

Chapter 3

Basic Management Functions

Great success in any enterprise comes from a balanced combination of three elements: the mission, the leadership, and the people who make it happen. By far the most important is the mission.

—Roger Freeman

Learning Objectives

- 1. Establish the benefits of planning and picture the trajectory of the future to plan.
- 2. Describe the types of plans used in business setting and identify and explain the key elements of planning.
- 3. Establish the role of planning as an organization's vision and mission.
- 4. Establish the significance of goals and objectives in planning.
- 5. Define action plans and examine the elements of a typical action plan.
- 6. Define organizing and describe its place among the basic management functions.
- 7. Explain the importance of roles in organizational life.
- 8. Explain the concept of authority and describe how authority is implemented in three dimensions for an organization.
- 9. Define the concepts of "span of control" and "span of control" as they apply to the role of the first-line supervisor.
- 10. Define the informal organization and describe its potential impact on organizational functioning.
- 11. Define coordinating and controlling, and describe their relationship to the other management functions.

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Nicki Harrington, Cynthia Lee Terry



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