MANAJEMEN INFORMASI (TFC 356)

Pertemuan 2 – Elemen Manajemen Informasi dan Siklus Informasi

ALIFIA REVAN PRANANDA

Department of Information Technology
Faculty of Engineering
Universitas Tidar

INFORMATION MANAGEMENT

Application of Management techniques to collect information, communicate it within and outside the organization and process it to enable managers to make quicker and better decisions.

Management of information resources:
- **Design** of information technology components
- **Analysis** of information processing procedures
- **Deriving knowledge** from the information corpus

WHY IS IT IMPORTANT?

Uses of **Technology** in Our Daily Life

Managing information is important to an organization because it allows for increasing knowledge, decreased inefficiency, and better creation and implementation of action plans to address of opportunity

Reasons are described in three categories:
- Increase profit
- Keeps out of trouble
- Create potential profit

THE 5 KEYS OF INFORMATION MANAGEMENT

Here are the five keys of information management that should be considered

Leadership   Operations   Process   Data   Technology

THE 5 KEYS OF INFORMATION MANAGEMENT

Here are the five keys of information management that should be considered

| Leadership | Operations | Process | Data | Technology |

Engaged, set the vision/strategy, make key decisions

THE 5 KEYS OF INFORMATION MANAGEMENT

Here are the five keys of information management that should be considered

Leadership   Operations   Process   Data   Technology

People, project management, communications

THE 5 KEYS OF INFORMATION MANAGEMENT

Here are the five keys of information management that should be considered

| Leadership | Operations | Process | Data | Technology |

Design, document, execute

THE 5 KEYS OF INFORMATION MANAGEMENT

Here are the five keys of information management that should be considered

Leadership   Operations   Process   Data   Technology

Collect, organize, maintain, use

THE 5 KEYS OF INFORMATION MANAGEMENT

Here are the five keys of information management that should be considered

| Leadership | Operations | Process | Data | Technology |

Technology aligned to the four prior keys

GOALS OF INFORMATION MANAGEMENT

Here are the goals of information management :
- Supply work, business and consumption processes with information
- Improve and speed up business, work and consumption processes through information use and efficient information processing
- Create and maintain competitive advantage through new, IT-based work and business processes
- Efficient use of organization's information assets
- Reduce unnecessary complexity of information processing system, protects against information overload.

Key challenges in information management :
- Exploding digital universe
- Increasing dependency on information
- Changing value of information

