

Significance of Planning

- *Planning focuses attention on objectives*
- *Offsets uncertainty and risk*
- *Direction*
- *Provides guidelines*
- *Increases organizational effectiveness*
- *Better coordination*
- *Facilitates control*
- *Innovation and creativity*
- *Delegation*

Types of Plans

- Plans can be classified in a number of ways on the basis of:
- Organization level
- Frequency of use
- Time frame

Organization Levels

- On this basis, plans can be divided under strategic, tactical and operational plans.

Plans based on Frequency of Use

- Plans can be categorized on the basis of how frequently they will be use. Based on the extent of recurring use, plans can be of two types: single use plans and standing plans.