

EXAM-DAY · 90-MIN REVISION CARD

Planning

Print this · Fold it · Carry to the exam-hall gate · Revise once · Then walk in.

FORMULAS & KEY RESULTS

PLANNING = deciding in advance WHAT to do, HOW to do it, WHEN to do it, and WHO is to do it — bridging the gap between where we are and where we want to be (Koontz & O'Donnell)

7 FEATURES: goal-oriented · primary function · pervasive · continuous · futuristic · mental exercise · involves decision-making

6 IMPORTANCE points: (1) provides direction (2) reduces risk of uncertainty (3) reduces overlapping/wasteful activities (4) promotes innovative ideas (5) facilitates decision-making (6) establishes standards for controlling

6 LIMITATIONS: rigidity · may not work in dynamic env · reduces creativity · huge cost · time-consuming · does not guarantee success (+ false sense of security)

7-STEP PROCESS: Setting Objectives → Developing Premises → Identifying Alternatives → Evaluating Alternatives → Selecting an Alternative → Implementing → Follow-up

TYPES — SINGLE-USE: Programme · Budget (for non-recurring, one-time use)

TYPES — STANDING: Objective · Strategy · Policy · Procedure · Method · Rule (used repeatedly for recurring situations)

STRATEGY = 3 dimensions: long-term + accounts for environment + factors in competition

PROCEDURE = sequence of steps. METHOD = how to do ONE step. RULE = rigid 'must / must not', no discretion

TOP 5 PYQ PATTERNS

- 1 Types of plans — Objective/Strategy/Policy/Procedure/Method/Rule + Programme/Budget**
6 marks · 90% of years
Define each with one-line example. Classify as single-use (Programme, Budget) vs standing (other 6). Include strategy's 3 dimensions.
- 2 Importance of planning — any 5 points**
5 marks · 80% of years
Provides direction, reduces uncertainty, reduces overlap, promotes innovation, facilitates decision-making, establishes control standards — pick 5 with one-line explanation each.
- 3 Planning process — 7 steps in order**
6 marks · 75% of years
Memorise order: Objectives → Premises → Alternatives → Evaluate → Select → Implement → Follow-up. Never skip 'premises' or 'follow-up'.
- 4 Limitations of planning — any 4-5 points**
5 marks · 70% of years
Rigidity, dynamic env, reduces creativity, cost, time, no guarantee of success. Differentiate clearly from features.
- 5 Features of planning — any 3**
3 marks · 55% of years
Goal-oriented, primary, pervasive, continuous, futuristic, mental exercise, decision-making — pick any 3 and explain.

90-MIN REVISION FLOW

0-10 min
Recite definition + 7 features + 6 importance points + 6 limitations + 7 process steps. Mnemonic: standing plans = O-S-P-P-M-R.

10-25 min
Write the 'Types of Plans' 6-marker from memory with one-line example for each.

25-40 min
Write the 'Planning Process' 6-marker with all 7 steps in correct order.

40-55 min
Take the 15-MCQ Quick Drill.

55-60 min
Review wrong answers + re-read procedure/method/rule misconception card.

Mnemonic for STANDING plans:
O-S-P-P-M-R (Objective,
Strategy, Policy, Procedure,
Method, Rule)

Confidence, not anxiety. You've practised this all year. Trust your steps. Don't change strategy on exam morning.
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