



BHARATHIDASAN UNIVERSITY

Tiruchirappalli- 620024, Tamil Nadu, India

- **Department of Physical Education and Yoga**

**Course Title** : ORGANIZATION ,ADMINISTRATION AND SUPERVISION IN  
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**Unit- (III)**

**Dr.A.MAHABOOBJAN**

**PROFESSOR & SECRETARY (SPORTS)**

**MRS R.RAJALAKSHMI**

**GUEST LECTURER**

# Planning

- **Planning is considered the most important element of the administrative process. The higher the level of administration, the more the involvement and time devoting to planning. A good plan is the basis of any successful program. Sufficient time should be given to the process of planning. More than one plan should be available to choose from to meet the existing plan.**

# Definition of Planning

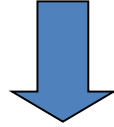
- “Planning is a projected or predetermined course of action designed to achieve a specific goal or objective.”
- Planning determines What? When? Where? How? Why? And by whom? Things will be done.
- It involves “decision making for future events”.

# Process of systemic planning

1. Establishing goals and objectives



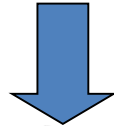
2. Designing alternative courses of action



3. Analysing and predicting the consequences



4. Selecting the best course of action

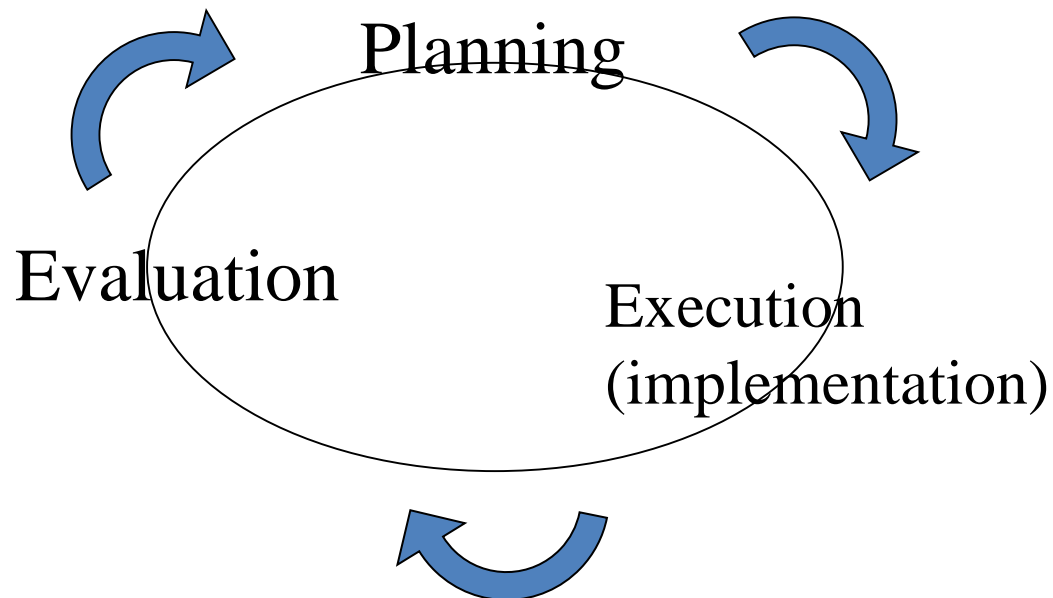


5. Implementing the selected plan and performing periodic evaluation to assure success of plan

# Principles of planning

- Being an intellectual activity it needs knowledge, experience, foresight, reasoning and the mastering of special skills and techniques. Examples of different techniques of planning are:
  - PPBS: Planning/Programming/Budgeting system
  - PERT: Performance/Evaluation/Review technique
  - CPM: Critical Path Method

- **Planning is a dynamic (non-static) process**
- **It is a continuous circular process**



- Futuristic
- Decision making process
- Dynamic
- Flexible

- **Participative planning is sharing the program planning with other people, staff and agencies concerned with the program.**
- **Participative planning have advantages and disadvantages.**

- **Planning of a program is based on:**
  - **Needs and demands of the public**
  - **Available resources**
  - **Attitude of the public**



- **Constraints (intervening factors) to a plan may be social, economical or political, and they may be related to either:**
  - **External environment (community)**
  - **Internal environment (the organization)**
  
- **Establishing priorities are essential in planning (What are these priorities???)**