

The responsibility for managing a program, thus carries with it not just day-to-day responsibilities, but planning, and adjustments to plans, based on an assessment of the effectiveness of the program in its current form. The day-to-day management of the current portion of a program involves control of the use of personnel and financial resources allotted to the program to ensure progress toward objectives in the most efficient way.

Priorities

In order to determine how the resources of the Department will be used, it is necessary to determine the relative importance of departmental objectives.

It is then necessary to examine a particular activity, for example, Information, and determine the relative importance the portions of that activity carried out in the several geographic regions, and to determine what proportion of the resources available for work will be allotted to each Region. The Regional Director will in dialogue with the Director of the information activity then further assess priorities within his region and develop priorities for approval allotting information resources to posts. It should be made clear that resources in this context include money, materiel, and personnel. Thus the priorities approved by Senior Management determine the relative emphasis of activities both functionally and geographically, and provide considerable guidance within which managers can direct their particular activities.

Responsibility Centres

The responsibility centre is a unit of the organization, the manager of which is accountable for the management of all, or part, of one or more programs. Such managers will usually have the full authority to execute the