

6th Semester— Planning

An introduction to planning involves understanding the concept and importance of planning in various contexts. Planning is the process of setting goals, identifying the steps needed to achieve those goals, and organizing resources to carry out those steps effectively. It involves anticipating future scenarios, making decisions, and taking actions to move towards desired outcomes. Planning is essential in personal life, business, government, education, and many other areas to achieve success, manage resources efficiently, and adapt to changing circumstances. Effective planning helps individuals and organizations to clarify objectives, allocate resources effectively, minimize risks, and maximize opportunities for success. Overall, an introduction to planning provides a foundation for understanding how thoughtful and strategic decision-making can lead to positive outcomes in different aspects of life.

TYPES OF PLANNING

Here are different types of planning:

1. **Strategic Planning:** This type of planning focuses on defining long-term goals and objectives for an organization and determining the best strategies to achieve them. It involves analyzing the external environment, identifying strengths and weaknesses, and aligning resources to pursue opportunities and mitigate threats.
2. **Tactical Planning:** Tactical planning is more short-term and specific than strategic planning. It involves developing detailed plans to implement the strategies outlined in the strategic plan. Tactical plans typically cover a shorter time frame and focus on specific actions, resources, and timelines to achieve specific objectives.
3. **Operational Planning:** Operational planning is the process of planning day-to-day activities and operations within an organization. It involves developing plans and procedures to ensure that resources are effectively allocated, tasks are efficiently executed, and goals are achieved on a daily basis.
4. **Contingency Planning:** Contingency planning involves preparing for unexpected events or emergencies that could disrupt normal operations. It includes identifying potential risks,

developing response plans, and implementing measures to mitigate the impact of unforeseen events.

5. Financial Planning: Financial planning involves setting financial goals, developing budgets, and managing resources to achieve those goals. It includes forecasting future financial needs, allocating funds to different activities, and monitoring financial performance to ensure that resources are used efficiently.

6. Project Planning: Project planning involves defining the scope, objectives, and deliverables of a specific project, as well as identifying the tasks, resources, and timelines required to complete it. Project planning helps ensure that projects are completed on time, within budget, and according to specifications.

7. Personal Planning: Personal planning involves setting goals and developing plans to achieve them in various aspects of life, such as career, education, health, and personal development. It includes identifying priorities, making decisions, and taking actions to move towards desired outcomes.

Each type of planning serves a different purpose and is important for achieving success in different areas of life and business. Effective planning involves considering all relevant factors, setting realistic goals, and developing actionable plans to achieve those goals.

পৰিকল্পনাৰ পৰিচয়ৰ লগত বিভিন্ন প্ৰসংগত পৰিকল্পনাৰ ধাৰণা আৰু গুৰুত্ব বুজাটো জড়িত হৈ থাকে। পৰিকল্পনা হৈছে লক্ষ্য নিৰ্ধাৰণ কৰা, সেই লক্ষ্যত উপনীত হ'বলৈ প্ৰয়োজনীয় পদক্ষেপসমূহ চিনাক্ত কৰা আৰু সেই পদক্ষেপসমূহ ফলপ্ৰসূভাৱে সম্পন্ন কৰিবলৈ সম্পদসমূহ সংগঠিত কৰা। ইয়াৰ লগত ভৱিষ্যতৰ পৰিস্থিতিৰ আগতীয়াকৈ অনুমান কৰা, সিদ্ধান্ত লোৱা আৰু আকাংক্ষিতফলাফলৰ দিশত আগবাঢ়ি যাবলৈ ব্যৱস্থা গ্ৰহণ কৰাটো জড়িত হৈ থাকে। সফলতা লাভ কৰিবলৈ, সম্পদসমূহ দক্ষতাৰে পৰিচালনা কৰিবলৈ আৰু পৰিৱৰ্তিত পৰিস্থিতিৰ সৈতে খাপ খুৱাবলৈ ব্যক্তিগত জীৱন, ব্যৱসায়, চৰকাৰ, শিক্ষা আৰু আন বহুতো ক্ষেত্ৰত পৰিকল্পনা কৰাটো অতি প্ৰয়োজনীয়। ফলপ্ৰসূ পৰিকল্পনাই ব্যক্তি আৰু সংস্থাসমূহক উদ্দেশ্য স্পষ্ট কৰাত, সম্পদসমূহ ফলপ্ৰসূভাৱে আবণ্টন কৰাত, বিপদ কম কৰাত আৰু সফলতাৰ সুযোগ সৰ্বাধিক কৰাত সহায় কৰে। সামগ্ৰিকভাৱে পৰিকল্পনাৰ পৰিচয়ে চিন্তাশীল আৰু কৌশলগত সিদ্ধান্ত গ্ৰহণে জীৱনৰ বিভিন্ন দিশত ইতিবাচক ফলাফল কেনেকৈ দিব পাৰে সেই কথা বুজিবলৈ এক ভেটি প্ৰদান কৰে।

