



**ROMMEL M. ANTONIO**

**Construction Surveying & Consultancy Services**

Chesa Street, Sto Domingo Village, San Jose Matulid, Mexico, Pampanga

Tel. No. (045)966-0810 Cell. No. 0920-9095264

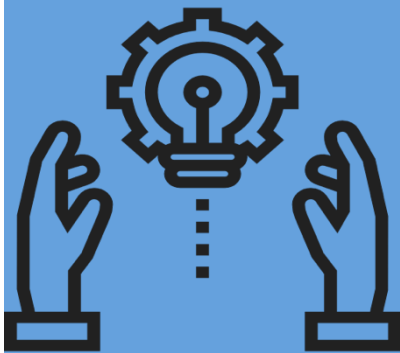
Email Address: mel\_cecil@yahoo.com

## **Engineers Planners Contractors**

### **SERVICES RENDERED:**

- ❖ **Land Surveys**
- ❖ **Land Development**
- ❖ **Housing Construction**
- ❖ **Mapping**
- ❖ **Computerized Survey Returns**
- ❖ **Consultancy Services**





# PLANNING, MANAGEMENT AND DEVELOPMENT

Engr. Rommel M. Antonio



# Management

---

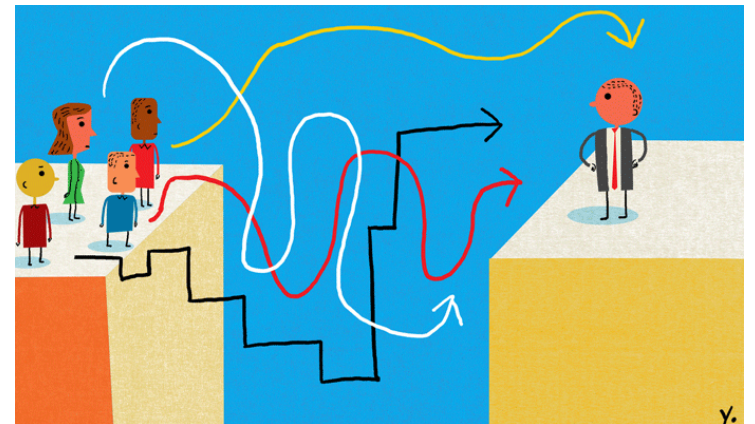


# Management

---

*Cambridge Dictionary*

- the control and organization of something, esp. a business and its employees



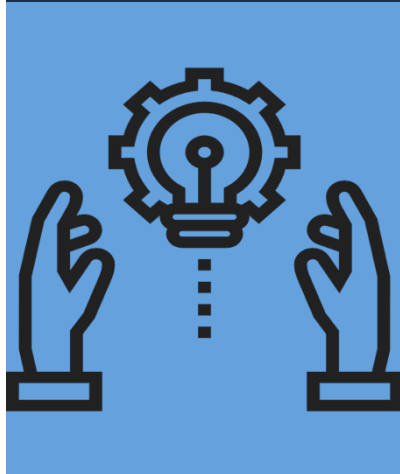
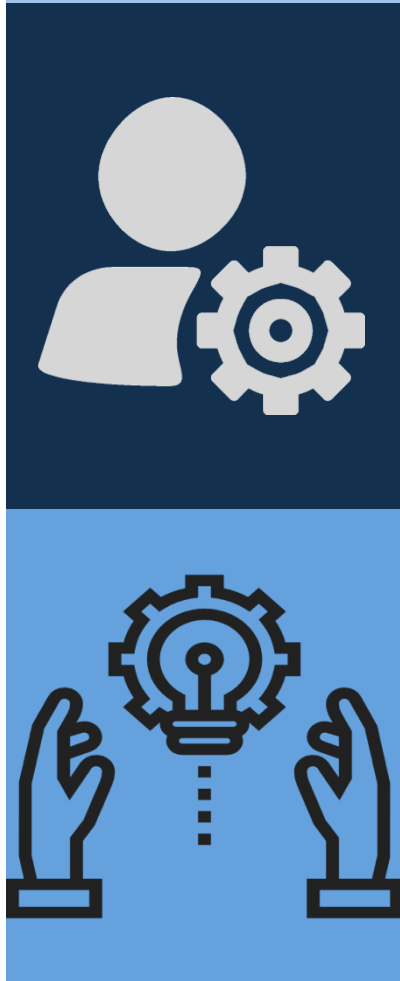
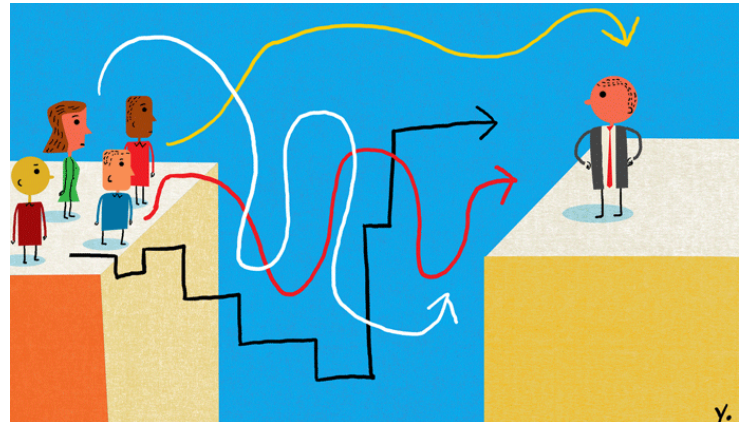


