



**Kampus  
Merdeka**  
INDONESIA JAYA

# MANAJEMEN INFORMASI (TFC 356)

Pertemuan 1 – Pengantar Manajemen Informasi

**ALIFIA REVAN PRANANDA**

Department of Information Technology  
Faculty of Engineering  
Universitas Tidar

A person in a white lab coat is interacting with a medical device that has a screen and a camera. The background is dark and out of focus.

Before we begin, let's hear  
what is your thought

# OBJECTIVE OF THIS COURSE

It is expected that student are able to :

**01**

Understand the characteristics of data and information

**02**

Understand the relationship between data and information for supporting decision making system

**03**

Construct design of decision-making system for solving certain cases

# COURSE ASSESSMENT



50%



Activeness & Group  
Project



5%



Individual/group  
assignment



5%



Quizzes



40%



Mid-term & Final  
exam

All information about this course will be announced in **ELITA**.

Course name : **MANAJEMEN INFORMASI**



# Uses of Technology in Our Daily Life



The illustration features a central globe with a network of blue and orange nodes connected by dashed lines. Surrounding the globe are numerous icons representing different aspects of technology and communication. On the left, there's a laptop with an envelope icon, a cloud with a network diagram, and a film strip. On the right, there's a smartphone, a tablet with a grid of orange squares, a heart icon, and a group of people. At the bottom, there's a magnifying glass, a hand cursor, a printer, and a folder icon. The background is a light blue gradient with a subtle pattern of circles and lines.

Hence, managing information and data is **an important process** in the beginning of system information development to protect and maintain access during the uses of technology.

