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**Questions**

1. Identify and explain the step by step stages of planning processes.
2. Defined the meaning and the scope to town planning.

**ANSWERS No1**

* Create the project
* Draft an initial plan
* Execute the plan
* Track your performance
* Close out and evaluate

**STEP 1: Create the project**

Every construction project, no matter how big or small, needs to start with a business case that lays out the feasibility of the project and what it’s going to take to get the job done.

**STEP 2: Draft an initial plan**

Now comes the point where you need to turn the PID (Project Initiation Document) which describes the following in general not technical terms.

**STEP 3: Execute the plan**

Talk with each person on your crew in dividedly, if possible, to discuss expectations and given them an opportunity to ask question about anything they’re confused about.

You will also need to assign project managers to oversee your terms if you’re a very small business, you may be the only project manager, but you need to have a schedule drawn-up of what you will be checking and when.

**STEP 4: Track your performance**

It’s essential that you accurately track the performance of your team on this construction project and ensure thy are meeting the parameters you’re set. And in the event of an unsuccessful project, it ensures you have data that you can dive into to figure out why you failed so it doesn’t happen again.

**STEP 5: Close out and evaluate the project**

To formally close this project out, create a final project budget and contrast it with the original budget, and then draft a final project report that you share with key stakeholders.

**ANSWER No2**

Town Planning; is the planning and design of all the new buildings, roads, and parks in a place in order to make them attractive and convenient for the people who live there.