

ASTBUS410

Create and manage information systems



Overview

This unit has been imported from the Council for Administration (CfA) NOS for Administration Unit 410.

Create and manage manual or electronic information systems to meet the needs of users.

ASTBUS410

Create and manage information systems

Performance criteria

- You must be able to:*
- P1 identify the information to be managed and the resources available
 - P2 design a system specification that meets identified needs and an agreed budget
 - P3 develop an information system to meet the specification
 - P4 provide training on the use of information system to users
 - P5 monitor the use of the information system
 - P6 resolve problems when they occur
 - P7 review and further develop the information system to meet users' needs

ASTBUS410

Create and manage information systems

Knowledge and understanding

You need to know and understand:

- K1 why it is important to manage information effectively and efficiently
- K2 the types of information that need to be managed in a business
- K3 the types of information systems available and their main features
- K4 why it is important to identify and agree user needs for an information system
- K5 how to develop specifications for information management
- K6 how to create and develop an information system based on identified user needs
- K7 why it is important to train users of the information system
- K8 why it is important to monitor use of the information system and methods you can use
- K9 the types of problems that occur with information systems and how to deal with them
- K10 why it is important to continuously improve information systems

ASTBUS410

Create and manage information systems

Additional Information

Skills

Listed below are the main generic 'skills' which need to be applied in building your organisation's understanding of its market and customers. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

- 1 Researching
- 2 Analysing
- 3 Negotiating
- 4 Planning
- 5 Organising
- 6 Developing others
- 7 Monitoring
- 8 Evaluating
- 9 Problem solving
- 10 Managing resources
- 11 Using technology

ASTBUS410

Create and manage information systems

Developed by Asset Skills

Version number 1

Date approved November 2009

Indicative review date November 2011

Validity Current

Status Imported

Originating organisation CfA

Original URN 410

Relevant occupations Business, Administration and Law; Agriculture; Managers and Proprietors in Hospitality and Leisure Services; Urban, rural and regional planning; Administration; Law and legal services; Managers in Farming, Horticulture, Forestry and Fishing; Legal Professionals; Architects, Town Planners and Surveyors; Public Service Professionals; Administration and Secretarial Occupations; Government and Related Organisations; Business and Finance Associate Professionals

Suite Local Land Charges and Property Information 2009

Key words create, manage, manual, electronic, information systems, needs, users, create