

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

MANAGING INFORMATION

4172/01

4245/01

Core Module

Valid between 1 January 2005 and 31 December 2005

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.

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



Managing Information – Core Module

Title: Information as a Valuable Resource

Your start point for undertaking this assignment is to familiarise yourself with the syllabus for this module and the associated assessment objectives and competence criteria.

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).

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

Identify how data and information are stored and recorded in your area of responsibility. Explain why it is kept and who has access to it, describing the procedures for confidentiality and security. Describe the information systems used to process information, how these work and what steps are taken to review effectiveness and efficiency in terms of operation of the system and the information sources. Also describe how information is disposed of.

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

Select some information that you need to obtain in the day-to-day operation of your area of responsibility, including both IT and non-IT sourced information and evaluate for:

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

Summarise your findings, highlighting areas for improvement.

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.

Review the way information is managed in your area or organisation and the way IT is used as a means for managing information. Using all the information you have now gained, write a short report making recommendations for change in the way information is managed.

Prepare suitable materials to present your research and report at a meeting with appropriate people. Arrange the meeting for a suitable time and place and issue the agenda. Lead the meeting and present your findings verbally, encouraging discussion. Obtain and record feedback from others at the meeting on your proposals, how you presented them and your listening and questioning skills.

3

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

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

You must include in your assignment 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.

Indicate the number of words used at the start of your assignment report.

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