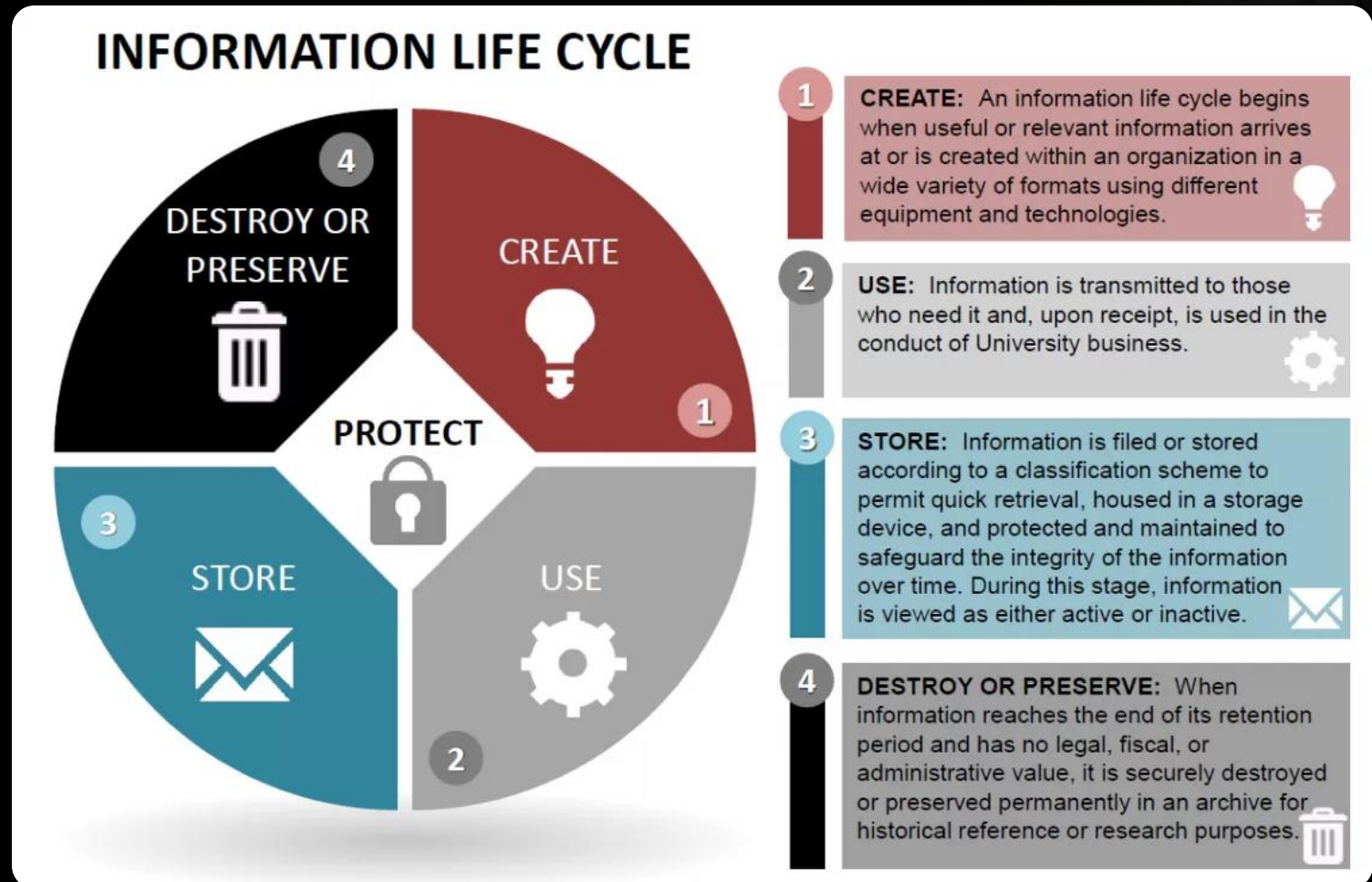
# INFORMATION MANAGEMENT

## What is information management?

### INFORMATION :

- valuable resource
- plays an important role both in public and private sectors

It is a resource that, if properly managed and utilized, can ignite innovation, improve business decision making, raise levels of productivity, ensure consistent standards of quality and thereby raise an organization's level of competitiveness.



# INFORMATION MANAGEMENT

## What is information management?

### INFORMATION MANAGEMENT :

- focuses on managing structured and unstructured information in any format



This discipline encompasses the collection, storage, dissemination, archiving and destruction of information, through planning, organization and structure, processing, controlling, evaluation and reporting.

Information management employs the framework, policies, processes, procedures and technology to effectively manage information at an organizational level to conduct business activities

# INFORMATION MANAGEMENT

## What is information management?



The Information management has four major components.

### 1. **People :**

The people who are involved in the Information management including the designer of IM and the users.

### 2. **Policies and Processes :**

It includes the rules and procedures laid for entire information cycle. This makes sure that right information is available to the right persons.

**3. Technology :** It includes both physical as well as virtual aspects that support the latest technologies i.e., computers, other electronic devices, software used, etc.

**4. Data and Information :** It is the primary input for the Information Management without which the entire process is useless.



# INFORMATION MANAGEMENT

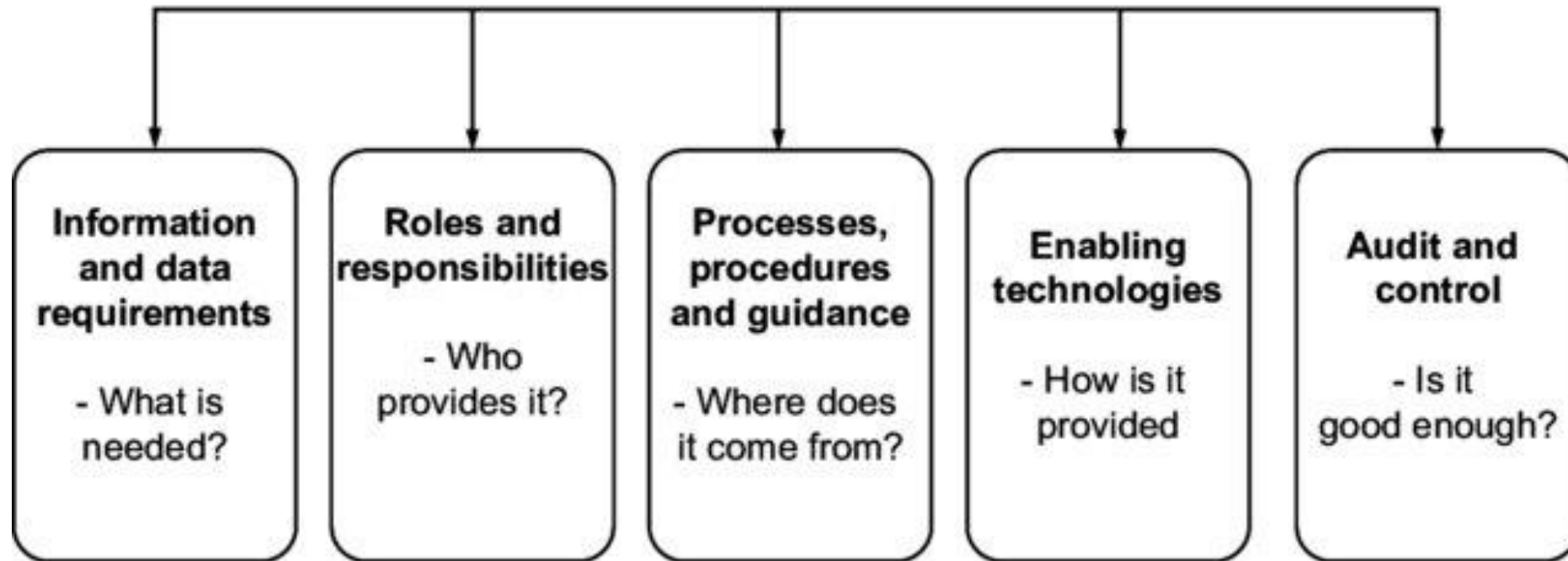
## Why should you manage information?