# management

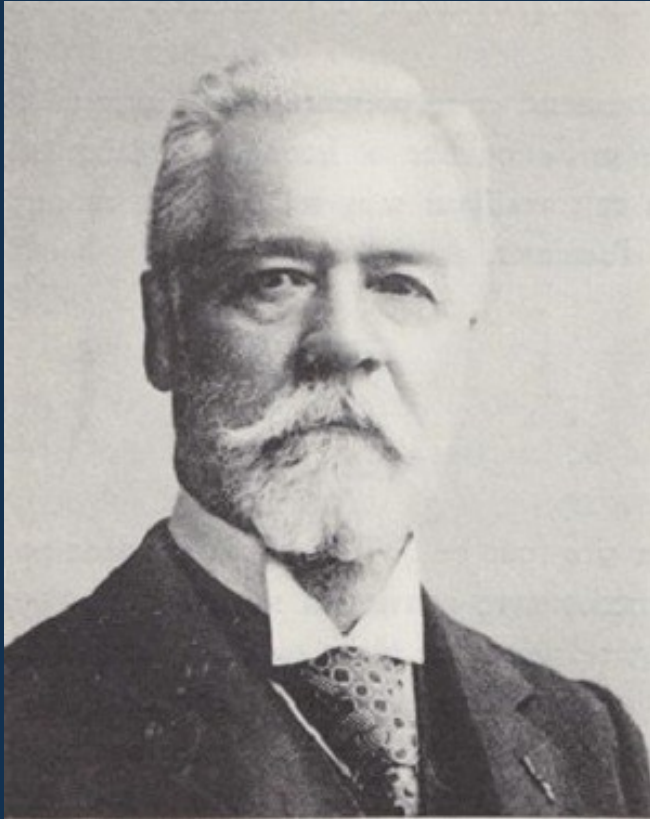
---

## *Business Dictionary*

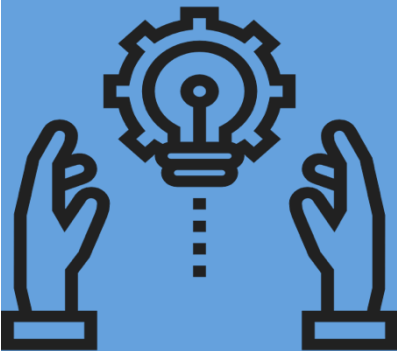
- The organization and coordination of the activities of a business in order to achieve defined objectives.



# HENRI FAYOL



- Founder of “Management Process School”
- First “Management Theoretician”
- Published Administration Industrielle et Generale (General and Industrial Management” in 1916



# Management

---

*According to Henri Fayol,*

Management has **5 elements**

- Planning
- Organizing
- Commanding
- Coordinating
- Controlling

**Planning** – thought and analysis process to be able to draw an action plan to achieve goals

**Commanding** – setting human resources towards organizational objectives

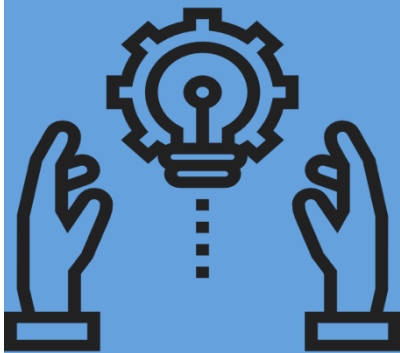
**Controlling** – monitoring activities to assure that everything is of quality and accordance with plans

