Outline: Striving for a Paperless Office

Executive Summary
• describe the purpose of the report, the research methods and/or points of comparison, your conclusions, and your recommendations. It is important to include why studying a paperless office is important for this particular company.

Introduction
• provide background information about the office
• propose that the office use less paper
• repeat the purpose of and rationale for the study

Analysis

Benefits
• reduction in use of paper
• improved communication with electronic mail
• availability of interactive books and magazines

Drawbacks
• possible data loss
• data security
• preference for tangible paper

Methods of Overcoming Drawbacks
• education of staff
• paper backup procedures
• virus-protection software
• passwords
• data encryption
• removable mass storage devices for sensitive material

Conclusions
• conclude that the benefits of a paperless office outweigh the drawbacks, particularly since safeguards can be implemented to prevent mishaps

Recommendations
• recommend that your office become paperless

References

Acknowledgments