

Sample Project Outline

Topic: Filing Used in the Office

Introduction:

- ▶ In general terms speak about
 - what filing systems are
 - their purpose
 - benefit to the organization
- ▶ State clearly and concisely the **AIM** of your research project/coursework:
 - what it is you intend to investigate, prove etc.
 - how do you intend to carry out the course of research (methodology) (tools to be used to gather information - newspapers, textbooks, interviews, surveys etc.)

Chapter 2 General Characteristics and Functions of Filing Systems in an Office

In this chapter you should discuss the following

- ☐ Basic filing systems and methods
- ☐ Types of equipment needed for the various filing systems
- ☐ Position of the filing systems in the office environment (accessibility)
- ☐ Advantages/Disadvantages of filing systems versus documents to be stored

Chapter 3 Compare Two or Three types of Filing Systems Used

- ✓ Identify the type of filing systems and the associated documents that would be stored in that particular system
- ✓ Give **RELEVANT** diagrams or pictures of the system.
 - You may build a miniature sample of a systems with documents to reinforce your discussion. This should be submitted as an attachment to the written paper.
 - Insert photos and other advertising materials about the business in the project. Label these and speak about them. ***Do not just use them for fillers.***
- ✓ Discuss the impact the filing systems on the operation of the office
 - accessibility
 - durability and safety of documents stored
 - efficiency of retrieval and storage
 - ergonomics
- ✓ Future trends for the business