

Planning
Worksheet -1

Time 40 min

marks 20

Q No		marks												
1	This is the primary function of management. Name the function	1												
2	Name the first two steps in planning process?	1												
3	Name the type of plan which provides the broad contours of an organization's business?	1												
4	Differentiate between policy and rule? <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Basis</th> <th>Policy</th> <th>Rule</th> </tr> </thead> <tbody> <tr> <td>Meaning</td> <td></td> <td></td> </tr> <tr> <td>Formulated</td> <td></td> <td></td> </tr> <tr> <td>Nature</td> <td></td> <td></td> </tr> </tbody> </table>	Basis	Policy	Rule	Meaning			Formulated			Nature			3
Basis	Policy	Rule												
Meaning														
Formulated														
Nature														
5	Planning eliminates changes / uncertainties do you agree? Give reasons in support of your answers.	3												
6	Removal of mobile towers from the residential area is being planned by the government to promote which value?	3												
7	State the various steps of the planning process?	4												
8	Most government across the world have banned smoking in public places but we still see people smoking all over the place 1 state the type of plan formulated by government 2 identify the values government wants to put in place 3 state the values which people ignore or violate while smoking in the public places	4												

Worksheet -2 Planning

Q.NO		marks												
1	This function of management decides what to do and how to do	1												
2	Define planning?	1												
3	What is method?	1												
4	Differentiate between policy and procedure ? <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Basis</th> <th>Policy</th> <th>Procedure</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Basis	Policy	Procedure										3
Basis	Policy	Procedure												
5	Give two features of planning ? 1 2	3												
6	Define premises as related to planning process?	3												
7	The CEO of XYZ ltd an automobile enterprises dreams of his company becoming the best players in future for which he the objectives , forecasts the future and develops various courses of action 1 identify the management function which is highlighted here 2 what are the various values the CEO is striving to achieve 1 2	4												

8	<p>A company is manufacturing garments . the mangers wants to increase profits by purchasing new high speed machines or increasing the sale price or using waste material in manufacturing stuffed toys He decided that using waste material to increase the profits is the best solution for him</p> <ol style="list-style-type: none">1 Identify the concept of management involved2 Mention the steps involved in the above process by quoting the lines from the question3 To complete the process of the concept identify above what further steps does manager have to take	6
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Worksheet -3

Planning

Qno		marks												
1	What is meant by planning?	1												
2	In an organization rules are different for different types of employees of same level .What values are being ignored?	1												
3	This plan decides what is to be done?	1												
4	Is planning actually worth the huge cost involved? Explain	3												
5	Differentiate between policy and strategy? <table border="1" data-bbox="384 819 1264 1122"><thead><tr><th>Basis</th><th>Policy</th><th>strategy</th></tr></thead><tbody><tr><td>Nature</td><td></td><td></td></tr><tr><td>Scope</td><td></td><td></td></tr><tr><td>example</td><td></td><td></td></tr></tbody></table>	Basis	Policy	strategy	Nature			Scope			example			3
Basis	Policy	strategy												
Nature														
Scope														
example														
6	Why is planning an expensive and time consuming exercise?	3												
7	Government recently put restrictions on selling fast food in school canteens 1 Identify the type of plan government has implemented 2 state the values government wishes to achieve through this policy													

8	<p>An auto company C ltd is facing a problem of declining market share due to increased competition from other new and existing players in the markets . its competitors are introducing lower priced models for mass consumers , who are price sensitive .for quality conscious consumers , the company is introducing new models with added features and new technological advancement</p> <ol style="list-style-type: none">1 prepare a model business plan for C ltd Specify the type of plan .you will prepare2 Identify the limitation of such plan3 how will you seek to remove these limitations	6
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Worksheet 4

Qno		marks												
1	Which is the primary function of management?	1												
2	What is planning – thinking or doing ? give one reason	1												
3	Give one feature of planning?	1												
4	Differentiate between objectives and strategy? <table border="1" data-bbox="454 526 1212 840"><tr><td>Basis</td><td>Objective</td><td>strategy</td></tr><tr><td>Aim</td><td></td><td></td></tr><tr><td>formulated</td><td></td><td></td></tr><tr><td>example</td><td></td><td></td></tr></table>	Basis	Objective	strategy	Aim			formulated			example			3
Basis	Objective	strategy												
Aim														
formulated														
example														
5	State the steps followed in the process of planning ?	3												
6	In addition to providing direction and reducing the risk of uncertainty planning helps managers in the many other ways . explain any four such ways	6												

Worksheet -5Planning

Q no		marks												
1	State the primary function of planning ?	1												
2	Each and every individual working in an organization is directly or indirectly involved in the planning .Name the feature of planning	1												
3	In an organization rules are different for different types of employees of same level .What values are being ignored?	1												
4	Differentiate between method and procedure? <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Basis</th> <th>Method</th> <th>procedure</th> </tr> </thead> <tbody> <tr> <td>Meaning</td> <td></td> <td></td> </tr> <tr> <td>Purpose</td> <td></td> <td></td> </tr> <tr> <td>Example</td> <td></td> <td></td> </tr> </tbody> </table>	Basis	Method	procedure	Meaning			Purpose			Example			3
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Meaning														
Purpose														
Example														
5	If you fail to submit your homework for third time in succession you will required to do your homework twice. Identify the type of plan	3												
6	Planning bridges the gap between where we are and where we want to be .Identify the feature of planning ?	3												
7	Employees of K creations are directed to strictly follow the plans for organization .Identify the limitations of planning indicated in the given statement	4												
8	Explain the process of planning ?	6												