

## **Planning**

Social Welfare Administration is a branch of public administration, it is sub-division of the broader field of public administration or general governmental administration, it constitutes a subset of public administration .It is concerned with the administration of social services which include health care services, social security and the personal social services (the provision of help, social care and support in the community for individuals and groups who appear to be in need of it.)

### **Definitions of Planning:**

It is primary preparation of the beginning of every action. It is an inherent part of individual and co-operative or collective endeavour. For an example the politician's plan for their winning in elections and for it they will prepare the team or associating the members of their party and preparing the strategy of winning. Similar to the Social Work observed the social problem and its consistency to an area or examine by survey method and plan to set up organisational work related to it.

More less the following Social Scientists generally gives their views regarding the term "Planning".

**Dimock**, Planning is "the use of rational design as contrasted with change, the reaching of a decision before a line of action is taken instead of improving after the action has started

**M.E Harley**, "Planning is deciding in advance what is to be done. It comprises the selection of objectives, policies procedures and programme from among alternatives.

**David Clevand and William King**, “Planning is the process of thinking through and making explicit the strategy, actions and relationships necessary to accomplish an overall objective or purpose.

**White.** “Planning, as the term used in the context of public administration, is not equivalent to make decision on basic policy. Planning in the context of administration begins where general policy stops; it is concerned with the means by which ends can be brought to the fruition”.

### **characteristics of planning**

1. Planning is and orderly process.
2. Within this, determination of goal takes place.
3. For the fulfillment of this goal policy is determined.
4. As per determined policy, processes and resources are determined.
5. Planning is closely associated with the goals of the organisation. These goals might be implicit or explicit; however, well defined goals lead to efficient planning.
6. Planning is primarily concerned with looking into the future .It requires of future forecasting.
7. Planning involves selection of the best alternatives to achieve in the organisation.
8. Planning is comprehensive and includes every course of action in the organisation.
9. Planning is flexible as it is concerned with future conditions which are dynamic.

## **Planning Process:**

Planning is conscious and deliberate effort. It is rational and determined approach to the achievement of an objective.

**According to Seckler-Hudson**, the steps of planning are:

1. A careful definition and limitation of the problems as far as possible.
2. The exploration of all available information pertaining to the problem.
3. The posing of possible alternative solutions or methods of solving the problems.
4. The experimenting of one or more tentative solutions through actual operations.

**According to Millet**, these steps are:

1. The formulation of goals or objectives.
2. An assessment of the means or resources available to achieve these goals.
3. The preparation of a work programs designed to achieve the determined objectives.

A brief we can say, planning involves three steps –**the formulation, execution and evaluation** of plans.

The following steps of Planning are Formulation, execution and evaluation of plans.

## **Steps in planning process:**

**Carlisle** described the following steps of planning process:

1. Determine where you stand today.
2. Develop planning premises regarding trends and likely future conditions.

3. Develop and reassess objectives.
4. Establish strategies to achieve the objectives.
5. Program activities to gain desired results.
6. Determine the support resources required to conduct the activities of step five.
7. Execute the plan.
8. Control the plan.
9. Be ready to modify as per situational condition.



## **Importance/Significance of Planning**

### **1.Planning provides direction:**

Planning is concerned with predetermined course of action. It provides the directions to the efforts of employees. Planning makes clear what employees have to do, how to do, etc. By stating in advance how work has to be done, planning provides direction for action.

### **2. Planning reduces the risk of uncertainties:**

Organisations have to face many uncertainties and unexpected situations every day. The plans are made to overcome such uncertainties. The resources are kept aside in the plan to meet uncertainties and manage risks.

### **3. Planning reduces over lapping and wasteful activities:**

The organisational plans are made keeping in mind the requirements of all the departments. The departmental plans are derived from main organisational plan. Plans ensure clarity of thoughts and action and work can be carried out smoothly.

### **4. Planning promotes innovative ideas:**

Planning requires high thinking and it is an intellectual process. So, there is a great scope of finding better ideas, better methods and procedures to perform a particular job..

### **5. Planning facilitates Decision-Making:**

Planning helps the authorities and employees to take various decisions. As in planning goals are set in advance and predictions are made for future. These predictions and goals help the manager to take fast decisions.

### **6. Planning establishes standard for controlling:**

Controlling means comparison between planned and actual output and if there is variation between both then find out the reasons for such deviations and taking measures to match the actual output with the planned.

**7. Focuses attention on objectives of the organization:**

Planning function begins with the setting up of the objectives, policies, procedures, methods and rules, etc. which are made in planning to achieve these objectives only. When employees follow the plan they are leading towards the achievement of objectives. Through planning, efforts of all the employees are directed towards the achievement of organisational goals and objectives.