

Vilas Gharat

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MEANING OF PLANNING

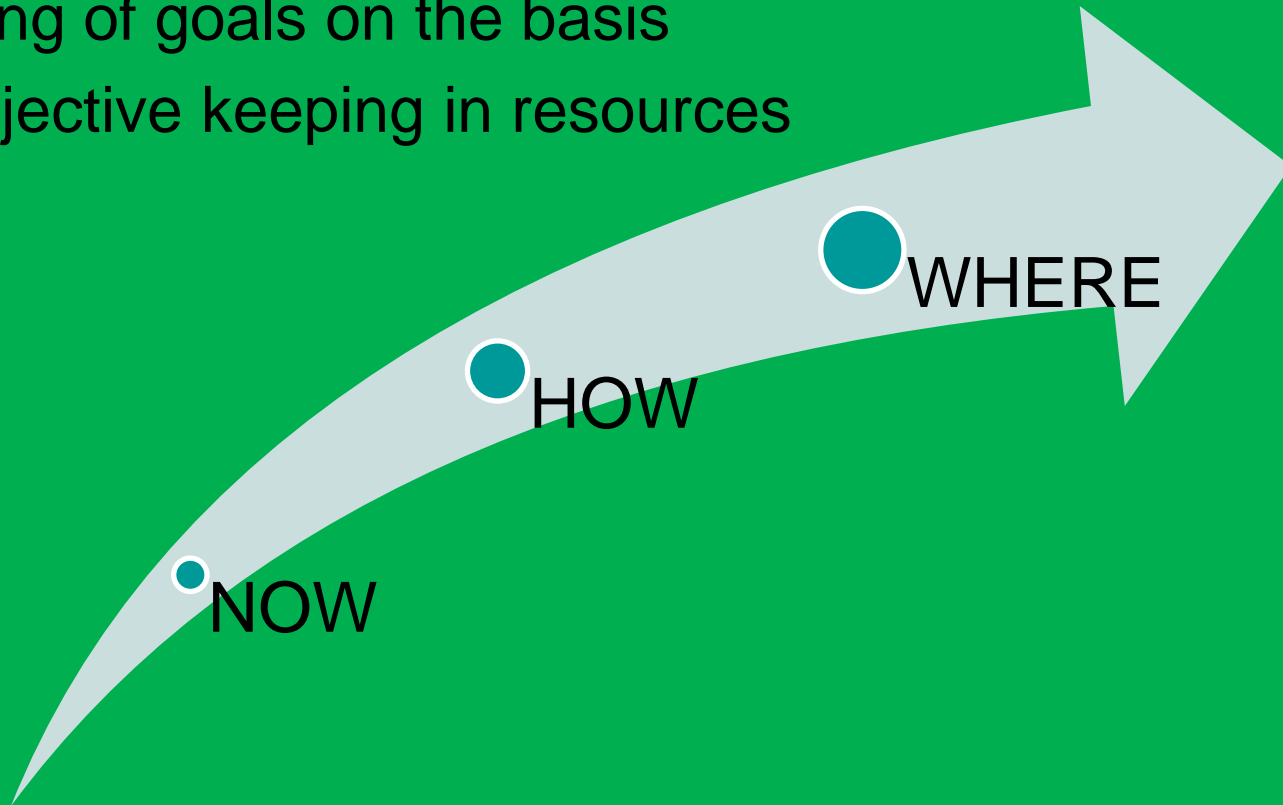
Planning is deciding in advance what to do, how to do it, when to do it and who to do it. It involves anticipating the future and consciously

Choosing the future course of action.

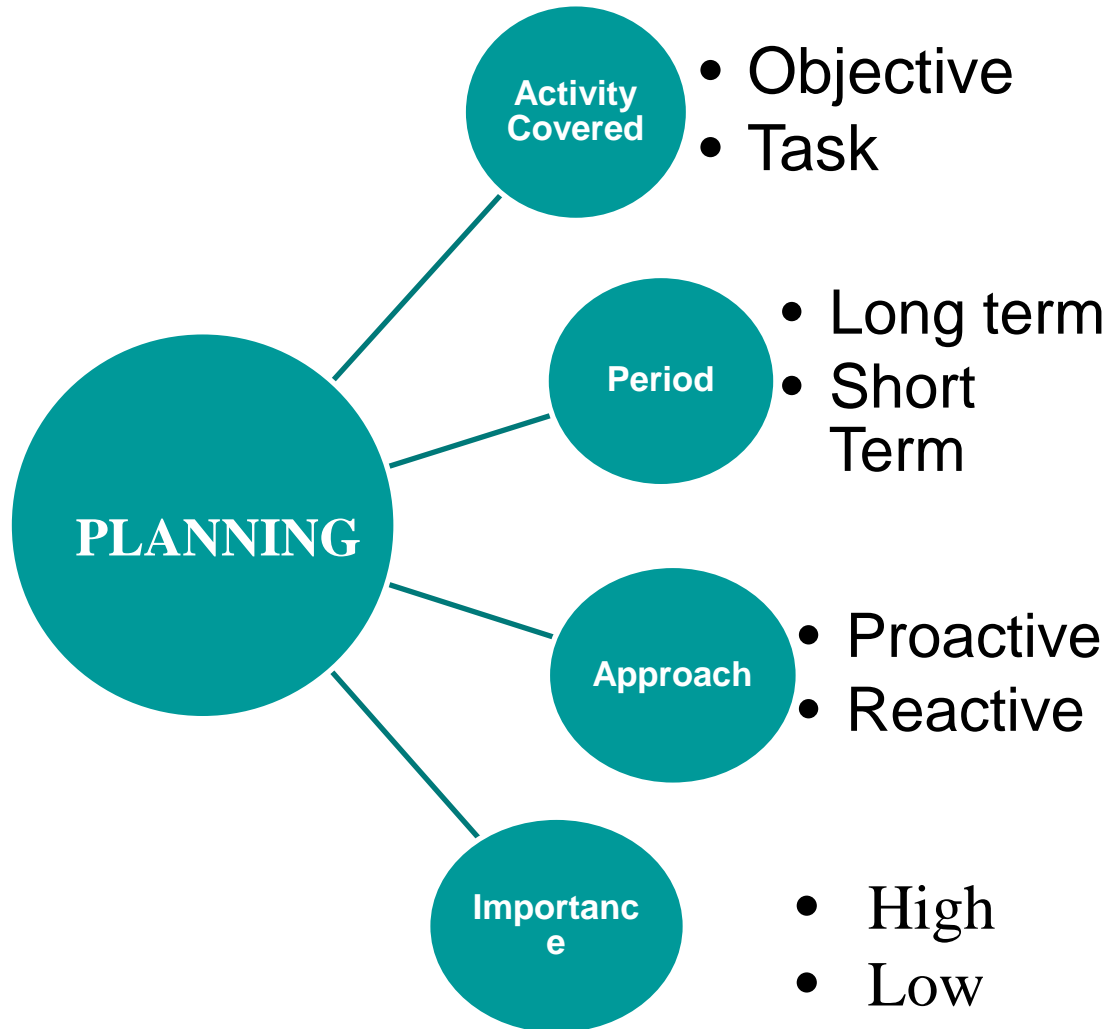
“According to Haimann, Planning is the function that determines in advance what should be done.”