- To help you find the information you need, when you need it
- To protect the right and interest data
- To reduce costs by saving time and space
- To enable transparency and accountability
- To create corporate memory that provides context for policy
- To enable compliance with legislation and policy
- To minimize risk by regularly and legally disposing of records and information
- To preserve records which have enduring value by identifying them for permanent preservation
- To support decision-making
- To enable continuity of business operations in case of a disaster

# INFORMATION MANAGEMENT

## Information Management Five Principles

### Information management *The five principles*



# Information Management

Policies, Procedures, Technology, People



## Information Security



- IT architecture
- IT security and protection
- IT security policies, procedures, processes
- Decommissioning and archiving technology



## Privacy & Protection



- Framework; policies, procedures and processes
- Response and remediation plan for data breaches
- System access controls



## Information Governance



- Managing IA life-cycle
- Information architecture
- Metadata standards
- Framework; policies, procedures and processes
- Risk and compliance planning and auditing



## Analytics



- Data cleansing and integrity
- Interpretation of data, information insights
- Development of new products and services



## eDiscovery



- IM for litigation, regulatory investigations and inquiries
- Issuing legal holds
- Enterprise search



## Records & Information Management



- Retention, disposal and archiving
- Information storage
- Defensible disposition
- Implementing legal holds
- Business classification schemes, taxonomies, metadata

# INFORMATION MANAGEMENT





# INFORMATION MANAGEMENT

## Difference Between Information Management and Data Management

Information Management	Data Management
The information management includes the process of collecting, handling, storing and using the information in all possible formats.	Data management is a subset of information management which makes a specific data of the company to be precise, absolute, safe and available.
All information is not data. It includes both physical and digital form of information.	All data is an information. It is a form of information in binary digits which is only understandable through computing.
Information is derived from various forms of data collected from different sources which can be utilised for the well-being of the organisation.	Data is a single attribute that proves to be useful only when transformed into information.
The information management framework of an organisation makes it capable of managing the information along its entire life cycle.	The data management framework involves procedure, policies and practices to manage the data life cycle. From file-naming to documentation of metadata.
Examples, document management, digital asset management, web content management, etc.	Example, database management system, data security, data source identification, etc.

