

“To manage is to forecast and plan, to organize, to command, to co-ordinate, and to control.” Fayol described management as a process of five functions such as planning, organizing, commanding, coordinating and controlling. Modern authors, however, do not view co-ordination as a separate function of management.

George R. Terry:

“Management is a distinct process consisting of activities of planning, organizing, actuating and controlling, performed to determine and accomplish stated objectives with the use of human beings and other resources.” Though Terry has described four functions to be a part of management process but managerial functions are classified into five categories.

James L. Lundy:

“Management is principally the task of planning, coordinating, motivating and controlling the efforts of others towards a specific objective.” Lundy has also specified some functions which management has to perform for achieving organizational goals.