

Grade 7 EMS Worksheet

Assessment Task: Management functions

Why is planning important for businesses? (Group activity)

Hold a group discussion about the importance of planning in a business. Discuss the following questions and write down your answers:

- a) If you planned what you would study after Grade 12, is it short-term, medium-term or long-term planning? [1 mark]
- b) If you planned what to eat for lunch this afternoon, is it short-term, medium-term or long-term planning? [1 mark]
- c) If you planned what subjects to take next year, is it short-term, medium-term or long-term planning? [1 mark]
- d) Why is it important to plan before you start a business? [2 marks]
- e) What do you have to plan when you start a business? [3 marks]
- f) Why is it important to plan when you are running your business (think about what you learned about productivity)? [2 marks]

[Total: 10 marks]

Group assessment checklist

Criteria	Yes	No
Our group correctly identified the difference between short-, medium- and long-term planning.		
Our group understands why planning is important before starting up a business.		
Our group could explain what planning is necessary before starting up a business.		
Our group understands why planning is important when running a business.		
Our group can appreciate the importance of planning in general.		
Our group can respect the need to be responsible by planning actions and activities.		

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Suggested Solutions

Question number	Possible marks	Solution
1	10	<p>a) Long-term planning [1 mark]</p> <p>b) Short-term planning [1 mark]</p> <p>c) Medium-term planning [1 mark]</p> <p>d) You must plan before you start a business so that you can ensure that you know what kind of business to start, what would work in your area, how much money you would need, how to run the business and what prospects the business would have for success (any two). [2 marks]</p> <p>e) You have to plan your SWOT analysis to measure strengths, weaknesses, opportunities and threats. You have to plan your budget. You have to plan your organisational structure. You have to plan what type of business to start. You have to plan what tasks will be done, by whom and how (any three). [3 marks]</p> <p>f) If planning is a continuous process during the operation of your business, you will be able to make adjustments when things don't go right. You will also be able to be more successful when you apply your resources productively. You can get better productivity from your workers if you plan your activities. You can foresee problems when you plan ahead and act preventatively (any two). [2 marks]</p>

Appendix of Assessment Tools

Group assessment checklist

Criteria	Yes	No
Our group correctly identified the difference between short-, medium- and long-term planning.		
Our group understands why planning is important before start-up of a business.		
Our group could explain what planning is necessary before a business is started.		
Our group understands why planning is important when running a business.		
Our group can appreciate the importance of planning in general.		
Our group can respect the need to be responsible by planning actions and activities.		