পৰিকল্পনাৰ প্ৰকাৰ

ইয়াত বিভিন্ন ধৰণৰ পৰিকল্পনা উল্লেখ কৰা হৈছে:

১) কৌশলগত পৰিকল্পনা: এই ধৰণৰ পৰিকল্পনাত এটা সংস্থাৰ বাবে দীৰ্ঘম্যাদী লক্ষ্য আৰু লক্ষ্য নিৰ্ধাৰণ কৰা আৰু সেইবোৰ লাভৰ বাবে উত্তম কৌশল নিৰ্ধাৰণ কৰাত গুৰুত্ব দিয়া হয়। ইয়াৰ লগত বাহ্যিক পৰিৱেশ বিশ্লেষণ কৰা, শক্তি আৰু দুৰ্বলতা চিনাক্ত কৰা, আৰু সুযোগৰ পিছত লগা আৰু ভাবুকি কমোৱাৰ বাবে সম্পদসমূহক একাকৰ কৰা আদি অন্তৰ্ভুক্ত।

২) কৌশলগত পৰিকল্পনা: কৌশলগত পৰিকল্পনাতকৈ কৌশলগত পৰিকল্পনা অধিক হ্ৰস্বম্যাদী আৰু নিৰ্দিষ্ট। ইয়াৰ লগত কৌশলগত পৰিকল্পনাত উল্লেখ কৰা কৌশলসমূহ ৰূপায়ণৰ বাবে বিশদ পৰিকল্পনা প্ৰস্তুত কৰাটো জড়িত হৈ থাকে। কৌশলগত পৰিকল্পনাসমূহে সাধাৰণতে কম সময়সীমা সামৰি লয় আৰু নিৰ্দিষ্ট লক্ষ্যত উপনীত হ'বলৈ নিৰ্দিষ্ট কাৰ্য্য, সম্পদ আৰু সময়সীমাৰ ওপৰত গুৰুত্ব আৰোপ কৰে।

৩) কাৰ্য্যকৰী পৰিকল্পনা: কাৰ্য্যকৰী পৰিকল্পনা হৈছে এটা সংস্থাৰ ভিতৰত দৈনন্দিন কাম-কাজ আৰু কাৰ্য্যকলাপৰ পৰিকল্পনা কৰা প্ৰক্ৰিয়া। ইয়াৰ লগত সম্পদসমূহ যাতে ফলপ্ৰসূভাৱে আবণ্টন কৰা হয়, কামসমূহ দক্ষতাৰে নিষ্পাদন কৰা হয়, আৰু দৈনিক লক্ষ্যত উপনীত হোৱাটো নিশ্চিত কৰিবলৈ পৰিকল্পনা আৰু পদ্ধতি প্ৰস্তুত কৰাটো জড়িত হৈ থাকে।

৪) আকস্মিক পৰিকল্পনা: আকস্মিক পৰিকল্পনাৰ অন্তৰ্গত অপ্ৰত্যাশিত পৰিঘটনা বা জৰুৰীকালীন অৱস্থাৰ বাবে প্ৰস্তুতি চলোৱা যিয়ে স্বাভাৱিক কাৰ্য্যকলাপত ব্যাঘাত জন্মাব পাৰে। ইয়াৰ ভিতৰত সম্ভাৱ্য বিপদ চিনাক্ত কৰা, সঁহাৰিৰ পৰিকল্পনা প্ৰস্তুত কৰা, আৰু অভাৱনীয় পৰিঘটনাৰ প্ৰভাৱ কম কৰাৰ ব্যৱস্থা ৰূপায়ণ কৰা আদি অন্তৰ্ভুক্ত।

