

Answer the following questions:

Q: 1: Short Questions (15)

- I. What is Pareto's 80/20 Rule?
- II. Outline some characteristics of a good organisational system.
- III. Give some suggestions for building a customisable system. / How would you build a customisable system?

Q: 2: Discuss the different elements of setting up a daily system of an organisation. (7)

Q: 3: Explain the importance of 'garbage out' in creating the right environment. Also discuss the various steps in 'garbage out'. (8)