

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

**MANAGING INFORMATION**

**4245/01**

Core Module

Valid between 1 January 2006 and 31 December 2006

**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 **3** printed pages.



## Managing Information – Core Module

### Title: The Organisational Importance of Information

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 your 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).

In general terms, explain how information has become increasingly important to the success of businesses over the past year or so. Explain also how changes have made the management of information a key factor for success.

Describe the different types of information that exist in business. Link these to your own department or project. Describe the different sources of information that are available to you generally and those that you use in your area of responsibility, clearly explaining why you use them.

Describe how data and information are processed, stored and recorded in your department or project. Explain why this data and information is kept and who has access to it, describing the procedures for confidentiality, security and safe disposal.

Differentiate between ICT-based and other information systems in your chosen organisation or department and explain how information technology (IT) is used across the organisation for different types of communication and decision making.

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

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

Summarise your findings, highlighting the reliability of your information sources and any 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 method. Give reasons for your choice.

Using all the information you have now gained, review the way data and information are managed in your area of responsibility and describe how ICT contributes to this. Write a short report summarising your findings and making recommendations for improvement in the way information is managed.

Prepare suitable materials to present your research and your report at a meeting with relevant people. Arrange the meeting for a suitable time and place, produce and distribute the agenda. Attend the meeting and present your findings verbally, encouraging discussion. Issue appropriate handouts to those in attendance. Obtain and record feedback from others at the meeting on your proposal, how you presented it and your listening and questioning skills.

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

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.

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