৫) বিত্তীয় পৰিকল্পনা: বিত্তীয় পৰিকল্পনাত বিত্তীয় লক্ষ্য নিৰ্ধাৰণ, বাজেট প্ৰস্তুত কৰা, আৰু সেই লক্ষ্যত উপনীত হ'বলৈ সম্পদ পৰিচালনা কৰা আদি অন্তৰ্ভুক্ত। ইয়াৰ ভিতৰত ভৱিষ্যতৰ বিত্তীয় প্ৰয়োজনীয়তাৰ পূৰ্বাভাস দিয়া, বিভিন্ন কাৰ্য্যকলাপৰ বাবে ধন আবণ্টন দিয়া, আৰু সম্পদৰ দক্ষতাৰে ব্যৱহাৰ হোৱাটো নিশ্চিত কৰিবলৈ বিত্তীয় কাম-কাজ নিৰীক্ষণ কৰা আদি অন্তৰ্ভুক্ত কৰা হৈছে।

৬) প্ৰকল্প পৰিকল্পনা: প্ৰকল্প পৰিকল্পনাত এটা নিৰ্দিষ্ট প্ৰকল্পৰ পৰিসৰ, উদ্দেশ্য আৰু ডেলিভাৰেবল সংজ্ঞায়িত কৰাৰ লগতে ইয়াক সম্পূৰ্ণ কৰিবলৈ প্ৰয়োজনীয় কাম, সম্পদ আৰু সময়সীমা চিনাক্ত কৰাটো জড়িত হৈ থাকে। প্ৰকল্প পৰিকল্পনাই প্ৰকল্পসমূহ সময়মতে, বাজেটৰ ভিতৰত, আৰু নিৰ্দিষ্টতা অনুসৰি সম্পূৰ্ণ হোৱাটো নিশ্চিত কৰাত সহায় কৰে।

৭) ব্যক্তিগত পৰিকল্পনা: ব্যক্তিগত পৰিকল্পনাৰ অন্তৰ্গত জীৱনৰ বিভিন্ন দিশ, যেনে কেৰিয়াৰ, শিক্ষা, স্বাস্থ্য, ব্যক্তিগত বিকাশ আদিত লক্ষ্য নিৰ্ধাৰণ আৰু সেইবোৰ লাভৰ পৰিকল্পনা প্ৰস্তুত কৰা। ইয়াৰ ভিতৰত অগ্ৰাধিকাৰ চিনাক্ত কৰা, সিদ্ধান্ত লোৱা, আৰু আকাংক্ষিত ফলাফলৰ দিশত আগবাঢ়িবলৈ ব্যৱস্থা গ্ৰহণ কৰা আদি অন্তৰ্ভুক্ত।

প্ৰতিটো ধৰণৰ পৰিকল্পনাই বেলেগ বেলেগ উদ্দেশ্য সাধন কৰে আৰু জীৱন আৰু ব্যৱসায়ৰ বিভিন্ন ক্ষেত্ৰত সফলতা লাভৰ বাবে গুৰুত্বপূৰ্ণ। ফলপ্ৰসূ পৰিকল্পনাৰ অন্তৰ্গত সকলো প্ৰাসংগিক কাৰক বিবেচনা কৰা, বাস্তৱসন্মত লক্ষ্য নিৰ্ধাৰণ কৰা আৰু সেই লক্ষ্যত উপনীত হ'বলৈ কাৰ্য্যকৰী পৰিকল্পনা প্ৰস্তুত কৰা।

Objectives of planning in a developing economy:

In developing economies, planning plays a crucial role in guiding economic development and addressing various challenges unique to these contexts. The objectives of planning in developing economies often focus on overcoming structural constraints, promoting inclusive growth, and improving the overall well-being of the population. Here are some key objectives:

1. **Economic Growth**: Planning often seeks to promote sustained and inclusive economic growth by increasing the overall level of production and income within an economy over time.
2. **Stability and Stability**: Planning aims to maintain macroeconomic stability, including price stability (low inflation), full employment, and stable economic output, to minimize fluctuations and ensure smooth economic performance.
3. **Resource Allocation**: Planning helps allocate resources efficiently by directing investments, production, and consumption towards sectors and activities that contribute most effectively to societal welfare and development goals.
4. **Social Welfare**: Planning seeks to improve the overall well-being and quality of life of the population by addressing social inequalities, providing essential public services, and promoting social inclusion and equity.
5. **Environmental Sustainability**: Planning increasingly emphasizes sustainable development objectives, aiming to balance economic growth with environmental protection and conservation of natural resources for future generations.

