

Management Activities – Planning, Organising & Controlling

Part 1 - Planning

SWOT Analysis

S _____

W _____

O _____

T _____

S _____ and W _____ look _____ a business. O _____ and T _____ look _____ a business.

Do a sample SWOT analysis for the company of your choice.

Company Name: _____	
Strengths	Opportunities
Weaknesses	Threats

Do a sample SWOT analysis for the company of your choice.

<input type="text" value="Company Name:"/>	
<input type="text" value="Strengths"/>	<input type="text" value="Opportunities"/>
<input type="text" value="Weaknesses"/>	<input type="text" value="Threats"/>

Outline three types of strategies that a business may use to achieve its objectives

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Explain the difference between Mission Statements, Strategic Plans, and Tactical Plans

Mission Statement: _____

- Example

Strategic Plans: _____

- Example

Tactical Plan:

- Example (fully explained)

Explain the benefits of planning to a business

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Part 2 - Organising

Draw and label a Functional (Line & Staff) Organisational Structure

D Ke



Outline the advantages of a Functional Organisational Structure

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Outline the disadvantages of a Functional Organisational Structure

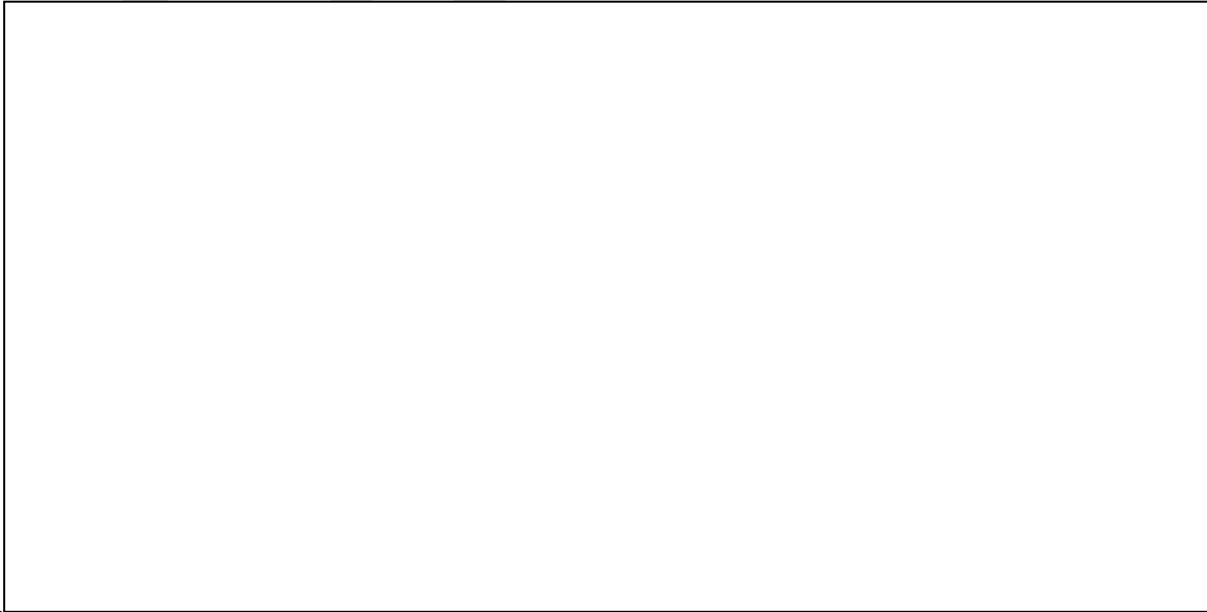
State: _____

Explain: _____

State: _____

Explain: _____

Draw and label a Matrix Organisational Structure



Outline the advantages of a Matrix Organisational Structure

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Outline the disadvantages of a Matrix Organisational Structure