**Organizing** – assembling and bringing together all the resources for the implementation of plans

**Coordinating** – harmony of organizational activities ensuring the alignment with common objectives







# General Principles of Management

# General Principles of Management

## **1. Division of Work**

- Subdividing work and decisions among the manager and subordinates

## **2. Authority and Responsibility**

- The power of a manager to give commands to employees which involves responsibility

## **3. Discipline**

- Respect for agreements and obedience to orders

# General Principles of Management

## **4. Unity of Command**

- Establishes chain of authority wherein orders should be received from one superior only

## **5. Unity of Direction**

- People in each group activities must have only one head, one plan and towards the same objectives

# General Principles of Management

## **6. Subordination**

- Employees must be subordinated to general interest of organization

## **7. Fair Remuneration**

- Employees must be remunerated for their effort and for satisfying employers

# General Principles of Management

## **8. Centralization/Decentralization**

- Authority is concentrated or dispersed depending on organization's structure, nature of operation, culture of staff, and business

## **9. Scalar Chain**

- Lines of authority or chain of superiors wherein chain is maintained from top to bottom structure of organization

# General Principles of Management

## **10. Order**

- Material and social order necessary for proper functioning of organization

## **11. Equity**

- Employees must be treated equally, fairly and with kindness by managers to elicit loyalty from them

## **12. Stability of Tenure**

- Job security and career progress are assured

# General Principles of Management

## **13. Initiative**

- Eagerness of an individual to do something that would benefit the organization

## **14. Esprit de Corps**

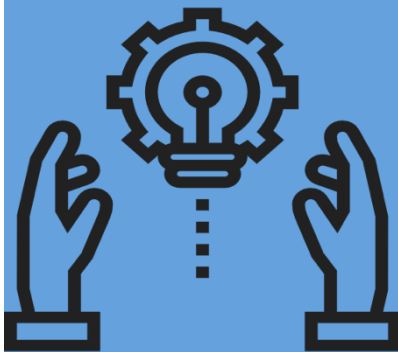
- Raising the morale and motivating employees through establishing unity within the organization



# Conditions for Management to Succeed



1. **Mission** (goals)
2. **Authority** (power & control)
3. **Resources** (supplies or financial resources)

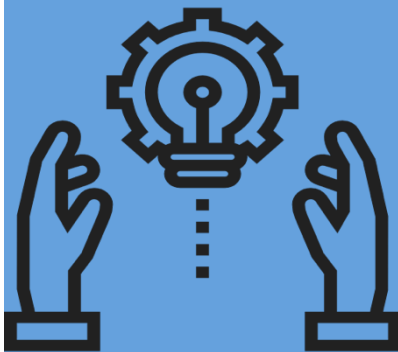


4. **Responsibility and Accountability**





# Levels of Management



# **Levels of Management**

- 1. Top Level of Management**
- 2. Middle Level of Management**
- 3. Bottom Level of Management**

*Top  
Management*

```
graph LR; TM[Top Management] --> BD[Board of Directors]; TM --> MD[Managing Director]; TM --> GM[General Manager];
```

**Board of Directors**  
**Managing Director**  
**General Manager**



*Middle  
Management*



```
graph LR; MM[Middle Management] --> BM[Branch Managers]; MM --> PM[Production Manager]; MM --> MktM[Marketing Manager]; MM --> FM[Finance Manager]; MM --> PSM[Personnel Manager];
```

**Branch Managers**  
**Production Manager**  
**Marketing Manager**  
**Finance Manager**  
**Personnel Manager**

**INTERPRETATION  
OF POLICIES TO  
LOWER LEVEL**

**ORGANIZE  
ACTIVITIES OF  
DEPARTMENTS**

**MOTIVATE PEOPLE  
TO PERFORM  
THEIR BEST**

**MIDDLE LEVEL  
OF  
MANAGEMENT**

**RECRUITMENT &  
SELECTION OF  
EMPLOYEES**

**CONTROL AND  
INSTRUCT  
EMPLOYEES**

*Lower  
Management*



**Foremen**

**Office Superintendents**

**Supervisors**

**Departmental Heads**







# MANAGEMENT ROLES

(According to Mintzberg as published in his book  
Mintzberg on Management: Inside Our Strange World  
of Organizations)