6. **Infrastructure Development**: Planning focuses on developing essential infrastructure such as transportation, energy, healthcare, and education to support economic growth, social development, and improved living standards.

7. **Innovation and Technological Progress**: Planning encourages innovation and technological progress by fostering research and development, promoting entrepreneurship, and supporting the adoption of new technologies to enhance productivity and competitiveness.

8. **Regional Development**: Planning aims to reduce regional disparities in economic development by promoting balanced growth across different regions, often through targeted investment, infrastructure development, and regional policy initiatives.

9. **International Competitiveness**: Planning seeks to enhance a country's international competitiveness by promoting exports, attracting foreign investment, and participating in global trade and investment networks.

10. **Public Governance and Institutional Development**: Planning involves strengthening governance structures, institutions, and regulatory frameworks to ensure effective implementation, monitoring, and evaluation of policies and programs, as well as fostering transparency, accountability, and good governance practices.

These objectives are often interconnected and may vary depending on the specific context, priorities, and challenges facing a country or organization. Effective planning involves setting clear objectives, formulating strategies and policies to achieve them, allocating resources efficiently, and continuously monitoring and adapting to changing circumstances and feedback.

What do you mean by planning process?

The planning process is a systematic approach used by individuals, organizations, or governments to define goals, identify resources, develop strategies, and allocate tasks to achieve desired outcomes within a specified timeframe. It involves analyzing current conditions, setting objectives, formulating plans, implementing actions, and evaluating results to adapt and improve future plans.

What are the steps involved in the planning process

The steps involved in the planning process typically include:

1. ****Assessment of current situation:**** Understanding the current state of affairs, including strengths, weaknesses, opportunities, and threats (SWOT analysis).

2. ****Setting objectives:**** Defining specific, measurable, achievable, relevant, and time-bound (SMART) goals that align with the organization's or individual's mission and vision.

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* This is the primary step in the process of planning which specifies the objective of an organisation, i.e. what an organisation wants to achieve.

* The planning process begins with the setting of objectives.

* Objectives are end results which the management wants to achieve by its operations.

* Objectives are specific and are measurable in terms of units.

* Objectives are set for the organisation as a whole for all departments, and then departments set their own objectives within the framework of organisational objectives.

3. ****Developing strategies:**** Determining the broad approaches or strategies to achieve the set objectives, considering various factors such as market conditions, resources, and constraints.

4. ****Identifying actions:**** Breaking down the strategies into actionable steps or tasks, assigning responsibilities, and establishing timelines for completion.

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* Once objectives are set, assumptions are made.

* Then the next step is to act upon them.

* There may be many ways to act and achieve objectives.

* All the alternative courses of action should be identified.

5. **Resource allocation:** Allocating necessary resources such as finances, manpower, and technology to support the implementation of the plan effectively.

6. **Implementation:** Putting the plan into action by executing the identified actions according to the established timelines and guidelines.

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* This is the step where other managerial functions come into the picture.

* This step is concerned with “DOING WHAT IS REQUIRED”.

* In this step, managers communicate the plan to the employees clearly to help convert the plans into action.

* This step involves allocating the resources, organising for labour and purchase of machinery.

7. **Monitoring and evaluation:** Regularly assessing progress towards the objectives, monitoring performance metrics, identifying deviations from the plan, and making necessary adjustments.

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* this step, the positive and negative aspects of each alternative need to be evaluated in the light of objectives to be achieved.

* Every alternative is evaluated in terms of lower cost, lower risks, and higher returns, within the planning premises and within the availability of capital.

Example:

The mobile phone company will evaluate all the alternatives and check its pros and cons.

8. **Review and revision:** Conducting periodic reviews of the planning process to evaluate its effectiveness, revising strategies or actions as needed based on feedback and changing circumstances.

These steps form a continuous cycle, as planning is an ongoing process that adapts to evolving conditions and goals.