ELEMENTS OF INFORMATION MANAGEMENT

First :
- Its origins in a variety of fields that have had to do, traditionally, with the acquisition, organization, maintenance and use of documents: achieves and records management, and librarianship and information science (especially in special librarianship and information work)
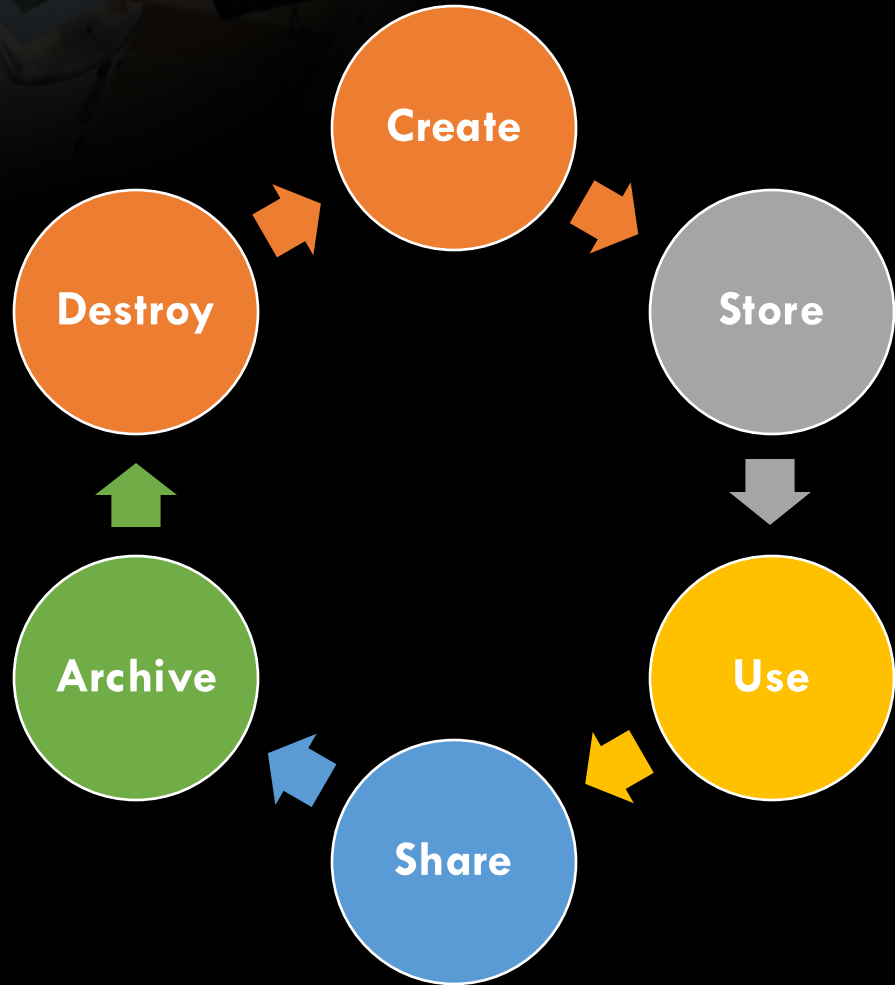
Second :
- The development of information technology and its growing application to all aspects of information management has been a strong formative influence
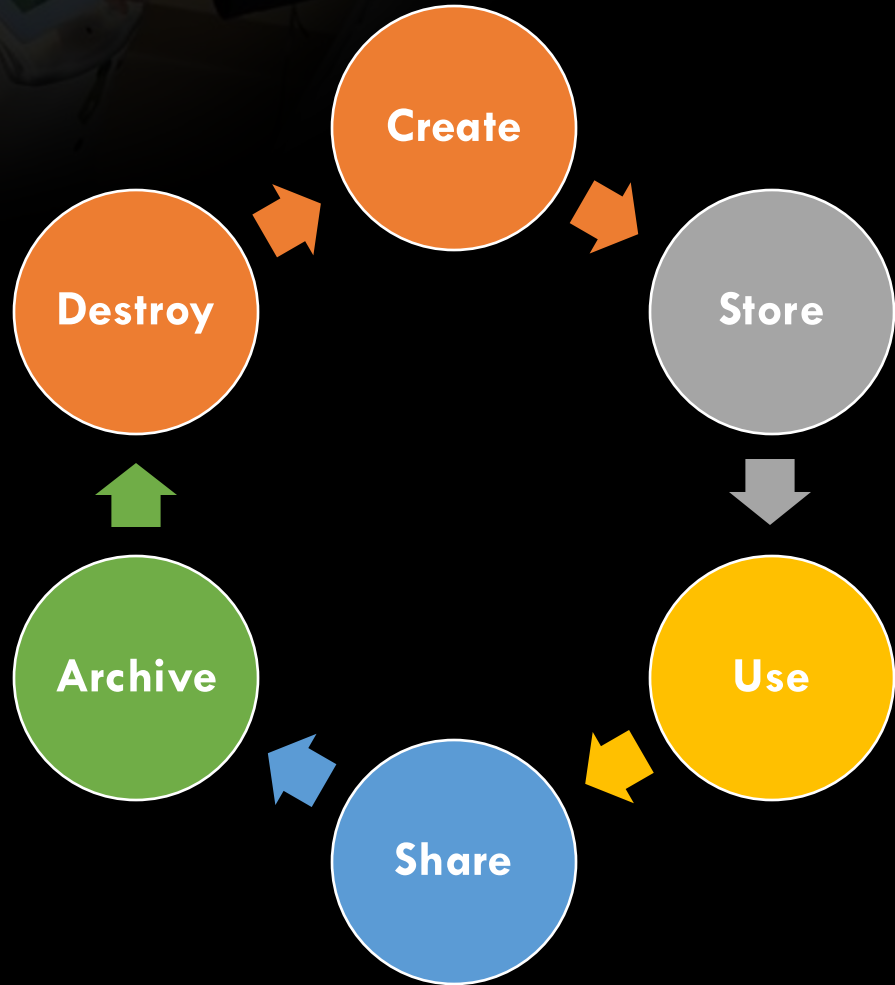
Finally :
- The wide application of information ideas, developed in the business schools, widely accepted in business, and given prominence in the business press and in the media generally and applied increasingly in public-sector organizations, has resulted in the acceptance of such concepts as strategic planning, cost-benefit analysis, resource management and marketing

