

Chapter 4: Planning

Q17.	Distinguish between Procedures and Methods.		
	Ans.		
	Basis	Procedures	Methods
	Scope	Procedure has a wide scope as it lays down sequence of all activities to be completed.	Methods have limited scope as they are confined to one step of procedure.
	Flexibility	Procedures are more rigid as compared to methods.	Methods are flexible statements.
	Purpose	Procedure aims to develop steps for completing an activity.	Method aims to standardise the way of completing a task.
Q18.	What is meant by Single-use plans? What are the main types of single-use plans?		
	Ans. A single-use plan is formulated to meet requirements of a particular situation and to accomplish specific objectives.		
	<ul style="list-style-type: none"> Single-use plans can't be used again and again. They become obsolete after their purpose has been achieved. They are also known as 'Specific Plans' as they are formulated to fit the specific situations. They are generally prepared by middle and operational level. Single-use plans include: (a) Budget; (b) Programme. 		
Q19.	Explain 'budget' as a type of plan.		
	Ans. Budget is the statement of expected result expressed in numerical terms over a specific period of time.		
	<ul style="list-style-type: none"> Budgets facilitate comparison of actual results with the planned ones as they are expressed in numerical terms. They also serve as a control device and yardstick for measuring actual performance. Budgets inject a sense of clarity, direction and purpose in the activities of the organisation. Important budgets used by an organisation are sales budget, production budget, cash budget, etc. Example: Cash Budget is prepared to show the expected inflow and outflow of cash for a period in advance. 		
Q20.	Explain 'programme' as a type of plan.		
	Ans. A programme is a combination of objectives, policies, procedures, rules, tasks and other elements, which are designed to get a systematic working in the organisation.		
	<ul style="list-style-type: none"> Programme involves planning for future events and establishing a sequence of required actions. It gives a step-by-step approach to guide the action necessary to reach a pre-determined goal. Example: Production programme, training programme, etc. 		
Q21.	A company is manufacturing garments. The manager wants to increase the profits by: {CBSE, Delhi (C). 2009}		
	<ul style="list-style-type: none"> 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 profit is the best solution for him.		
	(a) Identify the concept of management involved.		
	(b) Mention the steps involved in the above process by quoting the lines from the question.		
	(c) To complete the process of the concept identified in (a), what further steps does the manager have to take?		
	Ans. (a) Planning; (b) The steps involved are: Identifying alternative courses of action, Evaluating alternative courses and Selecting an alternative; (c) For other steps, refer 'Steps in Planning Process'.		
Q22.	A Company needs a detailed plan for its new project, 'Construction of a Shopping Mall'. What type of plan is it? {CBSE, Sample Paper (I) 2010}		
	Ans. Programme.		
Q23.	Employees of Dramatic International have to strictly follow the plans designed by the top level. It restricts their initiative. Discuss the limitation of planning indicated in the given statement?		
	Ans. Discuss 'Planning reduces creativity'.		
Q24.	"Dreams can be turned into reality if business thinks in advance what to do and how to do." Discuss the various features of management function highlighted in the given statement?		
	Ans. Discuss 'Features of Planning'.		