<b>INTERPERSONAL</b>	FIGUREHEAD
	LEADER
	LIAISON

<b>INFORMATIONAL</b>	MONITOR
	DISSEMINATOR
	SPOKESPERSON

<b>DECISIONAL</b>	ENTREPRENEUR
	DISTURBANCE HANDLER
	RESOURCE ALLOCATOR
	NEGOTIATOR



# PLANNING

---

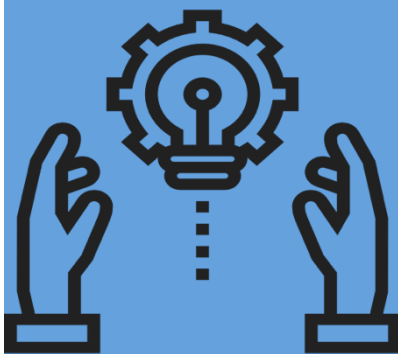


# PLANNING

---

*Merriam Webster Dictionary*

- The act or process of making or carrying out plans
- The establishment of goals, policies, and procedures for a social or economic unit





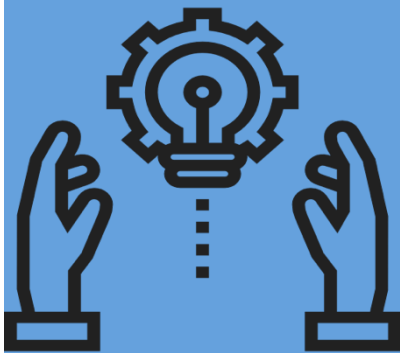
# PLANNING

---

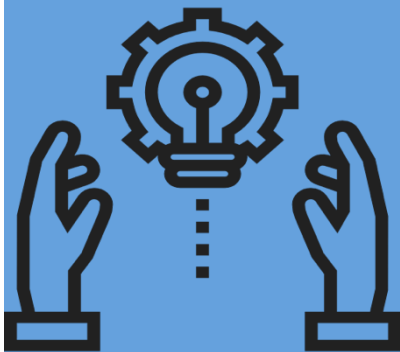
*“Deciding in advance what to do, how to do it and who is to do it.”*

-Koontz and O’Donell





# Four Types of Planning



# Four Types of Planning

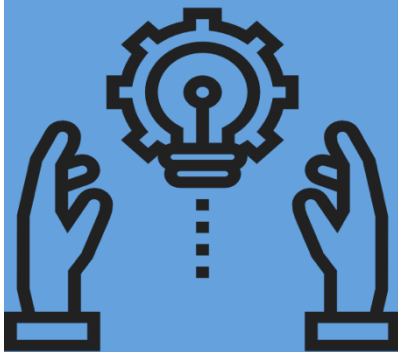
1. Operational Planning
2. Strategic Planning
3. Tactical Planning
4. Contingency Planning



# Four Types of Planning

## 1. Operational Planning

- About how things need to happen
- Day-to-day activities and operations of a company



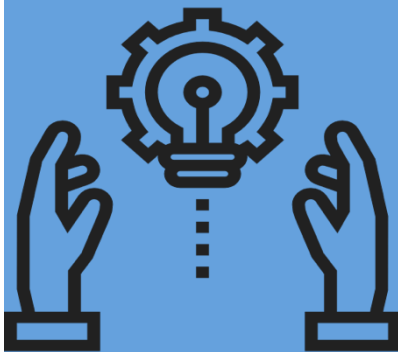




# Four Types of Planning

## 2. Strategic Planning

- More focused on long-term activities and decisions of the company and serves as its foundation
- Includes high-level overview of the business

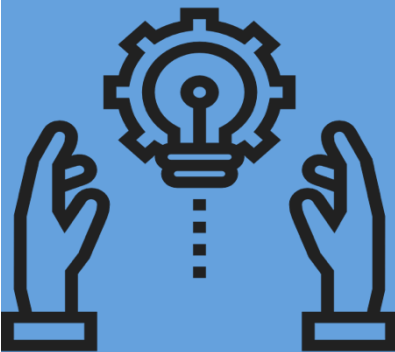




# Four Types of Planning

## 3. Tactical Planning

- Focused, specific and short-term plans
- Supports strategic planning through organizing ways or 'tactics' as to how to achieve the plans outlined in the strategic plan

