

**Business Studies (319)**  
**Senior Secondary Course**  
**Worksheet (2020)**

**L-11 PLANNING AND ORGANISING**

1. Planning is a systematic way of deciding about and doing things in a purposeful manner. In the light of this statement, elaborate the concept of planning as a concept of management. Also, explain its importance for the organizations.
2. Planning is a systematic process without which it may be difficult to build up proper plans and ensure their implementation. In reference to this statement, explain the process of planning.
3. How does a formal organization differ from informal organization?
4. Mr. Shobit is a manager working in a big organisation. He is facing difficulty in completing the tasks assigned to him. His friend suggested him to delegate some part of the task to others in a formal way so that he can make his subordinates answerable to him for non-performance. In this context, discuss the elements of delegation.
5. Mr. Ankit is a bit confused between the term delegations and decentralization. Explain to him the difference between the two.
6. Do you think planning suffers from some limitations? Give suitable comments.
7. As we know the planning begins with the determination of objectives and directed towards their achievement. With reference to this, explain the various types of plan.
8. How the organizing function is considered as an important function of management after the planning. Also, discuss the various steps to be followed in the process of organizing.
9. Kapil runs a factory wherein he manufactures leather shoes. The business is doing well and he intends to expand by diversifying into leather bags as well as leather jackets. Which type of organisation structure would you recommend for his expanded organisation and why? Give reasons.
10. Explain the importance of decentralization for the manager in organisations.