

**KENDRIYA VIDYALAYA SANGATHAN AHMEDABAD REGION****CH-4-PLANNING****WORKSHEET – 1(ANSWER-KEY)****NAME OF STUDENT:****DATE:**

Q.1 What do you mean by Planning'?

Ans Planning can be defined as thinking in advance what is to be done, when it is to be done, how it is to be done, and by whom it should be done. It bridges the gap between where organization is standing today and where it wants to reach.

Q.2 What are the main features to be considered by the management while planning? Explain also.

Ans **Features of planning**

- (1) Planning contributes to objectives.
- (2) planning is primary function of management
- (3) pervasive
- (4) Planning is futuristic/forward looking.
- (5) planning is continuous
- (6) Planning involves decision-making.
- (7) Planning is a mental exercise.

Q.3 Explain any five points of importance of Planning.

Ans **Importance of planning**

- (1) planning provides direction
- (2) planning reduces the risk of uncertainties.
- (3) Planning reduces overlapping and wasteful activities.
- (4) Planning promotes innovative ideas.
- (5) planning facilitates decision-making.
- (6) Planning establishes standard for controlling.
- (7) focuses attention on objectives of the company.

Q.4 What are the steps taken by management in the planning process? Explain Also.

Ans **Planning process. Planning process involves.**

- (1) setting-up of the objectives.
- (2) Developing premises.
- (3) Listing the various alternatives for achieving the objectives.
- (4) Evaluation of different alternatives.
- (5) selecting an alternative
- (6) Implementing the plan.
- (7) follow-up.

Q.5 Why is it that organizations are not always able to accomplish all their objectives?

Ans **Limitations of planning**

- (1) Planning leads to rigidity.
- (2) Planning may not work in dynamic environment.
- (3) It reduces creativity.
- (4) Planning involves huge cost.
- (5) It is a time consuming process.
- (6) Planning does not guarantee success.
- (7) Lack of accuracy.

Q.6 'Natural disaster like floods in Gujarat has been responsible for failure of production and sales plans of Jindal Textile Industry.' Which limitations of planning are highlighted in the given statement? State any three such limitations.

Ans	<b>External Limitations of planning</b> Sometimes, planning fails due to following limitations on which managers have no control: (1) natural calamity. (2) change in competitors' policies. (3) change in taste/ fashion and trend in the market. (4) change in technologies. (5) change in government/ economic policy.
Q.7	Explain the different types of plans with the help of examples.
Ans	<b>Types of plans</b> (1) objectives (2) strategy (3) policies (4) procedures (5) methods (6) rules (7) programmes (8) budgets

**KENDRIYA VIDYALAYA SANGATHAN AHMEDABAD REGION**

**CH-4-PLANNING  
WORKSHEET – 2(ANSWER KEY)**

**NAME OF STUDENT:**

**DATE:**

Q.1	<p>Kamal joins as a sales manager of a company dealing in naturotherapy produces. Being proficient in his work, he knew that without good planning he will not be able to organize, direct, control or perform any of the other managerial functions efficiently and effectively. Only on the basis of sales forecasting, he would assist in the preparation of the annual plans for its production and sales. Besides, he will have to prepare sales plans regularly on weekly, monthly, quarterly and half yearly basis. While preparing the sales forecasts, he undertakes intellectual thinking involving foresight, visualization and issued judgment rather than wishful thinking or guess work. Most importantly, all these planning activities will be meaningful only if they will coincide with the purpose for which the business is being carried out. In context of the above case, identify and explain the various features of planning.</p>
Ans	<p><b>The features of planning highlighted in the above paragraph are explained below:</b></p> <ol style="list-style-type: none"><li>1. Planning is a primary function: "... without good planning he will not be able to organize, direct, control or perform any of the other managerial functions efficiently and effectively."</li><li>2. Planning is futuristic: "Only on the basis of sales forecasting, he would assist in the preparation of the annual plans for its production and sales."</li><li>3. Planning is continuous: "Besides, he will have to prepare sales plans regularly on weekly, monthly, quarterly and half yearly basis."</li><li>4. Planning is a mental exercise: "While p repairing the sales forecasts he undertakes intellectual thinking involving foresight, visualization and issued judgment rather than wishful thinking or guess work."</li><li>5. Planning focuses on achieving objectives: "Most importantly, all these planning activities will be meaningful only if they will coincide with the purpose for which the business is being carried out"</li></ol>
Q.2	<p>After completing a diploma in Bakery and Patisserie, Payal sets up a small outlet at Goa Airport to provide a healthy food option to the travelers. To begin with, she has decided to sell five types of patties, three types of pizzas and low sugar muffins in four flavours. Thus, by deciding in advance what to do and how to do, she is able to reduce the risk of uncertainty and avoid overlapping and wasteful activities. But sometimes her planning does not work due to some unavoidable circumstances like cancellation of flights due to bad weather conditions, government alert etc. which adversely affects her clientele. In context of the above case, Identify and explain the points highlighting the importance of planning mentioned in the above paragraph.</p>
Ans	<ol style="list-style-type: none"><li>1. <b>The paints highlighting the importance of planning mentioned in the above paragraph are described below:</b><ul style="list-style-type: none"><li>• Reduces the risk of uncertainty:</li><li>• Avoiding overlapping and wasteful activities:</li></ul></li></ol>
Q.3	<p>Alpha Ltd. has a plan of increasing profit by 20%. The company spent lot of time and money to frame and implement this plan. The competition starts increasing, so it could not change its plan to beat its competitors because huge amount of money is already spent. Explain any six limitations of planning.</p>

