

Chapter 4 – Management of Resources

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Question 1:

Define a resource.

Answer 1:

- As humans we carryout activities in different forms at different occasions with the use of an element and this element is nothing but the Resource. This resource helps us in achieving the target concerned with our activity.
- Certain Resources can be more specific to an activity. Resources can be limited as well as unlimited. **Resources can be Human or Material.**

Question 2:

Classify resources in three different ways giving the definition of each resource and two examples of each.

Answer 2:

Resources are classified into 3 different types.

- **Human/non-human resources:** Human Resources are the ones that a human possesses or acquires by training or self-development. Such type of resources is varying with each and every human. Whereas Non-Human Resources are physically tangible and are obtained or earned.
- **Individual/shared resources:** Individual resources are available only for personal use, whereas shared resources are available to multiple people of a group or a community.
- **Natural/community resources:** Natural resources are naturally existing i.e. not man made and are equally accessible to all, whereas community resources are available only to a person of particular community/society.

Question 3:

Why should resources be managed?

Answer 3:

- None of the resources are unlimited, but are finite. Utilization of resources should be done effectively to achieve our goals faster and efficiently.
- Resources, therefore, should not be misused and wasted. To achieve our goals, effective management of resources is extremely essential.
- Management of resources involves implementing resource management procedures. Resources should be used in such a way that we attain maximum output with minimum input of resources.

Question 4:

Explain the steps in the management process, using one example to clarify each step.

Answer 4:

- **Planning:** First step in management of resources. It helps us to visualize the path to reach the target of our activity. In simple words preparing a plan of action to achieve specified goals with the available resources.

Example: If the Sports meet is going to happen in a month & you want to win a gold (Goal). You need to practice on alternative days (gap) and for 3 hours (plan of action).

- **Organizing:** All the required resources to achieve the target needs to be obtained and arranged, so that it the plan can be implemented effectively.

Example: Arranging for Cricket Coach & Equipment's to get trained.

- **Implementing:** The Prepared plan of action with the organized resources is used to carry out and finally execute the plan.

Example: Following the Daily routine for the sports meet preparation by practicing on the alternative days, for 3 hours.

- **Controlling:** The Implementation of the Plan should be productive and should yield in the desired output if not so then it should be controlled to do obtain it. Controlling is done by observing and monitoring the implementation and usage of resources. Understanding the mistakes and feedbacks to work on improving the implementation.

Example: When it is observed that even after 3 hours of practice, the performance has not improved then the time period should be increased to 4 or 5 hours.

- **Evaluation:** This is the final stage of resource management. In this stage it is observed whether the expected yield is obtained or not. Comparisons are made with the desired and obtained result. Mistakes made, Strengths and Weakness are noted so improvisations can be made the next time.

Example: After winning a Silver in the Sports meet, evaluation is done to understand the mistakes made and the right steps taken.