Question No.1:

(a)

Ans:

Alternate Answers:

(1)

We may be asking about new requirements of the task, or personal needs before taking on the task. IMHO, both are questions that need to be answered anytime a significant task is undertaken or accepted.

Steps in taking on a task:

Vision - the solution, what it accomplishes, functional requirements

Goals - the role of the project, pay off personally, corporately, and societally.

Path - work structure breakdown, how do we get there, and dependencies

Work - management of time and resources to do the work.

Close - promote, clean-up, and redeploy resources to the next project.

These steps are the what, why, how, and work of getting a task done. Defining the "needs" is a means of identifying why a task is worthwhile and why it is worthwhile for you.

(2)

To know which direction our task should go, if you overproduce fruits, then there are not any takers for 40% of your harvest, then it's wasted money, individuals need to be paid, machines has been worn down and components must get replaced, therefore your running prices are unnecessarily high, which should have been cut in the planning phase.

(b)

Ans:

(1) The first thing you in starting your own business venture needs is to understand is that you will work harder then if you chose to work for someone else. You will be responsible for everything relating to your business venture. You will need to understand that every action has a reaction and that excuses are unacceptable, from you. You will have to have a business mindset in order to succeed. If you don't you will learn some very expensive lessons the hard way.

(2) To having the right mindset you will also need a team of trusted advisors, consultants, mentors, and coaches to help hold you accountable and to develop strategies and plans for building your business venture and maintaining day-to-day operations. You will also need them to help you develop marketing strategies, and strategies to help you successfully achieve your business venture's objectives and goals. Mentors, coaches, advisors, and consultants are priceless and vital aspects of establishing and maintaining a successful business venture. Those who chose not to include such individuals with their team structure do so to their own peril.

(3) Have a Written Business Plan before starting a business. It should be noted that while failing to have a written business plan increases the odds of failure, having one does not guarantee success though it does increase your odds

Sources of Information:

Following are the main sources of information,

Library Sources:

-You can access the information you want, when you want – not just when the physical library is open.

-You can access the information from anywhere that has an internet connection.

-As documents (books, journals, articles etc.) are held electronically, numerous people can be reading the same document at the same time.

-You can search electronic documents, or whole libraries of documents, quickly to find relevant information.

Internet Sources:

There is a phenomenal amount of information available online, via web-pages, blogs, forums, social media, catalogues and so on. As there is so much information available and because such information can be published quickly and easily by anybody and at any time, it is important that you are vigilant in choosing reliable sources.

Sources from Bibliographies:
Another way of locating info, books or publications, which could have an impression on the subject being researched is to envision through the bibliography of core texts or connected books. Authors will have consulted other scholars and by checking their bibliography you may discover connected publications which can well enhance your own analysis.

Sources from Colleagues:
It is always priceless discussing your study with friends, family and colleagues - you'll often realize that they have some fascinating points of views and ideas and generally they will be able to facilitate with sourcing of data. They may, for example, have studied the area at some time or recognize somebody who has and be able to find or lend you relevant books or other resources.

Question No.2
Ans:
Organization:
It maybe an entity, a company or an institution or an association where multiple individuals having a specific purpose.

Types of Organization:

(1) Corporations:
A corporation is an organization usually a bunch of individuals authorized by the state to act as one entity for example a legal entity or a legal person in legal context and recognized in and of itself in law sure enough functions. Early incorporated entities were established by charter (i.e. by a billboard hoc act granted by a monarch or gone along a parliament or legislature). Most jurisdictions currently enable the creation of recent companies through registration.

(2) Government Organization:
A government is that the system or a group of individuals governing an organized community, usually a state, however other alternative entities like as an example corporations, particularly within the case of colonial corporations.

(3) Non-governmental Organization:
Organizations that are independent of government involvement are referred to as non-governmental organizations or NGOs. NGOs are a subgroup of organizations supported by voters(citizans), that includes clubs and associations which offer services to its members. They're sometimes non-profit-making organizations. several NGOs are active in philosophical system or the social sciences. Surveys indicate that NGOs have a high degree of trust, which may build them a helpful proxy for the issues of society and stakeholders.