WHAT IS PLANNING

- Setting of goals on the basis of objective keeping in resources

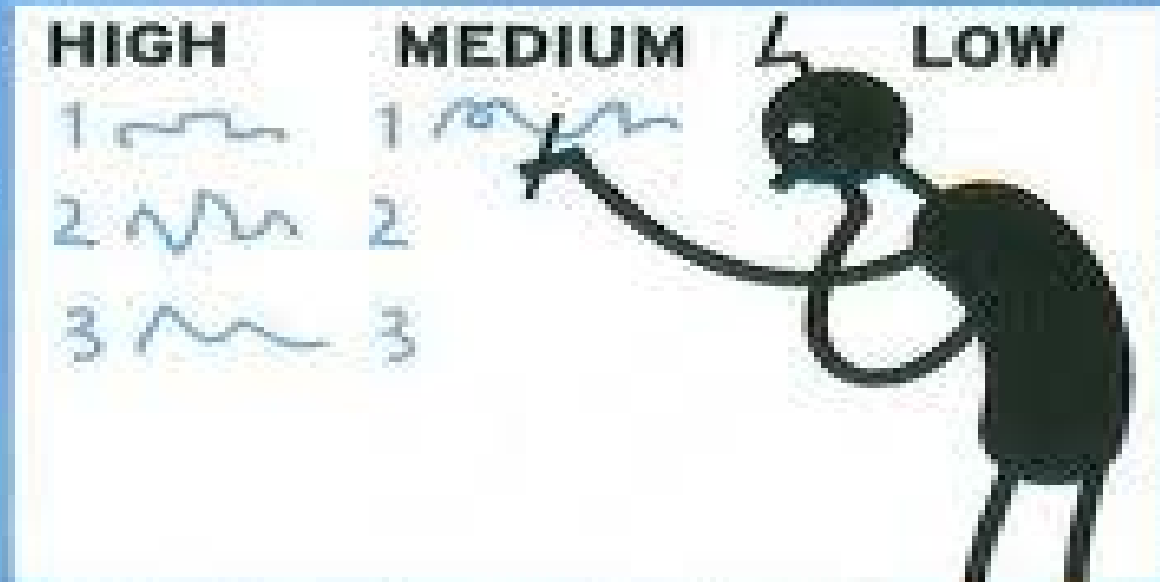


ELEMENTS OF PLANNING



TOOLS FOR EFFECTIVE PLANNING

■ PRIORITIZE



PRIORITISE IMPORTANT BUT NOT URGENT WORK

To prioritise work that is **important but not urgent** (the blue square in the diagram) Though this is hard to do on any given day, it is the only way to ensure you are **making progress towards your own goals and dreams**, instead of merely reacting to what other people throw at you. And over time, the more you are dealing with important things before they become urgent, the fewer ‘urgent and important’ tasks you will have to deal with.

	URGENT	Not urgent
IMPORTANT	Urgent and important	Important but not urgent
Not important	Urgent but not important	Not urgent and not important

TOOLS FOR EFFECTIVE PLANNING

- USE ONLINE TOOLS



TOOLS FOR EFFECTIVE PLANNING

■ COMMUNICATE

- To Keep every one informed
- Create a system to update every team member.
- To create common id for group.



PROJECT PLANNING STAGES

- Business plan
 - Total project Cost
 - Operating cost
 - Means of Finance
 - Financial projections
- Financial clearance
 - Submission of DPR to Bank
 - Sanction of Loan from Bank
- Site selection
 - Location
 - Availability of Raw Material
 - Man Power
- Project management
 - Predesign Activity

PROJECT PLANNING STAGES

- Master Plan
- Machinery layout
- Utility Designing
- Construction management
 - Recourse Management
 - Day to day monitoring for Quality
 - Contractors bill verification
 - Coordination with various contractor at site
- Technology selection
 - Finalization of machineries for the project
- Trial production
 - Commissioning of machines
 - Setting the quality parameters
- Commercial production

ACTION PLAN

- TO DO LIST
- Prioritize the task A,B,C etc
- Ensure that you work on 'A' task first
- Ensure the best use of your time
- Don't Postpone any thing – Do it now
- Review progress weekly.

PLANNING BRINGS ABOUT BUT



Thank You



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