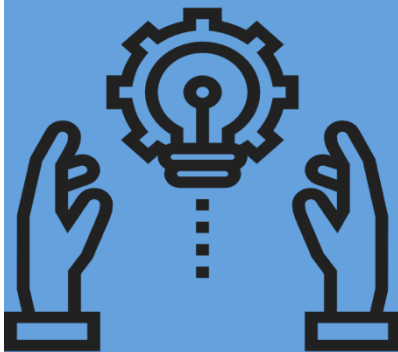




# Four Types of Planning

## 4. Contingency Planning

- Experts consider this as special type of planning
- Managing problems that are unexpected or unforeseen by the manager





# Approaches in Planning



# Approaches in Planning

1. Top-Down Approach
2. Bottom-Up Approach
3. Mixed Approach



# Approaches in Planning

## 1. Top-Down Approach

- “Stepwise Design”, “Break-Down”
- All directions came from the top
- Project objectives, guidelines, plans and fund processes are provided by the top managers
- This approach often cause reduced productivity and bottlenecks





# Approaches in Planning

## 2. Bottom-Up Approach

- Team members participate in every step of management wherein discussion on a certain project is done by the whole team
- Managers communicate the goals and values, and team members are encouraged to do their own to-do lists to achieve their goals

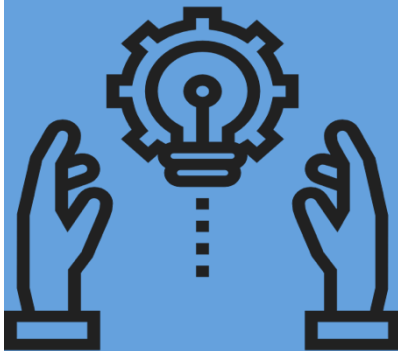




# Approaches in Planning

## 2. Bottom-Up Approach

- Choice of methods and how to perform actions depend on the team members
- Members are more involved and that their initiatives are appreciated



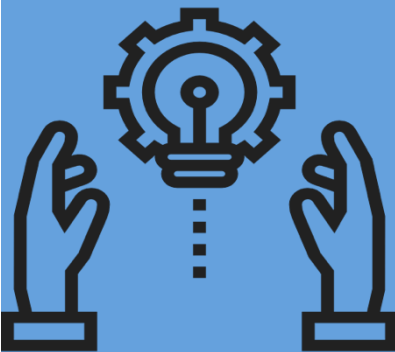




# Approaches in Planning

## 3. Mixed Approach

- According to experts, combining two approaches is the best approach
- It is focused more on distributing the work as a manager but still maintain the authority and control in the overall project
- Each levels of management has equal participation



# Steps in Planning

1. Identify goals
2. Evaluate current situation
3. Establish a time frame
4. Set SMART objectives
5. Forecast resources needed
6. Implement the plan
7. Create feedback mechanisms



# Goal

- A long-term ambition of the organization

# Mission

- Fundamental purpose of the organization





# Vision

- The way on how an organization will be in the future

# SMART METHOD

**S** - specific

**M** - measurable

**A** - attainable

**R** - realistic

**T** - timely

# Generic Elements of a Plan

1. Title
2. Goals
3. Objectives
4. Courses of action
5. Resource requirements and Budget
6. Responsible units or persons
7. Develop monitoring and evaluation tools
8. Key results areas and performance indicators



# DEVELOPMENT

---





# DEVELOPMENT

---

*Cambridge Dictionary*

➤ Process in which something or someone grows or changes and becomes more advanced



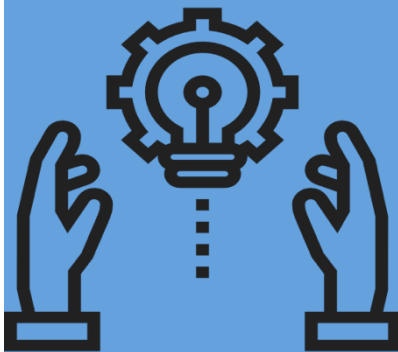


# DEVELOPMENT

---

## *Business Dictionary*

- Systematic use of scientific and technical knowledge to meet specific objectives and requirements



# Key Concepts of DEVELOPMENT Plan

- The employee owns the plan
- Both supervisor and employee created the plan
- Both have realistically balanced benefits with costs
- The supervisor is committed to helping the employee accomplish the plan

# Key Concepts of DEVELOPMENT Plan

- The plan is outcome-focused, not activity-focused
- Developmental goals are not rated during the performance review (they are part of planning)
- Training is not the only way to development. Focus on the outcomes to be achieved then plan on how to accomplish them

# To build a **DEVELOPMENT** Plan

(According to Rochester Institute Technology)

1. Gather input to determine where to focus:
  - Performance Outcomes: What new skills or behaviors are required to achieve this year's objectives?
  - Development areas: Based on performance feedback from past years, where have you fallen short?
  - Career planning: What new skills and behaviors should you work on to prepare for your future career?

