

**ASSESSMENT # 2****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)**