Materia: Business Administration II

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**Grupo: 51A**

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| **TEMA: Planning**  **Subtema: Planning Rules**  **Planning Resources** | **Clases: 17 to 20**  **Fecha: March 5th to 9th** |

**OBJECTIVE:** Identify the need of following certain rules in the planning process, especially in the determination of the planning stages in order to achieve objectives previously determined.

**INSTRUCTIONS**: Review the information below related to planning rules and prepare a mental map in your notebook.

**CONTENT:**

**Planning rules**

**Rules on policies**

Policies can be defined as the general criteria. They are intended to guide the action. The importance of policies is that are essential for the proper delegation, which in turn is essential to the administration, since this is "done through others."

"Policies are subject to action", the goal set goals. Example, the objective of a production department can be "get optimal quality" policy would be "high quality must be obtained, for which, the materials will be selected from the finest, the team will be as accurately as possible, and drawn based on an intensive training, no matter the costs can soar.

**Rules on strategies**

There are not only strategic objectives but there are strategic plans, strategic programs in general, etc.. This concept has always been an specific element of planning, such as policies, programs, budgets, etc.. To determine strategies it is necessary to consider the whole environment that may affect the original plan.

**Rules on procedures**

Procedures are plans that indicate the most efficient timing for best results in each specific function of a company.

But the methods are rather technical and not always administrative, whereas the procedure consists on several methods that are articulated in a frequency. For example, the procedure for making decisions, to select personnel etc., And methods for conducting a survey, the basis for the decision to apply psychological tests, etc..

The procedures are given at all levels of a company, but obviously more numerous in operating levels, and the policies in senior forms. In many cases, they go through different departments, which are under different authorities.

**First rule.-** Procedures must be established in writing and preferably graphically to be better understood, analyzed, etc..

**Second rule.-** The procedures should be reviewed periodically to avoid both routine (default) as the overspecialization (excess). So very often a company will employ outdated or inefficient procedures for natural inertia.

**Third rule.-** Care should be taken to avoid unnecessary duplication of procedures. Very often two departments do the same, only approaching it under a different angle.

**Rules on programs**

The programs are those plans that not only sets out the objectives and the sequence of operations, but mainly the time required to perform each of its parts. Programs are characterized by the time required for fixation of parts.

**First rule.-** Every program must have the approval of the supreme administrative authority to apply, and with full support to ensure its full success.

**Second rule.-** Should always be "on sale" or belief to line managers who have to implement them.

**Third rule.-** Consideration should be the "moment" more appropriate to begin operation of a new program.

**Planning Resources**

To make a plan it is necessary to consider all types of resources required ad they are classified in:

Human Resources: personnel needed to perform the plan and this involve the recruitment process, induction, payroll, etc

Material Resources: basically raw material to be transformed into finish products

Technical Resources: involve the technology needed to achieve objectives such as software and licenses

Financial Resources: it is the money and economic funds to carry out the plan

**HOMEWORK:**

Review the information and think about a business that you would like to have, write at least four resources of each type explained above that you consider it is needed. Prepare your report according to the guidelines given in class.