

DESK TOP ORGANISATION

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On behalf of The World Association of Technology Teachers

W.A.T.T.



World Association of Technology Teachers

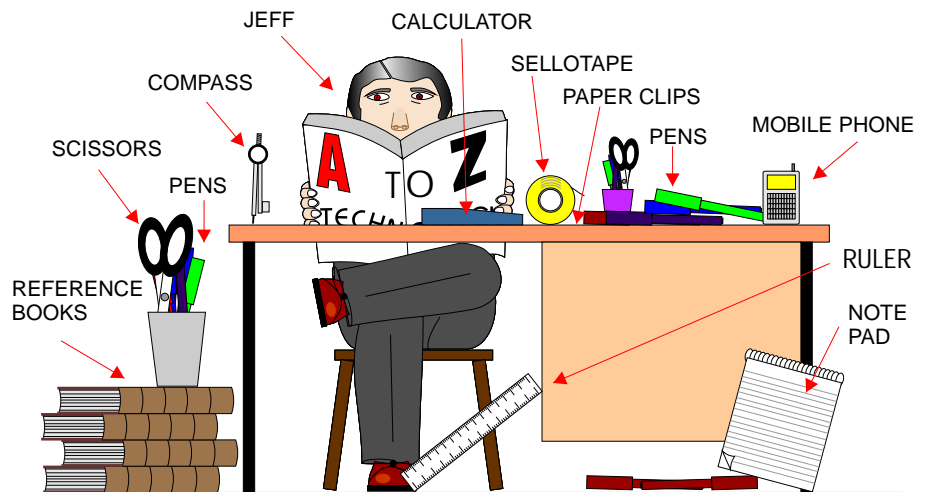
This exercise can be printed and used by teachers and students. It is recommended that you view the website (www.technologystudent.com) before attempting the design sheet .

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DESIGN REQUIREMENTS - QUESTIONNAIRE

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Jeff is a typical office worker. He has stacks of paper to process and lots of stationery equipment on his table. Unfortunately he is disorganised and tends to leave this equipment lying on his table. It falls on the floor and is lost and when he wants to find a pen/pencil or other equipment quickly, it takes him time to find it.



Your design company has been asked to improve his office skills and central to this is desk/table top organisation. Ask a typical office worker the questions listed below. Print the answers in each space underneath each question.

1. What stationery equipment do you use regularly? List the range of equipment.
2. What is the size of the table/desk top?
3. What existing storage do you have on or in the table?
4. What type of work do you carry out when you are sat at your desk?
5. Do other people use the desk ? If so, do they use different types of office stationery?
6. Do you need to store your stationery items securely?
7. How much are you prepared to pay for a desk organiser?

(List more questions that you consider need adding to the ones above.)
