

### **Questionnaire (Just Sample)**

1. Tell us about the journey and situation of your organization (f1 soft).

#### **2. Core Activities**

2.1 What are the major day to day internal activities inside this organization?

2.2 What are the secondary activities that belongs to this organization beside primary?

2.3 Tell us about the hierarchical system of this organization (chart comp).

#### **3. Product and Services Offered**

3.1 What are the activities and specific area that makes outsider people get to know about this organization?

3.2 Tell us about the product that is going to launched soon.

#### **4. Analysis of Information System of organization**

##### **4.1**

(i). Is there is any different approach or manual approach while generating information by transferring data between different department, level and team?

(ii) If information System exist then what it is known inside organization (name)? also which department handle it and responsible for its update & maintenance?

(iii) Do you have subsystem? Departmental based system (attendance maintain, accounting system, HR record system etc.)

(iv) If you don't have information system in which sector you use information technology for information processing?

##### **4.2**

(v) if you have system then regardless of normal hardware do you integrate/synchronize advance hardware like RFID Sensor, barcode scanner, temperature sensor etc.

(vi) Tell us how and where you have been used such advanced hardware?

(vii) Software Requirement: In which platform does your information system support and where you have been used it? also if you have maintained server on which operating system and on which you are using it?

(vii) For the support and ease of this information system do you integrate It into specific app? Is there is any specific app for the efficiency of the core system?

##### **4.3**

(i) As we know IT based work is not safe and secure as we thought like server hack, external attack, data leakage, privacy tamper etc. So, tell us which preventive measure organization is using for data security and maintenance.

(ii) Apart from this technical measure do you provide any specific training, instruction or punishment on behalf of human error like password sharing by employee and other users, untimely login/logout etc.

#### 4.4 Information System Used In Operation Level Management

4.4.1 Which post belong to operational level in your organization?

4.4.2 What are the major internal activities that belongs to operational level?

4.4.3 The activities that you mention above which of them function through direct information system and which are not?

#### 4.5 Which post belong to middle level in your organization?

4.5.1 what are the major responsibility and activities that are done by middle level management only?

4.5.2 During the execution of work which part is done along with MIS and which part MIS doesn't touch i.e. manually?

#### 4.6 Which post belong to top level in your organization?

4.6.1 what are the major responsibility and activities that are done by top level management only?

4.6.2 During the execution of work which part is done along with MIS and which part MIS doesn't touch i.e. manually?

4.7 Linkage Between Management Level (Vertical Communication) During vertical communication when you exchange information does that synchronized with system (automatically) or you just use email, phone (manually).

4.8 Horizontal Communication While exchanging data & information between department do you directly use phone, email or is there any system that link the department to do this?

4.8.1 if yes how?

4.8.2 if no how?

4.9 Value Added by Information System in The Organization Let us suppose the MIS doesn't exist and you have to do all the activity manually and it is obvious that create difficulty in daily operation. So, what do you think about this system which add value to your organization (speed, accuracy, fraud detection, transparency, security etc.) also what do you think you may lose if this system doesn't exist anymore?

#### 4.10 Challenges In Management Information System

4.10.1 What are the IT related challenges that you are facing?

4.10.2 What are the plans and actions to fight against the problem you have mentioned?

## 5. Conclusion and Recommendation

5.1 What is your opinion on use of information system in an organization?

5.2 If you get the authority to formulate an information policy, what improvements can you deliver, and what changes are you implementing to existing information policy? Eventually, if there is anything you would like to say or if there is anything we have missed, please let us know.



## **Report Structure**

Letter of Approval

Student's Declaration

Certificate from Supervisor

Acknowledgements

Executive Summary

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#### 3.3.1 Economic impacts

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## REFERENCES

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**Font:** Times New Roman

**Font-Size:** H1=16, H2=14, H3=12, Normal=12

**Alignment:** Justified, Center (Description: top of the table, bottom of the figure **if any**)

**Margin:** Top, Right, Bottom (1"), Left (1.5")

**Line Spacing:** 1

**Page numbers:** Up to chapter one from Letter of Approval (i, ii, iii, ...) and later on 1, 2, ..., don't include any kind of page numbers in cover page.

**References in APA format**

***Above given questionnaire is just for the reference purpose, create your own and conduct it.***

**Group Size:** (Maximum of 6 and Minimum of 4)