Ten Things to do about Planning – Part Two

1] Is the plan in writing? Is the plan briefly put down on paper in words that carry meaning.

2] Does the plan point directly at the objective to be achieved? Sometimes plans go off at an angle, and when this occurs, they are not good plans.

3] Is the plan consistent with policy? Does it help to effectuate policy? This is a test that reveals whether or not the planners got lost among the trees and overlooked the total background against which the plan must be built.

4] Was the plan based on adequate data? Questions must be asked to determine if the plan is realistic, if it is based on fact and experience.

5] Can the plan be understood by persons who did not participate in its formulation? Test the plan by trying it on individuals who were not around when it was being developed.

6] Was the plan developed by a qualified individual or group? Though the plan looks good, the question should be asked if the plan were made by persons with experience and judgment, persons who had the know-how, and if there was adequate participation in formulating the plan.

7] Does the plan fit into the established procedures of operation? Sometimes a plan carries an organization off into new paths that may not be desirable.

8] Is the plan compete? Perhaps an essential part of the problem has been overlooked.

9] Does the plan take into account requirements imposed by external as well as internal conditions? Perhaps the plan seems sound for internal operations, but would it cause a poor public relations effect outside the organization? Examine the implications of the plan to outsiders and the effect that the plan will have on the community in which it is to be implemented.

10] Is the plan tailored to the qualifications and the limitations of the people who will carry it out?