

SUMMARY

THE IMPORTANCE OF PLANNING IN THE ADMINISTRATION OF PUBLIC AFFAIRS *

*by His Excellency General Thanom Kittikachorn
Deputy Prime Minister*

In his talk, General Thanom dealt with practical problems of planning, both as a necessary part of the administrative process and as an essential task of management. Although his stated intent was to concentrate on the importance and usefulness of planning in the administration of public affairs, the reader will appreciate the fact that his discussion transcends his original purpose and is germane to the broader perspectives of planning in modern public administration.

Speaking in cumulative terms, planning is preparation for action. The planning function has become vital in modern society because of the industrial revolution and the growth of scientific knowledge. Planning involves future actions and is concerned with the organization of personnel in every unit of an administrative agency. For this reason, planning is an indispensable management function. It is the basis for systematic, organized, rational action.

The management planning role can best be studied in detail by analyzing the actual tasks of management and the ways in which managers and/or executives utilize planning to maximize the benefits of their operations. Some of the advantages of planning may be said to include the following: increased output and efficiency; systematized growth; the promotion of employees' morale and the rationalization of work; the maintenance of teamwork and cooperation; the avoidance of arbitrary action by both management and labor; and finally, the preservation of scarce resources, physical and human, essential to the administration. Planning also has its weaknesses, however, for it may prove to be valueless and waste if a plan is improperly formulated or based upon inadequate knowledge.

The planning process is not the exclusive province of top management in an administrative hierarchy. All levels of management contribute to the formulation of public goals, i.e., the planning

* A Lecture given at the All-Executive Development Seminar, Group 1-6, at the College of Education, Bangsach, Cholburi Province, on February 11, 1963.

of public policy. In addition, every administrative agency, however small, must formulate plans, written or otherwise, in order to implement the broader public policies. This process is known as administrative planning, which may be divided into program planning and managerial planning, and which consists of three closely related parts. Namely: (1) the process of planning, i.e., the drafting of a plan; (2) the administration of planning, i.e., the execution of the plan; and, (3) the reviewing or redrafting of the plan. Managers and executives must always keep in mind the significance of each of these phases of planning, as neither of them is negligible.

In the concluding part of the lecture, the General, in his capacity as Deputy Prime Minister, reminded the executives present of their responsibilities in carrying out the nation's National Economic Development Plan. In conclusion, he pointed out certain factors which are illustrative of problems underlying the implementation of the Plan, and suggested ways of overcoming obstacles to the Plan's fulfillment through careful administrative planning.

Words

He who does not know the force of words cannot know men.

Confucius

คำพูด

ผู้ซึ่งไม่รู้จักอำนาจของคำพูด ย่อมไม่สามารถรู้จักคน

กงจื๊อ
