

UNIT-2
PLANNING AND DECISION MAKING
WORKSHEET-2

1. Planning is primarily concerned with []
 - a) Past performance
 - b) Future course of action
 - c) Present problems
 - d) Employee satisfaction

2. The first step in the planning process is []
 - a) Setting objectives
 - b) Evaluating alternatives
 - c) Implementation
 - d) Controlling

3. Which of the following is a single-use plan? []
 - a) Policy
 - b) Procedure
 - c) Budget
 - d) Rule

4. Management by Objectives (MBO) was developed by []
 - a) Henry Fayol
 - b) Peter Drucker
 - c) F.W. Taylor
 - d) Elton Mayo

5. Production planning mainly focuses on []
 - a) Marketing strategies
 - b) Finance management
 - c) Efficient use of resources
 - d) Employee training

6. Programmed decisions are[]
 - a) Routine and repetitive
 - b) Unique and complex
 - c) Strategic decisions
 - d) Creative decisions

7. Non-programmed decisions are[]
 - a) Structured
 - b) Routine
 - c) Unstructured and novel
 - d) Predefined

8. Decision making involves choosing among[]
 - a) Problems
 - b) Alternatives
 - c) Employees
 - d) Resources

9. The concept of bounded rationality was proposed by[]
 - a) Max Weber
 - b) Herbert Simon
 - c) Taylor
 - d) Fayol

10. Bounded rationality means[]
 - a) Perfect decision making
 - b) Limited information and constraints
 - c) No decision making
 - d) Group decisions

11. The final step in decision making is []
 - a) Identifying problem
 - b) Evaluating alternatives
 - c) Implementation and feedback
 - d) Selecting alternative

12. Group decision making often leads to []
 - a) Less creativity
 - b) Better information and ideas
 - c) Faster decisions always
 - d) No conflict

13. Creativity in management refers to []

- a) Copying ideas
- b) Generating new ideas
- c) Following rules
- d) Ignoring innovation

14. Innovation means []

- a) Thinking
- b) Planning
- c) Implementing new ideas
- d) Controlling

15. Production control ensures []

- a) Sales increase
- b) Quality and timely production
- c) Employee motivation
- d) Financial growth

FILL IN THE BLANKS

- 1) Planning is a _____ oriented activity.
- 2) The first step in the planning process is _____.
- 3) A _____ plan is designed for one-time use.
- 4) Policies are a type of _____ plan.
- 5) MBO stands for _____.
- 6) _____ is the process of setting objectives and evaluating progress.
- 7) Production planning aims at efficient use of _____.
- 8) Production control ensures timely and _____ production.
- 9) _____ decisions are routine and repetitive.
- 10) _____ decisions are unique and non-routine.



- 11) Decision making involves choosing the best _____ among alternatives.
- 12) The concept of bounded rationality was given by _____.
- 13) Bounded rationality means decision making is limited by _____ and constraints.
- 14) _____ decision making involves participation of multiple individuals.
- 15) _____ refers to generating new ideas, while innovation refers to implementing them.