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

MANAGING INFORMATION   **4245/01**

Core Module   **Valid between 1 January 2007 and 31 December 2007**

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 no more than 3000 words. Marks will be deducted from assignments that exceed the word limit.

This document consists of **4** printed pages.

UNIVERSITY *of* CAMBRIDGE
International Examinations

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Managing Information – Core Module

Title: Improvements Through Information Management

Your start point for undertaking this assignment is to familiarise yourself with the module syllabus and the associated assessment objectives and competence criteria so that your understanding and application of them will feature in your submitted report.

For this assignment you should work with your own organisation or one that is familiar to you. Describe the organisation, its purpose, products and/or services and the department or project you work for (or the department/project you have selected) and your involvement with it.

Describe the types and format of the data/information that are processed through your department or project. Differentiate between qualitative and quantitative information and explain the importance of such information to the success of your area of responsibility and to the organisation as a whole.

Identify and list the different sources of data/information that are used in your department or project.

Describe how data/information is processed in your department or project and any specific requirements for providing data/information, including house styles or protocols. Describe the information systems used to process data/information. Outline how these systems work and what steps are taken to review their effectiveness and efficiency in terms of operation of the systems.

Identify how data and information are stored and recorded in your area of responsibility. Explain why these are kept and who has access to them and describe the procedures for confidentiality and security. Also describe why, when and how information is disposed of.

Differentiate between IT-based and other information systems in your organisation or department and explain how IT is used across/throughout the organisation for the purposes of communication.

Identify key data/information that you need to obtain in the day-to-day operations of your area of responsibility, including both IT and non-IT sourced information. Evaluate this information for:

- Sufficiency
- Validity
- Currency
- Authenticity
- Accuracy
- Security
- Cost effectiveness

Summarise your findings and draw conclusions about the reliability of the data/information sources, the systems for processing data/information and the areas that could be improved.

Select some information that you need to present to others. Analyse the different methods you could use to present this information and select the most appropriate, justifying your decision.

Critically review the way data/information is managed in your area or organisation and the way IT is used as a means for managing such data/information.

Consider the role that information plays in the success of organisations and identify the importance of effective management of information for the success of your own department or project.

Using all the information that you have now gained, write a short report making recommendations for change in the way information is managed in your department or project.

Prepare suitable materials to present your research and report at a meeting with appropriate people. Arrange the meeting for a suitable time and place, devise and distribute the agenda. Lead the meeting and present your findings verbally, encouraging discussion. If appropriate, issue handouts at the meeting. Obtain and record feedback from those at the meeting on:

- your proposal(s)
- your presentation
- your listening and questioning skills.

Reflect on the meeting and the feedback you received and write a short reflective report on possible improvements you would make to your proposals for change, your presentation and your communication skills.

It is important when submitting your reports that the feedback from colleagues indicates an appropriate level of competence for study/work at this level.

You must include in your assignment report all documentation, notes and materials generated from each stage of the study.

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

In writing the report, you should adopt an appropriate business format and show how knowledge and understanding of managing information have been applied in line with the module syllabus.

At the start of your assignment report, indicate the number of words used, which should not exceed the maximum permitted total of 3000.