

ORGANISATION AND METHODS

Organisation and Methods is the application of Work Study to clerical activities. It is mainly concerned with systems and procedures, such as billing advices, notifications and arrivals, the procedure for preparing wages, purchasing procedures, credit and debit accounting systems, etc. Various methods can be used to improve such systems and procedures.

It is essential to agree at the outset on the exact objective and scope of an assignment, and in doing so, make a preliminary survey before the terms of reference are drawn up. It is also necessary to plan the assignment in relation to other work requiring the Organisation and Methods service. The recording of facts is based on observation. The critical examination of the facts will lead the investigator on to conclusions which he must formulate as hypotheses and then test accordingly. In this way he studies the effects of changes and their practicability.

After these initial stages, comes the writing of the report. It is hoped that the report will lead on to the for installing of the new improved method, and the follow-up to see how it fits the needs of the organisation, in practice.

All Rights Reserved © [Arab British Academy for Higher Education](http://www.abahe.co.uk)