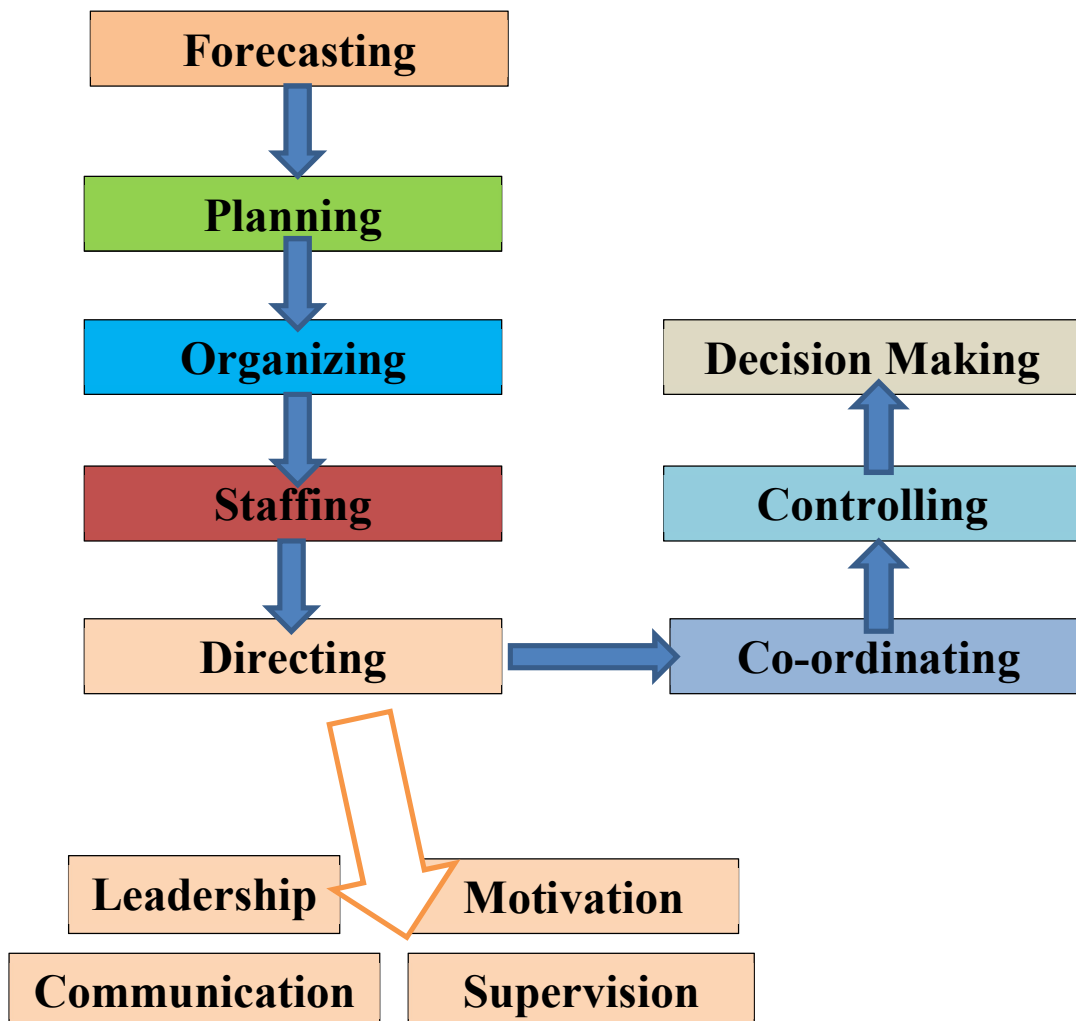


Figure 1: Process and Functions of Management

1. Forecasting.

- ☛ Forecasting is necessary preliminary to planning.
- ☛ Forecasting begins with sales forecast followed by production forecast and forecast for cost, finance, purchase, profit or loss etc.

2. Planning.

Planning is a process by which a manager anticipates the future and discovers the alternative course of action.

- Planning involves what is to be done?
- How, when and where it is to be done?
- Who is to do it? And
- What results are to be evaluated?

Without proper planning, the activities of an enterprise may become confused, and ineffective. e.g. If a refrigerator company making concern does not plan in advance –how many refrigerators and of what capacities are to be made before the summer starts? And thus if it does not procure necessary material, tools, supplies in time, it cannot reach the production targets.

3. Organizing.

Organizing is the process by which the structure and allocation of jobs is determined.

The process of organizing involves:-

- Divide the work into component activities.
- Assign people to task.
- Define responsibilities.
- Delegate authority.
- Establish structural relationship to secure coordination.

4. Staffing.

Staffing is the process by which managers select, train, promote, and retire their subordinates.

Developing and placing of qualified people in the various jobs in the organization.

The aim is to have appropriate persons to move into vacated positions or new positions.