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

INFORMATION SYSTEMS MANAGEMENT **4260/01**

Core Module **Valid between 1 January 2008 and 31 December 2008**

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 4000 words. Marks will be deducted from assignments that exceed the word limit.

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

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International Examinations

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Information Systems Management – Core Module

Title: Information Needs and Flows for Successful Management

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

Briefly describe, in general terms, how the management of information has changed over recent years. This should include the contribution information management makes to effective organisations and the development of systems for information management and knowledge management. Include the impact that information technology has made.

Focusing on your department or project, describe the information that is regularly managed, how data/information flows through the department or project and how this contributes to the achievement of organisational objectives. Distinguish between the different levels of information and how such information and knowledge is used. This can be presented diagrammatically. Clearly indicate how information technology is used in the management of information.

Critically describe the organisation's present system(s) for managing information and knowledge. Explain how data/information is recorded, stored, retrieved and safely disposed of/archived. Describe how your organisation complies with legislative requirements with respect to information management. Identify what can or does go wrong with the current system(s) and the possible reasons for this. Critically review the sources of data/information used by your department or project for suitability, reliability, accuracy and protection.

Using the knowledge you now have, critically evaluate the effectiveness of the current information system(s) in meeting strategic and operational objectives. Review the objectives for your department or project for the future and identify future cost effective challenges for your information and knowledge management systems. This should take into account operational, tactical and strategic information management, issues of confidentiality/protection and questions of risk/threat. Account should also be taken of changes in technology and the impact these may have on the organisation's information management practices. Identify areas for improvement in your present system(s) and/or in the ways that they are managed.

Research and identify an area of new technology (or technical development) or management information system that you believe would improve the way your organisation or department manages its information. Prepare the case for its adoption into your organisation, identifying the costs, the benefits and the improvements it will bring. You should anticipate and challenge arguments against the introduction of your chosen development.

Write a proposal to an appropriate senior manager making recommendations for change, including the case for the adoption of your chosen area of development. Justify these recommendations on the basis of your research and the future objectives of the organisation, department or project.

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 information systems management have been applied in line with the module syllabus. You should include in your report your primary and secondary research methodology.

At the start of your assignment report, indicate the number of words used, which must not exceed the maximum permitted amount of 4,000 for the main body of the report.