

## 1.7 ORGANIZATIONAL PLANNING TOOLS

1. A specific and temporary activity with a start and end date, clear goals , defined responsibilities and a budget
  - a. Budget
  - b. Project
2. A visual identification of a many potential causes of a problem.
  - a. Fishbone
  - b. Decision tree
3. A diagram that sets out the options connected with a decision and the outcomes and economic returns that may result
  - a. Decision tree
  - b. Fishbone
4. The likely financial result of an outcome obtained by multiplying the probability of an event occurring by the forecast economic return if does it occur.
  - a. Outcome
  - b. Expected value
5. An analytic process used to map the opposing forces within an environment (such as a business) where change is taking place
  - a. Business plan
  - b. Lewin Force Field
6. A visual representation of a project schedule in which a series of horizontal lines shows the amount of work planned in certain periods of time.
  - a. Gantt Chart
  - b. Lewin Force Field
7. What is the probability of throwing a dice and get on side?
  - a. 0,5
  - b. 0,17
8. Help to maintain the status Quo – make change more difficult
  - a. Restraining forces
  - b. Driving forces
9. SMART OBJECTIVES – Provide a way to evaluate, use metrics or data targets:  
Specific      Measurable      Achievable      Relevant      Time - limited
10. A written document that describes a business, its objectives and strategies, the market it is in and its financial forecast
  - a. Budget
  - b. Business plan