Ans	<p><b>Limitations of planning</b></p> <ol style="list-style-type: none"> <li>(1) Planning leads to rigidity.</li> <li>(2) Planning may not work in dynamic environment.</li> <li>(3) It reduces creativity.</li> <li>(4) Planning involves huge cost.</li> <li>(5) It is a time consuming process.</li> <li>(6) Planning does not guarantee success.</li> <li>(7) Lack of accuracy.</li> </ol>
Q.4	<p>Company is manufacturing garments. The manager wants to increase profits by 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.</p> <ol style="list-style-type: none"> <li>1. Identify the concept of management involved.</li> <li>2. Mention the steps involved in the above process by quoting the line from the question.</li> <li>3. To complete the process of the concept identified in (a), what two next steps does the manager have to take? Explain.</li> </ol>
Ans	<p><b>1.The concept of management involved is PLANNING.</b></p> <p><b>2.Steps involved are:</b></p> <ol style="list-style-type: none"> <li>a. Setting objectives: increasing profits</li> <li>b. Developing planning premises: making certain assumptions about future.</li> <li>c. Identifying alternative courses of action: Purchasing new high speed machines, or Increasing the sale price, or Using waste material in manufacturing stuffed toys</li> <li>d. Evaluating alternatives and selecting an alternative:</li> </ol> <p>3.Further steps to complete the process of planning:</p> <ol style="list-style-type: none"> <li>e. Formulating derivate plans:</li> <li>f. Implementing the plan and follow-up-action:</li> </ol>
Q.5	<p>In 'Chak De India' movie, Shahrukh Khan becomes the coach of the girls' hockey team. He knows that he has to prepare the girls for the international hockey matches and bring the world cup after winning. For this he prepares a long-term plan and thinks the ways how to beat the competitors. He coaches the girls to play in different ways like defensive, offensive, etc. At the outset of a match he explains who will open the match, and how the ball will be passed by one player to another step by step. Identify four types of plan that are highlighted in the above case,</p>
Ans	<p><b>The types of plans are :</b></p> <ol style="list-style-type: none"> <li>1. Objective '...brings the world cup after winning.'</li> <li>2. Strategy 'For this he prepares long-term plan and thinks the ways how to beat the competitors.'</li> <li>3. Method 'He coaches the girls to play in different ways like defensive, offensive, etc.'</li> <li>4. Procedure 'At the outset of a match he explains who will open the match, and how the ball will be passed by one player to another step by step.'</li> </ol>
Q.6	<p>Vardan Patel started the business of preparation and supplying sweets through home delivery at a production cum show-room 'Express Sweets' at Ahmedabad. He made a plan forecasting the sales of different types of sweets in various localities of Ahmedabad for each month of the year to earn a profit of 20% on Capital employed. He sets a sales target of Rs. 20,00,000 in the current year with a 10% increase every year. He then set the criteria for selecting suppliers from whom he would make purchases of raw material. The planning paid off and the business was able to achieve its targets.</p> <p><b>(a)</b> Identify any two types of plans by quoting the lines from the above. Also give the meaning of the types of plans identified in part (a) above.</p>

Ans

**The two types of plans are :**

1. Objective

'He set a sales target of 2000000 in the current year with a 10 % increase every year'.

OR

'He made a plan forecasting the sales of different types of sweets in various localities of Ahmedabad for each month of the year to earn a profit of 20 % on Capital employed'.

2. Policy

'He then set the criteria for selecting suppliers' from whom he would make purchases of raw material'.

(b) Give the meaning of objective and policy

**KENDRIYA VIDYALAYA SANGATHAN AHMEDABAD REGION**

**CH-4-PLANNING  
WORKSHEET - 1**

**NAME OF STUDENT:**

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Q.7	Explain the different types of plans with the help of examples.





**KENDRIYA VIDYALAYA SANGATHAN AHMEDABAD REGION**

**CH-4-PLANNING  
WORKSHEET - 2**

**NAME OF STUDENT:**

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**Ans**

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