

**PLANNING**

1. **Identify the problem.** The first step in the planning process is to identify the problem or opportunity that has led to the need for a plan. This involves a clear understanding of the current situation and the goals that need to be achieved.

2. **Set objectives.** Once the problem is identified, the next step is to set specific, measurable, achievable, relevant, and time-bound (SMART) objectives. These objectives should be clear and concise, and they should be aligned with the organization's overall mission and vision.

3. **Develop strategies.** Strategies are the broad, long-term plans that guide the organization's actions. They are developed based on the organization's strengths, weaknesses, opportunities, and threats. Strategies should be flexible and adaptable to changing circumstances.

4. **Formulate action plans.** Action plans are the specific, short-term plans that outline the steps that need to be taken to achieve the organization's objectives. They should be detailed and include a clear timeline and a list of responsible parties.

5. **Implement and monitor.** Once the action plans are formulated, the next step is to implement them. This involves assigning resources, setting up a monitoring system, and regularly reviewing progress. It is important to be flexible and make adjustments as needed.

Task	Responsible Party	Start Date	End Date
Identify the problem	John Doe	2023-01-01	2023-01-15
Set objectives	Jane Smith	2023-01-16	2023-01-30
Develop strategies	John Doe	2023-02-01	2023-02-15
Formulate action plans	Jane Smith	2023-02-16	2023-02-30
Implement and monitor	John Doe	2023-03-01	2023-03-31

**LINGSTON**