# To build a **DEVELOPMENT** Plan

(According to Rochester Institute Technology)

2. Define one to four development goals for Job Duties, Universal Performance Dimensions, and Job Specific Competencies that will build skills for today or prepare you for future roles and record those goals in the “Development Needs” column for each area of the three areas.

# To build a **DEVELOPMENT** Plan

(According to Rochester Institute Technology)

3. Identify development activities that support achievement of your goals. Consider:

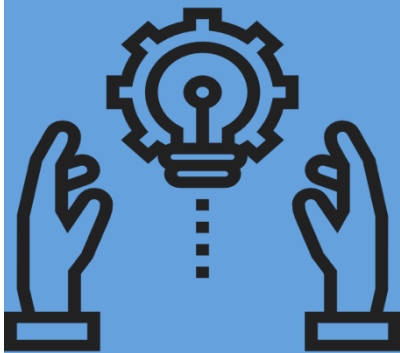
<b>Experience Learning Through Doing</b>	<b>Education Learning Through Resources</b>	<b>Exposure Learning Through Others</b>
<p><b>Activities such as:</b></p> <ul style="list-style-type: none"><li>• Challenging on-the-job assignments</li><li>• Job rotation programs</li><li>• Mentoring others</li><li>• Project teams/task forces</li><li>• Conducting research</li><li>• Tackling a start-up or “fix it” issue in your area</li></ul>	<p><b>Activities such as:</b></p> <ul style="list-style-type: none"><li>• Instructor led courses (on or off campus)</li><li>• e-Learning programs</li><li>• Formal education programs</li><li>• Professional associations and/or certifications</li><li>• Reading professional books, magazines or journals</li></ul>	<p><b>Activities that offer you the opportunity to learn from others, such as:</b></p> <ul style="list-style-type: none"><li>• Mentors/role models</li><li>• Feedback, coaching</li><li>• Visibility with key leaders/projects/teams</li><li>• Networking</li></ul>

# To build a **DEVELOPMENT** Plan

(According to Rochester Institute Technology)

4. Record the selected developmental activities in the “Action Steps” column for each area of the Performance Management Planning and Review Form (Job Duties, Universal Performance Dimensions, and Job Specific Competencies); these items should be the actual learning activities that will support the “Development Needs” or goals; also fill in the “Targeted Implementation Dates.”
5. Go over the development portion of the plan with your supervisor.





