

PLAN

IDEAS INTO ACTION.

A plan turns intention into direction and preparation into progress.

WORD FORMS



NOUN (countable)

a plan

a method or arrangement for achieving something.
The rescue plan worked.



VERB
to plan

to organize or decide in advance.
We're planning next year's budget.

ADJECTIVES / DERIVED FORMS



planned (adj)

organized beforehand.
The event was well-planned.



planning (adj / noun)
related to preparation or the act of planning.



planner (noun)

a person or tool used for planning.



unplanned (adj)

not intended or without preparation.



strategic (adj)

connected to long-term planning and goals.

CATEGORIES OF PLANS

BUSINESS



- business plan
- strategic plan
- marketing plan
- financial plan



PERSONAL



- travel plan
- meal plan
- fitness plan
- retirement plan



EDUCATION



- lesson plan
- study plan
- curriculum plan



OPERATIONS / LOGISTICS



- contingency plan
- inventory plan
- transport plan
- capacity plan



EMERGENCY



- evacuation plan
- backup plan
- crisis plan
- disaster plan



CONTEXTS & PROFESSIONAL APPLICATIONS

CORPORATE



- quarterly planning
- resource allocation
- budgeting
- performance plans



URBAN / ARCHITECTURE



- site plans
- building plans
- city planning
- zoning plans



EVENTS



- wedding planning
- conference planning
- event timeline
- vendor coordination



PROJECT MANAGEMENT



- milestones
- roadmaps
- gantt charts
- deliverables



SUPPLY CHAIN



- demand planning
- capacity planning
- production planning
- inventory planning



EXAMPLES IN CONTEXT



The architect approved the final building plans.



Our marketing plan focuses on digital growth.



We planned our trip three months ahead.



She created a detailed lesson plan for the week.



The supply chain team adjusted the demand plan.

HOW A PLAN BECOMES ACTION



1 IDEA

Identify needs, opportunities or problems.



2 STRATEGY

Set goals, choose approach, assess options.



3 SCHEDULE

Create timeline, assign tasks, allocate resources.



4 EXECUTION

Implement, monitor progress, adapt as needed.



5 REVIEW

Evaluate results, capture learnings, improve the plan.

ORIGIN

From French plan
from Latin planum:
"flat surface, diagram,
ground plan".



flat surface



diagram



ground plan

MAIN MEANINGS

1

INTENTION / STRATEGY

a proposed course of action.

We need a plan.



2

ARRANGEMENT / SCHEDULE

an arrangement of events or activities.

- travel plans
- a lesson plan



3

DESIGN / DRAWING

a detailed drawing or layout.

- building plans



4

ORGANIZE IN ADVANCE

(verb use)

to make arrangements for the future.

- plan a meeting
- plan a trip



5

SYSTEMATIC DEVELOPMENT

a structured plan for achieving goals.

- business plan
- action plan



COMMON COLLOCATIONS

- ✓ make a plan
- ✓ follow a plan
- ✓ stick to the plan
- ✓ long-term plan
- ✓ contingency plan
- ✓ action plan
- ✓ strategic planning
- ✓ carefully planned
- ✓ planning phase
- ✓ planning permission

PHRASAL VERBS & EXPRESSIONS



plan ahead

prepare for something in advance.
Plan ahead to avoid last-minute stress.



stick to the plan

continue following the strategy.
Distractions are normal—stick to the plan.



go according to plan

happen as expected.
The launch went according to plan.



change of plans

a new or different arrangement.
There's been a change of plans.



backup plan

an alternative plan in case the first one fails.
Always have a backup plan.

TIPS FOR EFFECTIVE PLANNING

- ✓ Start with a clear purpose.
- ✓ Base your plan on good data.
- ✓ Involve the right people.
- ✓ Build flexibility into the plan.
- ✓ Review and update regularly.



A good plan today creates a better tomorrow.



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