

FUNCTIONS OF MANAGEMENT PROCESS

A process is a systematic way of getting things done. It converts input into output. Similarly, management is a process where human resources and material resources are brought together to fulfil the objectives of an organization. Management process is basically a process of setting goals and leading the execution of any type of activities. This process comprises of the following functions: Planning, Organizing, Staffing, Directing, Coordinating and Controlling.

Planning

Planning is the process of looking forward. It is deciding in the present about the future objectives, and it helps in determining the course of action to be followed for achieving those. Organizational goal planning depends on the mental state of the manager. It is a process that involves thinking before doing something.

Steps involved in planning are:

- Collecting information
- fixing the long-range objectives
- developing policies, procedures, rules etc for the implementation of strategies
- evaluate the action patterns
- finding out the limitations

Organizing

It is associated with effective utilization of the resources like human, machines, materials, and money for achieving the objectives of the organization. The purpose of organizing is to guide, direct, arrange, coordinate, and control the activities related to production. It involves the following steps:

- Identifying the work to be performed
- Classifying the work
- Assigning the groups or the individuals to work
- Delegating authority and fixing responsibilities

Staffing

Staffing is a constant and fundamental step in the management process. After determining the strategies, objectives, programs, policies, and procedures, managers select a group of people