

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge International Diploma in Management
Professional Level

MANAGING INFORMATION

4172/01

4245/01

Core Module

Valid between 1 January 2004 and 31 December 2004

READ THESE INSTRUCTIONS FIRST

You should read the assignment carefully

It is important to complete the **Assignment Cover Sheet** when you have finished your work. You must complete the details and sign the declaration to confirm that the assignment is all your own work and your tutor must sign to verify that it is your own work.

The length of the assignment must be between 2000 and 3000 words.

This document consists of **3** printed pages.



Professional Diploma Module 4172/4245**Managing Information – Core Module****Title: Effective Information Management**

The assignment should be prepared in the form of a professional consultancy document that could be presented to the senior management of the organisation that the candidate works for. Candidates should **not** answer each section separately but rather present a coherent report encompassing all of the tasks given below.

Candidates are expected to draw on appropriate research, breadth of academic reading, application of theory to practice and presentation skills. The report should use the number of words as given on the front cover and have any necessary supplementary information attached in appendices.

1. Using your own department or a current project you are working on, identify how data and information are stored and recorded. Provide a list of the information, why it is kept, who has access to it and how it contributes to the overall business. Explain how the information systems are used to obtain information, how these are reviewed and the procedure for disposing of information.

Differentiate between the IT-based and other systems and explain how IT is used across the organisation for communication.

2. Using at least two examples from your list, including at least one that is IT-based, evaluate the information for:

- Sufficiency
- Validity
- Currency
- Authenticity
- Accuracy
- Security

Summarise your findings, highlighting areas for improvement.

3. Write a short report making recommendations for change in the way information is managed and justify these.
4. Prepare to present your research and report at a meeting. Prior to the meeting prepare a questionnaire for completion by those in attendance. The purpose of the questionnaire will be to elicit feedback on your skills at two-way communication and you should include questions that address both your listening and questioning skills.

Attend the meeting and present your findings verbally. Obtain and record feedback from others at the meeting, both on your proposal and how you presented at the meeting.

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5. Write a short report on improvements you would make to:

- The viability of your proposals for change
- Your presentation in the light of the feedback you receive.

You must include in your assignment all documentation, notes and materials generated from each stage as shown above (including minutes of the meeting).

You are not expected to include confidential information on your organisation, its personnel or performance.