

Information Management & Control

Assignment 2

Risk Assessment Report

Type:	Written Assignment
Due Date:	16 September 2020 at 09:30
Weight:	40%
Word Count:	3000 words (+- 10%)

Task Description:

This is a group assignment that requires the student groups to identify the information risks involved for an organisation that is introducing a new product, service or process that is technology driven.

The groups will be required to write a risk assessment report detailing the perceived risks, provide research to support the risks and give recommendations for improving the organisation's information management strategy. Student groups will be expected to produce their case in a business report format.

In Groups of up to 4 people you will:

- identify a new product, service or process that is technology driven and being introduced to an organisation. The organisation may be either a real world case or an online case study.
- analyse the risks this new product, service or process will present to the organisation from an information management perspective.
- recommend solutions to these risks.

Each group will then write a report in business report format.

Structure of the Report

The final report should consist of the following components:

1. An executive summary

A short summary of the contents of the report that gives senior management a good overview of the contents of the report.

2. Introduction

This sets the scene and outlines the topic area of information management that is relevant to your chosen organisation. You should give details of the organisation and how the product/service/process fits into the organisation.

3. Research

You need to highlight business publication and journal articles (4-8) that outline the problems or information management risks relevant to your case.

4. A Formal Risk Assessment

Using a framework, present a risk assessment of your selected case

5. Communication of the risk

This section will give details of the risks identified in the risk assessment.

6. Recommendations

Succinctly lay out your recommendations to provide a way forward that includes risk mitigation.

7. References (not included in the word count)

The business publication and journal articles and other sources need to be referenced in-text and in the end of report references. Only reference sources that are used in the report should be given (4 to 6 sources is sufficient).

In Summary

The topic of 'information management' is broad. **You can pick any area you like.** Remember you have to **introduce** the topic and then **assess its risks to the enterprise.**

The assignment must be submitted on-line through the relevant SafeAssign link on the course Blackboard site. Rubrics for the report are provided separately and will be used to mark this Assessment.