

ABSTRACT

Planning is a primary function of administration that requires foresight in formulating and implementing programs and policies. In the literature of administration and organization, planning is usually viewed as one of the four important processes that managers must undertake in order to be successful: planning, organizing, leading and evaluating. The role planning is to encourage appropriate change and is a way of sparing the organization the abrupt changes which may occur through the natural course of events. Planning, therefore, is part of the administrative process and can assist a manager in determining the future direction of his organization and the resources needed to carry out that determination.