

LECTURE ONE

DEPARTMENT: POLITICAL SCIENCE
COURSE TITLE: THEORY AND PRACTICE OF PLANNING
COURSE CODE: PAD 471 LECTURES NOTE
COURSE LECTURER: DR. DAVID EGBE

Topic Notes: Planning and Types of Planning

Meaning of Planning: Introduction

Planning denotes a process of getting things done through a systematic and coordinated rationale process, involving decision-making towards achieving a set objective(s). This means that planning is specific mission and goals-centered.

We can also expound that, planning is a critical element in management. In other words, the performance measurement index of a manager is predicated on the level of his inter-connected activities that enhances the attainment of the missions, goals or objectives of an organization.

Planning provides a framework for a managerial behavior in an organization irrespective of the type, therefore, one way of effective management in the administration of an organization is through planning.

Planning gives direction. It is an essential managerial responsibility that contributes significantly to organization success.

Very often, we hear words like if you failed to plan, you planned to fail; the implication of the statement is that, any rationale being is expected to have targets and targets are usually plans.

In applied approach, as a student, how is your planning culture in life, most fundamentally towards your studies and leisure period? Planning gives a desired outcome(s).

It must be noted that, there are critical elements in considering planning steps, and there are different types of planning.

It is conclusive therefore to state that, the emergence of any conceivable business or organizational concern is depended on planning both at the level of private and cooperate planning.

Types of Planning

Planning is vast. There are based on organizational level and there is a wide range of its classifications. These are strategic, tactical or operational. Another is long-range, intermediate, and short-term plans (Batty, 1979). In the sub-classification however, the underlisted are considered. There are: purpose, missions, objectives, goals, strategies and policies, procedures, rules, programs and budgets. These according to Kootnz et al (1984) constitute a hierarchy with purpose and missions at the apex and budgets at the base.

LECTURE TWO

COURSE TITLE: THEORY AND PRACTICE OF PLANNING
COURSE CODE: PAD 471
COURSE TOPIC: THE PLANNING PROCESS
COURSE LECTURER: DR. DAVID EGBE

Planning process is procedural; it involves logical sequence in the identification of steps necessary in planning conundrums.

There is, however, no universally agreed number of steps involved in planning process. While some scholars identified a five stage planning process, other opted to expand same into eight steps procedure.

But importantly, the common arguments among scholars is that, there are identifiable steps to be taken in an organization which seeks to achieve its set goals.

Kroontz et al (1984) identified eight steps in the planning process to include; opportunities, objectives, premising, alternative courses, evaluation of the said courses, choice of a course, derivative plan formulation and plan numberusing.

But those who based their planning on five stages logical sequence enumerate the steps to be; situational analysis, goals setting, goals evaluation, selection of goals and finally implementation and evaluation.

Nonetheless, it is worthy of note to emphasis that planning process is equally decision-making driven as it creates the room for identification and selection of opportunities.

LECTURE THREE

COURSE TITLE: THEORY AND PRACTICE OF PLANNING
COURSE CODE: PAD 471
COURSE TOPIC: STRATEGIES IN PLANNING
COURSE LECTURER: DR. DAVID EGBE

Strategies in planning is dynamic. It is a formal process of developing plans, it is about development and positioning of an organization. This involves plan mechanism directed at a course of action to achieve an intended specific goals, meaning the expected future stage of an organization.

Strategies in planning serves essentially as guidance on action plan required for focus areas desired outcome while it reflects on the particular form and culture of the organization.

Notably, there are three different levels of strategy. These are: corporate-level strategy, business-level strategy and functional-level strategy. In the corporate level strategy, we have both the corporate portfolio approach and the value-based approach respectively.

While at the business-level, it involve; cost leadership, differentiation and focus, all of these, constitute strategies in planning.

However, in achieving organizational goals, strategies are predicated in a certain number of stages or steps planning process, these include;

1. Mission or vision creed
2. Organizational objectives identification
3. Resource management

4. Environment risks and opportunities evaluation.
5. Strategy determination (mapping).
6. Operating plan and strategy implementation. Monitoring and strategic plans adaptation.

Generally, an appraisal of an organization to determine its effectiveness in most times its undertaken against the background of SWOT analysis, which assess the organization's strengths, weaknesses, opportunities and threats.