

CAMBRIDGE

INTERNATIONAL EXAMINATIONS

CAMBRIDGE MANAGEMENT AWARD

EXECUTIVE CERTIFICATE

MODULE ASSIGNMENT

MODULE TITLE: Managing Information

MODULE NUMBER: 4172/B

Valid between 1 January 2002 and 31 December 2002

INSTRUCTIONS TO CANDIDATES

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.



UNIVERSITY *of* CAMBRIDGE
Local Examinations Syndicate

Executive Certificate Module 4172/B

Managing Information – Core Module

Title: The Information Warehouse

1. Identify what data and information are stored and recorded within your chosen organisation and how this is done. This should include information on at least **four** of the following:

- Management Information (MIS)
- Performance at organisational, departmental / functional levels
- Suppliers & customers
- Quality & compliance auditing
- Maintenance schedules
- Personnel & training
- Marketing / sales
- Research & development

Provide examples of the information that is stored.

2. Consider **three** areas of information storage and retrieval within the organisation from your research, at least **two** of which must be IT based. In a short report, explain how the information for each area is:

- Obtained
- Evaluated
- Stored
- Reviewed
- Disposed of

3. Now collect and collate examples from each of these **three** areas and carry out your own evaluation, showing how the data / information within each set can be evaluated for

- Sufficiency
- Validity
- Currency
- Authenticity
- Bias

Explain how this evaluation was undertaken and the results you obtained about aspects of the organisation's performance or position.

4. Identify where improvements could be made to the way in which the organisation manages the information it collects. Consider such issues as:

- Confidentiality
- Ease of access
- Value chain
- Dissemination
- Reliability
- Ease of use in decision-making.

Prepare and present a case which outlines the reasons for and justifies the changes you recommend. You should use an identifiable structure in the presentation of your proposals. You should:

- Prepare a case in writing and through visuals
- Prepare to present your findings at a meeting that you will lead
- Lead the meeting in line with your plan and present your recommendations verbally
- Obtain and record feedback on the proposals and your presentation at the meeting.

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 led).

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