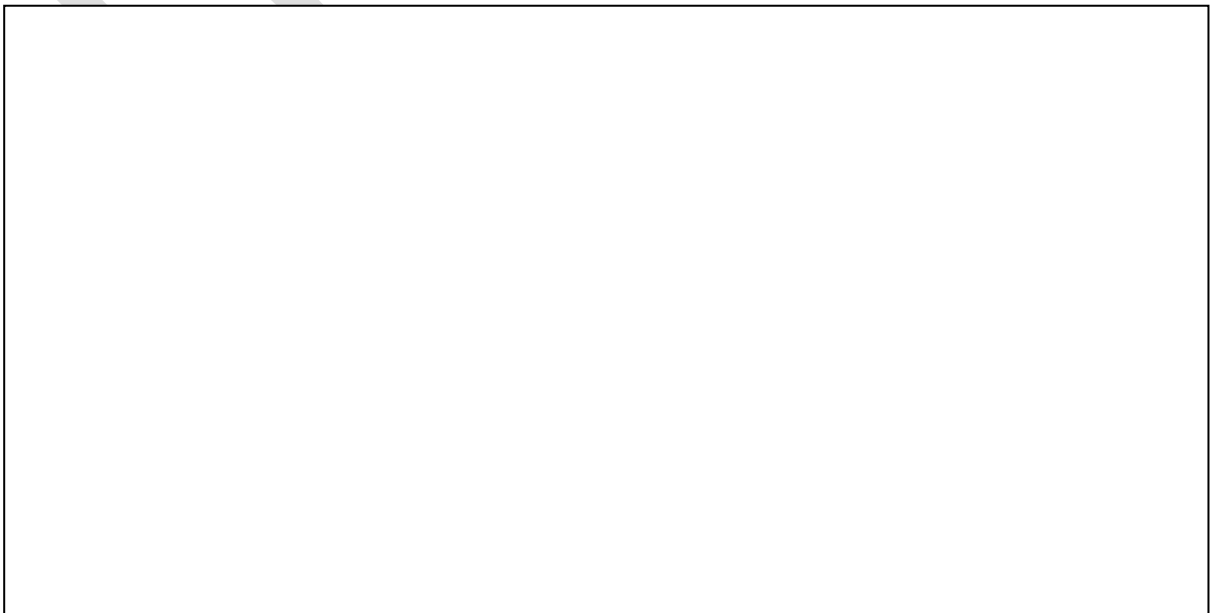
State: _____

Explain: _____

State: _____

Explain: _____

Draw and label a sample Geographical Organisational Structure



Outline the advantages of a Geographical Organisational Structure

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Outline the disadvantages of a Geographical Organisational Structure

State: _____

Explain: _____

State: _____

Explain: _____

Draw and label a sample Product Organisational Structure



Outline the advantages of a Product Organisational Structure

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Outline the disadvantages of a Product Organisational Structure

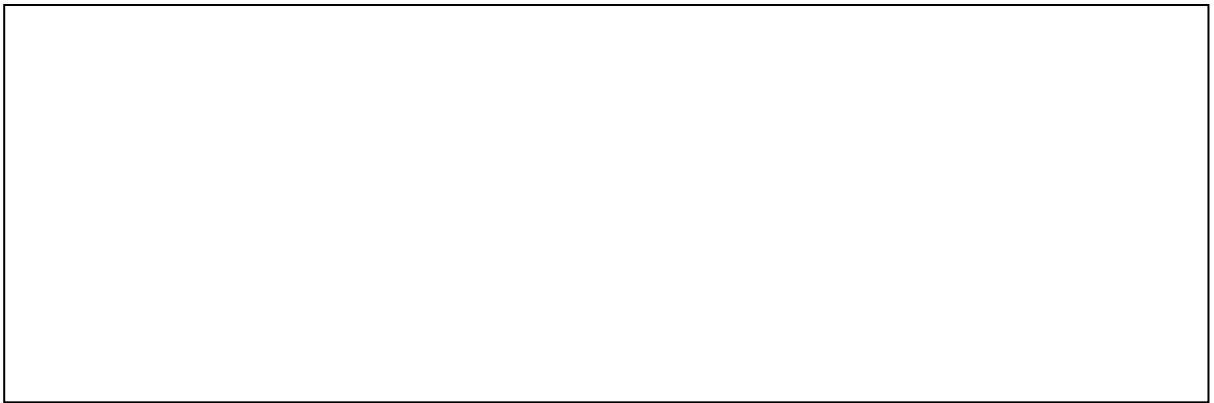
State: _____

Explain: _____

State: _____

Explain: _____

Draw and label a sample span of control within a business



Explain the difference between a wide and narrow span of control

Outline the factors that affect a manager's span of control

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Outline the benefits of organising to a business

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Part 3 – Controlling

Explain the benefits of stock control to a business

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Illustrate how just-in-time works in a business

What is quality control?

Illustrate your understanding of quality circles works in a business

What is “Q Mark”?

What is ISO 9000 Certification **and** how does it benefit business?

Explain the role of a credit controller in a business?

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Outline the methods a business can use to reduce its bad debts?

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____
