

School Level Plans

1. Training Contents

1. The concept of plan & Planning.
2. Characteristics of a plan
3. Types of plan
4. Major problems in educational planning

Activity 1

1. Distinguish among the terms 'Policy' 'strategy' 'program' 'plan' 'project' and 'procedure'
2. 'Poor planning is often worse than no planning' Do you agree/Disagree? Why?
3. Can you mention the different types of plans in education?
4. It is uncomfortable truth that 'plans' fail. What do you think are the reasons?
5. What are the major problems of school level plans in your school/schools you are inspecting/ supervising?

1. The concept of plan

- Plan is a document, considered as a 'blue print' which is an out put of a planning process.
- Planning is a process of determining in advance a set of decisions for actions in the future directed at achieving a goal.
- Planning involves the determination of why an action (objectives); what action (amount of what to do); how to take action (procedures); & when to take action (the required time).
- The success of plan implementation & the achievement of plan's objectives are affected by the dynamic change in the environment.

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(social, cultural, economic, political, technological).

- The key function in planning process is 'forecasting', a process of gathering & analyzing pertinent information about future contingencies (constraints & opportunities).
- Forecasting takes place in five principal domains of environmental contingencies: social, cultural, economic, political & technological.
- Educational planning can take place at macro & micro level.
- Macro plan (education system level plan) emanates from mega plan where as micro plans may emerge from macro plan.

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- In the dynamic & constantly changing environment that influences the education system at all levels, it is essential to approach the macro & micro planning endeavors of educational planning strategically.
- Educational micro planning refers to the planning of educational programs, projects, activities below the national level, e.g., regional to school level in our case
- Micro planning is a process of breaking macro plans in to small scale, manageable & short term plans.
- Micro planning has become an important method of solving problems of equity, access, relevance, quality, & efficiency.

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Hence, micro plans (complements) offers the possibility of correcting deficiencies of macro plan (lack of adequate information about local contexts & local needs & lack of participation of local stakeholders).

Characteristic of planning

- It is a process
- It is purposeful
- It is future oriented
- It is decision oriented
- It is action oriented
- It is goal oriented (contribution matters)
- It is participatory

Types of plan

= Based on their use plans are classified as standing & single use plans:

Standing plans are repetitive in their nature, e.g., rules, policies & goals

Single use plans are used only once to achieve a particular objectives ,e.g., budget, project, etc

= In terms of time:

Long range (5-10 years)

Intermediate (medium range) &

Short range (complementary to long range plans often prepared for one year)

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=Based on their scope plans are classified as:

Strategic plans: are performed by top level managers; shows general direction; & focus on major objectives of schools with long term goals.

Tactical plans: are used to translate broad strategic goals & plans to specific goals. They may refer to portion of an organization, e.g., teaching & learning; Human resource, etc

Operational plans: prepared at lower level of an organization by first line managers & focus on day-to-day activities, e.g., action plans

Major problems in educational plan preparation & implementation

- Political problems: turn over of leaders; political instability; lack of clear national education plan; & the failure to distinguish b/n political & technical aspects of educational decisions.
- Financial problems: lack of finance; delay in financial flow; absence of diversified sources of income; ineffective & inefficient utilization of available resources.
- Attitudinal problems: stakeholders' awareness, consensus, & commitment.
- Lack of skilled manpower
- Lack of adequate, dependable & reliable information.