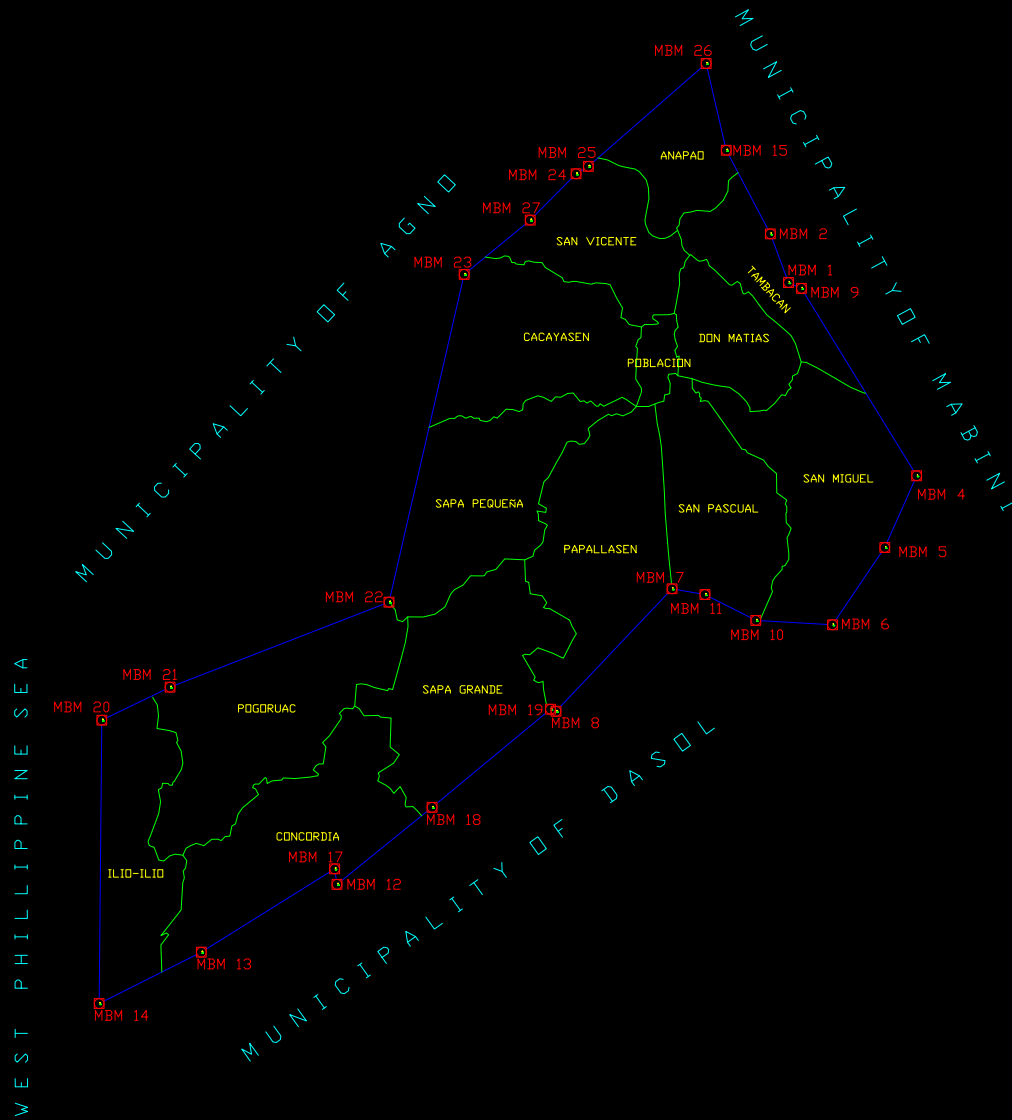
# **Sample Project**

---



# Cadastral Survey Project of Burgos Cadastre Province of Pangasinan

# Municipal Boundary





OFFICE WORK AND SUBMISSION OF COMPLETE

B SURVEY RETURN

Reports	Date
1 Inception report Interim Progress 2 report	Upon issuance of the Notice to proceed
a) First Status Report	45 days after the start of the activity
b) Second Status Report	120 days after the start of the activity
3 Draft Report	148 days after the start of the activity
4 Final Report	365 days



## OFFICE WORK AND SUBMISSION OF COMPLETE

### B. SURVEY RETURNS

#### Reports

#### Date

- 1 Inception report  
Interim Progress  
2 report

Upon issuance of the Notice to proceed

- a) First Status Report
- b) Second Status  
Report

30 days after the start of the activity

5 days upon the observation is finished

- 3 Draft Report

58 days after the start of the activity

- 4 Final Report

Upon approval of the Project activity







**B OFFICE WORK AND SUBMISSION OF COMPLETE SURVEY RETURN**

Reports	Date
1 Inception Report	Upon issuance of Notice to proceed
Interim Progress	
2 Report	
a) First Status Report	30 days after the start of the activity
b) Second Status Report	5 days upon the observation is finished
3 Draft Report	47 days after the start of the activity
4 Final Report	Upon approval of the Project activity



<b>1. ESTABLISHMENT OF PROJECT CONTROL</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>	<b>50</b>	<b>60</b>	<b>70</b>	<b>80</b>
1.1 Research Work Plotting and Encoding								

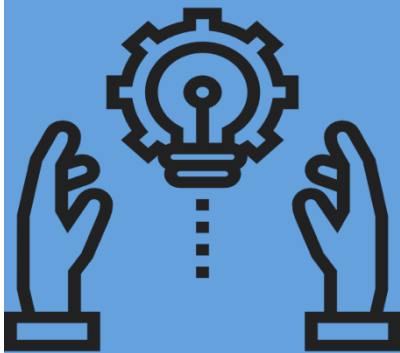
2. ESTABLISHMENT OF POLITICAL BOUNDARY	10	20	30	40	50	60	70	80
1.1 Research Work Plotting and Encoding								





“When you do the things in the present that you can see, you are shaping the future that you are yet to see”

- [Idowu Koyenikan](#)



**THANK YOU!**