

1950

WILLIAM H. NEWMAN

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Administrative Action: The Technique of Organization and Management  
Prentice-Hall, 1950.

Administration is defined as the guidance, leadership, and control of efforts of individuals towards some goal.

He attempts to define the processes of administration as:

1. Planning - determining what is to be accomplished
2. Organizing - the grouping of activities necessary to carry out the plans into administrative units and defining relationships among the members of each unit
3. Assembling Resources - obtaining for the organization the executive personnel, capital, facilities, and other things needed to execute plans
4. Directing - issuing instructions. day to day relationships between superior and subordinates
5. Controlling - seeing that actual performance conforms as nearly as possible to the plans