# INFORMATION MANAGEMENT

## Benefits of Managing Information

1

Faster  
information  
access

2

Eliminate  
silos

3

Improved  
productivity  
and  
efficiency

4

Develop an  
effective  
information  
policy

5

Support  
business  
needs

# INFORMATION MANAGEMENT

## Benefits of Managing Information



# INFORMATION MANAGEMENT

## Benefits of Managing Information

11

Improved  
collaboration

12

Disaster  
recovery

13

Supports  
data  
analytics

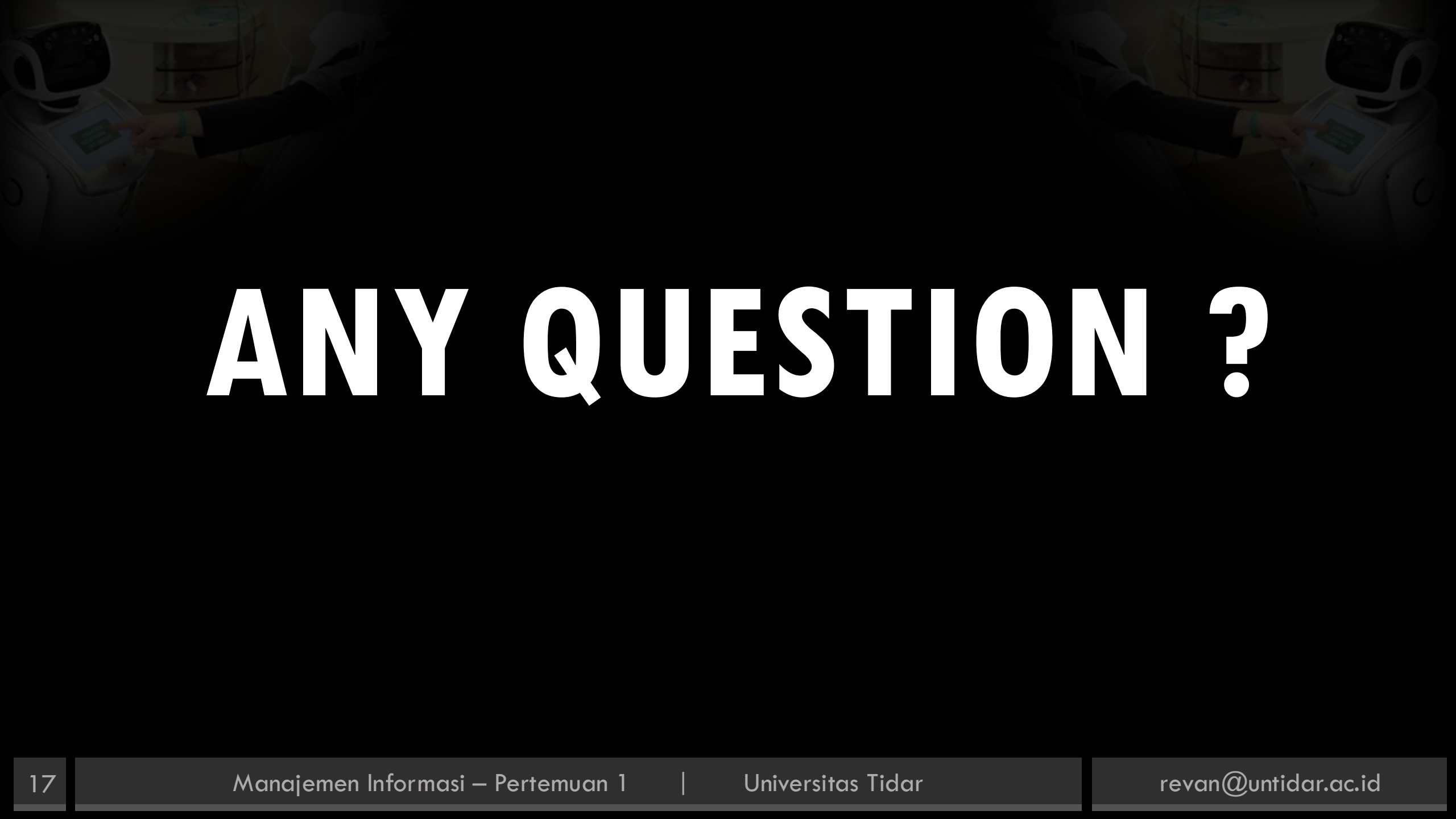
14

Competitive  
advantage

15

Better data  
quality





# ANY QUESTION ?

# TUGAS

Buatlah sebuah essay pendapat Anda bagaimana peran serta, tanggung jawab, dan roles dari IT Person dalam proses Manajemen Informasi. Sertakan referensi dalam menyusun essay.

Tugas dikumpulkan dalam bentuk PDF (minimal 2 halaman A4) melalui ELITA maksimum hari Rabu, 19 Februari 2025 pukul 23:59 WIB.