**Determining the Feasibility of Implementing Paper Reduction Systems to Eliminate Paper Waste in West Coast Property Management**

**I. INTRODUCTION**

A. Introduction to the problem of paper wastage globally

B. Background on paper reduction industry

C. Statement of the problem

D. Purpose of this report and proposed solution

E. Description of primary and secondary data sources

F. Scope of the five inquires under investigation

**II. DATA SECTION**

A. Interview with Office Manager

1. Reviewing the paper needs of the company
2. Determining redundancies in printing processes
3. Identifying redundancies in storage processes.

B. Surveys completed by current employees of WCPM

1. General thoughts on paper wastage
2. Willingness to change
3. Current practices

C. Survey Data From Non-Employees of WCPM

1. Current Paper Reduction Measures In Other Work Places

2. Storage Practices

3. Printing Costs and Recoveries

D. Data Analysis of WCPM Printing Costs

E. Statistical Data on Paper Costs for Organizations

**III. CONCLUSION**

A. Summary of results

B. Future recommendations and additional suggestions

<https://blogs.ubc.ca/engl301-99c-2021wc/2022/03/01/report-outline-determining-the-feasibility-of-implementing-paper-reduction-systems-to-eliminate-paper-waste-in-west-coast-property-management/>