(4) Political Organization:

A political organization is any organization that involves itself within the political method, together with political parties, non-governmental organizations support teams and interest group teams. Political organizations are those that engaged in political activities (e.g., lobbying, community organizing, campaign advertising, etc.) aimed at achieving clearly-defined political goals, which generally profit the interests of their members.

(5) International Organization:

An international organization is a corporation established by a written agreement or alternative instrument ruled by law and possessing its own international legal personality, like the international organization, the wolrd health organization and global organization. International organizations are composed of primarily Member states, however can also include alternative entities, like alternative international organizations. Entities including states could hold observer status.

(6) Charitable Organization:

A charitable organization is an organization whose primary objectives are financial aid and social well-being (e.g. educational, religious or other activities serving the general public interest or common good). The legal definition of a charitable organization varies between countries and in some instances regions of the country. The regulation, the tax treatment, and therefore the approach during which charity law affects charitable organizations also vary. Charitable organizations might not use any of its funds to profit individual persons or entities.

(7) Nonprofit organization:

A nonprofit organization (NPO), conjointly called a non-business entity, not-for-profit organization, or noncommercial establishment, is a company historically dedicated to furthering a selected social cause or advocating for a shared purpose of view. In economic terms, it's a company using its surplus of the revenues to get its final objective, instead of distributing its financial gain to the organization's shareholders, leaders, or members. Being public extensions of a nation's revenue department, nonprofits are tax-free or charitable, that means they are doing not pay taxation on the money that they receive for his or her organization. they'll operate in religious, scientific, research, or educational settings.

(8) Educational Institutions:

An educational institution is a place where different people of different ages get an education, including

preschools, childcare, primary-elementary schools, secondary-high schools, and universities. They provide a large variety of learning environments and learning spaces.

(9) Leadership:
A leader in a formal, ranked organization, is appointed to a social control position and has the right to command and enforce obedience by virtue of the authority of his position. However, he should possess adequate personal attributes to match his authority, as a result of authority is merely probably available to him. Within the absence of sufficient personal competency, a manager could also be confronted by an emergent leader who will challenge his role within the organization and cut back it to it of a figurehead. However, only authority of position has the backing of formal sanctions. It follows that whoever wields personal influence and power will decriminalize this only by gaining a proper position within the hierarchy, with coextensive authority.

Question No.3:
Ans:
Difference between Data and Information:
There is a delicate difference between information and data. Data are the facts or details from which information comes. Individual items of data are specifically helpful alone. For data to become information, data must be place into context.
For example, a list of dates, data is unmeaning without the information that creates the dates relevant (dates of holiday).
"Data" and "information" are elaborately tied along, whether or not one is recognizing them as 2 separate words or using them interchangeably, as is common these days. whether or not they are used interchangeably depends somewhat on the usage of "data" its context and grammar.

Comparison

Data/Information:

Meaning:
-Meaning data is raw, unorganized facts that need to be processed. data could also be one thing straightforward and seemingly random and useless until it's organized.

- once data is processed, organized, structured or presented in a} very given context so on produce it useful, it's known as information.

Example:
-The example of data is, every student's check score is one piece of data.

-The example of information is, the standard score of a category or of the whole school is information which will be derived from the given data.

Etymology:

-"Data" comes from a singular Latin word, datum, that originally meant "something given." Its early usage dates back to the 1600s. Over time "data" has become the plural of datum.

- "Information" is an older word that dates back to the 1300s and has Old French and English origins. it's invariably same "the act of informing, " typically in regard to education, instruction, or totally different knowledge communication.

Other Examples of Data and Information:

-The history of temperature readings everywhere the globe for the past a hundred years is data. If this data is organized and analyzed to search out that world temperature is rising, then that's information.

-The number of tourists to a web site by country is an example of data. searching for that traffic from the U.S. is increasing while that from Australia is decreasing is meaningful information.

-Often data is needed to keep a copy a claim or conclusion (information) derived or deduced from it. as an example, before a drug is approved by the Food and Drug Administration, the manufacturer must conduct clinical trials and gift present information to demonstrate that the drug is safe.