

**ASSESSMENT****Total Marks: 30**

**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)