

Information Pack

Unit 512

Managing Resources



INTRODUCTION

This unit/information pack aims to develop an understanding and ability to manage physical resources in own area of operation, as required by a practising or potential middle manager.

Practical, economical, and efficient use of resources is one of the most significant factors in maximising business profitability and success in organisations.

For efficient resource management, people must be held accountable for the organisation, maintenance, and safe use of physical resources according to organisational policies and procedures. Often, systems will need to be updated and new plans implemented to ensure the effective use and maintenance of the resources.

SAMPLE

GUIDANCE

This document is prepared to break the unit material down into bite-size chunks. You will see sub-headings that will coincide with the learning outcomes specific to this Unit. Therein you will encounter the following structures.

Purpose

Explains *why* you need to study the current section of material. Often, learners are put off by material that does not initially seem relevant to a topic or profession. Once you understand the importance of new learning or theory, you will embrace the concepts more readily.

Theory

Conveys new material to you in a straightforward fashion. To support the treatments in this section, you are strongly advised to follow the given hyperlinks, which may be useful documents or applications on the web.

Example

The examples/worked examples are presented in a knowledge-building order. Make sure you follow them all through. If you are feeling confident, then you might like to treat an example as a question, in which case, cover it up and have a go yourself. Many examples resemble assignment questions that will come your way, so follow them through diligently.

Question

Questions should not be avoided if you are determined to learn. Please take the time to tackle each of the given questions in the order in which they are presented. The order is essential, as further knowledge and confidence are built upon previous knowledge and confidence. As an Online Learner, the answers to questions must be immediately available to you. Contact your Unit Tutor if you need help.

Challenge

You can cement your new knowledge by undertaking the challenges. A challenge could be to download software and perform an exercise. An alternative challenge might involve a practical activity or another form of research.

Video

Videos on the web can be beneficial supplements to your distance learning efforts. Wherever an online video(s) will help you, it will be hyperlinked at the appropriate point.

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Defining Resources in an Organisational Context

Using resources effectively in an organisational environment can be a significant factor in maximising profitability. When planning anything, no matter how large or small, you must ensure that the resources you require are available when you need them.

The definition below gives a feel for the resource areas we may need to consider.

'Human, financial, physical and knowledge factors that provide an organisation the means to perform its organisational or business functions and processes.' (The Business Dictionary)

'...a stock or supply of materials or assets' (The Oxford Dictionary)

'A person, asset, material, or capital which can be used to accomplish a goal' (Farlex Dictionary)

Managing resources is the key to cost-effective output. It takes resources to produce a result, however big or small. Employees will find tasks challenging or unachievable if the correct resources are unavailable at the right time. Bill Daniels defines three factors that should be considered in the analysis of resources:

Definition: What is needed to complete the task?

Availability: Can I get them if I need them?

Control: Is authority needed to gain access to resources? The less control, the less output or could cause delays.

Bill Daniels puts the employee/performer of the task at the forefront of resource management. If they have a high definition, availability, and control level, the higher the output.

[Video](#)

Tangible and Intangible Resources

Organisations will have both tangible and intangible resources at their disposal. Tangible resources are generally those that can be touched or seen, e.g., physical resources such as buildings and equipment and financial resources such as money. Intangible resources are more abstract and are often found within and amongst the organisation's employees.

Question

You need to acquire a computer for a staff member at work. What costs might be involved?

Your answer may have included the following equipment:

- The price of the computer
- The price of installation, such as IT specialist or broadband installation
- The cost of associated equipment, such as HDMI cables, plug adapters, etc
- Delivery costs
- Cost of training for staff
- Paper, printer, and ink
- The cost of additional H&S equipment such as anti-glare lighting, safe cable covers
- The cost of employee's eye tests every two years as suggested by the HSE (Health and Safety Executive) read [more](#)
- The cost relating to the time it takes the researcher to find the product

It is vital to think not only of the cost of the product but the 'through life' cost of maintenance, e.g., will the new product need to be updated regularly or would the costs of maintenance go up the higher the life span of the product, do you know the product life span? Is there a warranty?

Challenge

Make a list of 10-20 resources used in your organisation.
