

PLANNING

1. **Identify the problem**
2. **Set objectives**
3. **Generate alternatives**
4. **Evaluate alternatives**
5. **Select an alternative**
6. **Implement the alternative**
7. **Evaluate the results**

Step	What to do	Why it matters
1. Identify the problem	Recognize the need for action	Without a clear problem, you cannot plan effectively
2. Set objectives	Define what you want to achieve	Objectives provide direction and focus for the plan
3. Generate alternatives	Brainstorm different ways to solve the problem	Having multiple options increases the chance of finding a good solution
4. Evaluate alternatives	Compare the pros and cons of each option	Helps you choose the most feasible and effective alternative
5. Select an alternative	Choose the best option based on your evaluation	Commitment to a single path is necessary for successful implementation
6. Implement the alternative	Put the chosen plan into action	Execution is where the plan meets reality
7. Evaluate the results	Check if the plan is working and make adjustments if needed	Continuous monitoring ensures the plan stays on track and adapts to changes

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