Materia: Business Administration II

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**Grupo: 51A**

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| **TEMA: Planning**  **Subtema: Types of planning**  **Planning stages** | **Clases: 5 to 8**  **Fecha: February 12th to 16th** |

**OBJECTIVE:** Identify types of planning and its characteristics considering different criteria and categorize the main activities or steps that have to be developed to prepare adequate plans for organizations. If adequate plans are made, the results expected would be efficient and productive.

**INSTRUCTIONS**: Review the information below related to planning stages or steps and prepare a synoptic table in your notebook regarding types of planning and add an example of each one.

**CONTENT:**

Plans can be grouped considering different criteria, some of them are the following:

* Considering the period or the time there are:
  + **Short term plans**- from 1 to 12 months
  + **Medium term plans**- from 1 to 3 years
  + **Long term plans**- more than 3 years
* Considering the size there are:
  + **Partial plans**- only include some departments or divisions in an organization
  + **Integral plans**- include the whole company
* Considering the type of plans there are:
  + **Strategic plans**- include long term objectives, general guidelines for all the organization and they support the rest of the plans. They are prepared by the top level
  + **Tactic plans**- consider resources, they are more detailed, correspond to a department of the organization and are prepared by the middle level
  + **Operative plans**- detailed plans for certain procedures, projects or activities, do not cover a long period, and they are prepared by the middle level

**Planning Stages**

To make plans it is necessary the determination of the following steps:

1. Fundamental objectives
2. Policies
3. Research
4. Premises
5. Strategies
6. Specific objectives
7. Programs
8. Budgets
9. Procedures
10. **Fundamental objectives**: It is to determine in a general manner, the main aims of the organization, its guidelines, qualitative targets. They are established by the top level of the organization. The characteristics of fundamental objectives are: they are basic, clear, generic and most of the times permanent, include the whole project, are according to institutional values, they do not consider numbers or figures and they are known by all employees.

Fundamental objectives include vision, mission and objective of an organization.

**Vision**.- It is the idealization of the future of the company

**Mission**.- Guide and optimize the response of the organization to the opportunities of the environment (strategy, purpose, values, policies and standards)

**Objecive**.- It is the general purpose of the company

1. **Policies:** They are guidelines that orient actions, and in certain time can be flexible depending on the situation.

Some of the **benefits** of policies are:

* orient the behavior of personnel
* avoid the abuse of power and the solution of repetitive situations
* permit delegation and propitiate uniformity

Those in charge of determining policies must be certain that policies

* propitiate the achievement of objectives,
* are reasonable and congruent with other policies
* are properly formalized (written)
* are constantly reviewed to check its application
* are informed to all levels

There are different types of policies:

* Strategic- determined by the top level and are generic for all the organization
* Tactic- established for a specific area or department of an organization and they are prepared by the middle level
* Operational- they are determined for a specific activity, project, task, or team and they are also set by the middle level

**HOMEWORK:**

* Think about short term, medium term and long term plans that apply in your own life. Write at least three of each plan and explain why you consider them important and why you want to achieve them. Prepare your homework according to the specifications given in class.
* Investigate the vision, mission and objectives of a real national or international corporation and write it down. Explain the importance of determining them in the planning stage of the administrative process.