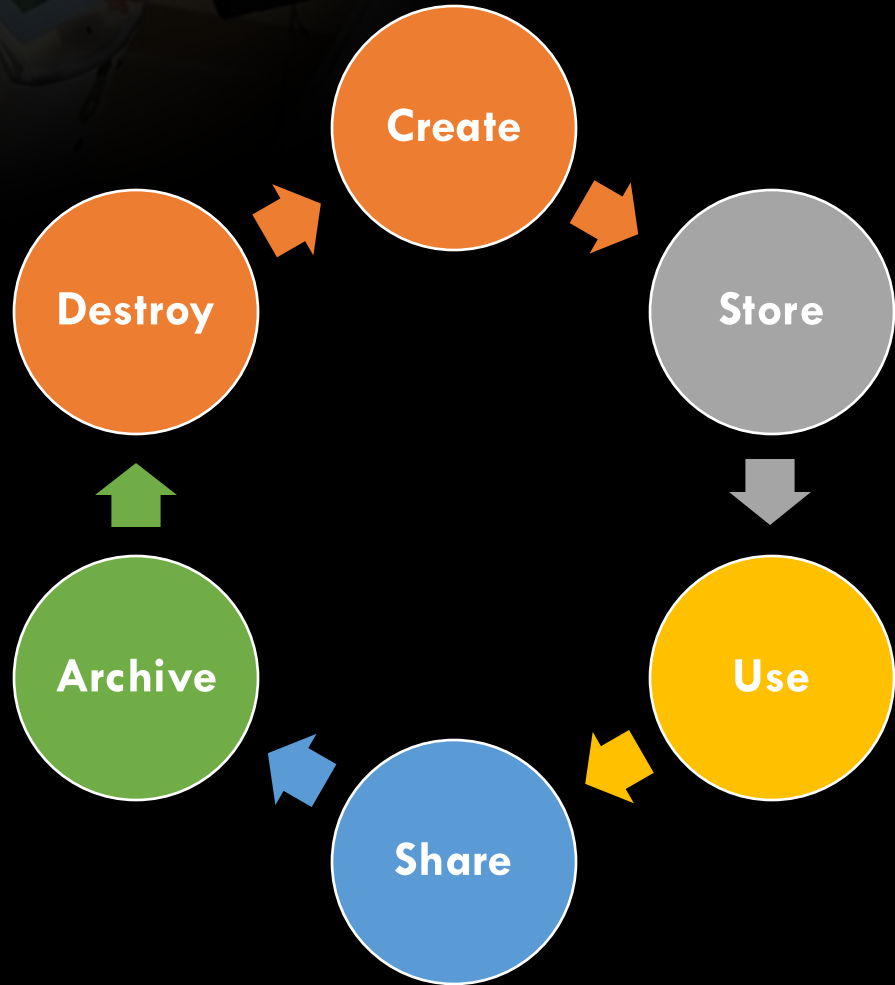# INFORMATION LIFECYCLE

INFORMATION LIFECYCLE

Create/Capturing Data
- Data enters the business through data capture
- It could be data that are acquired from reliable outside resource, data entry and data reception

Store/Preserving Data
- The data that's captured by the business needs to be stored diligently
- It is quite challenging to store the varied types of bulk information of Big Data that the business acquires, generates and receives from devices all should be preserved to be used later for processing and publishing
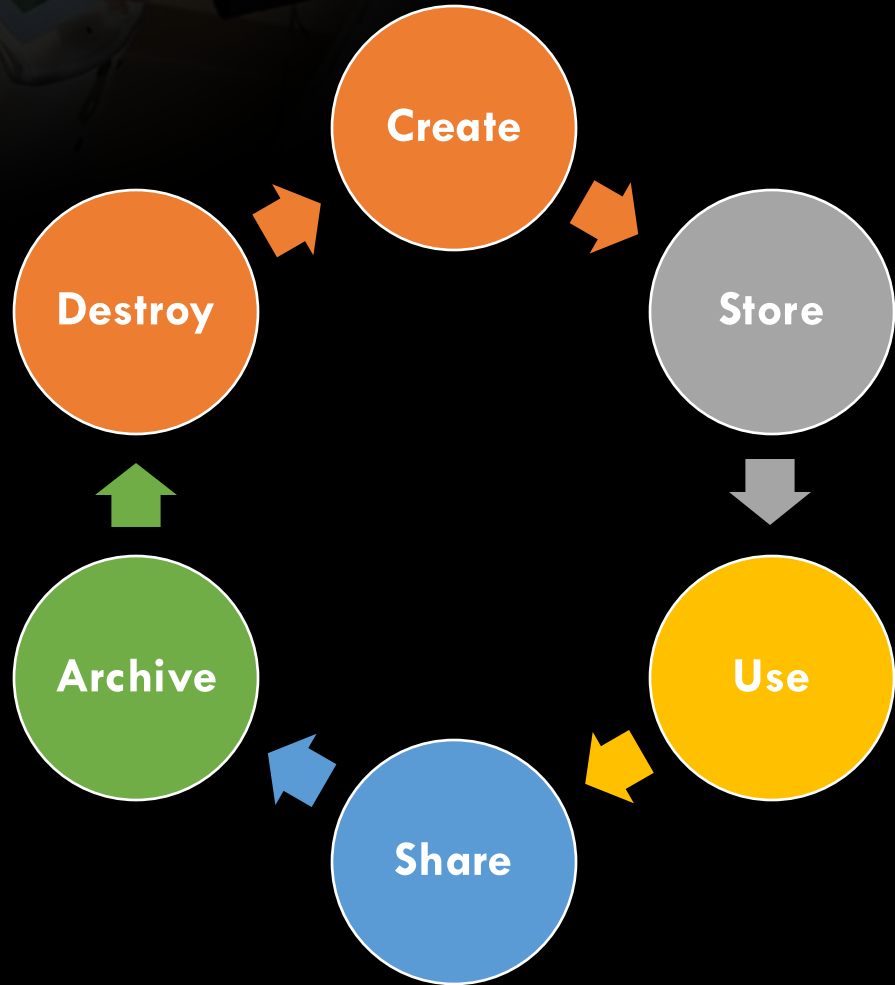- Data should be ideally stored in a categorized way for easier access.

Create

Store

Use

Share

Archive

Destroy

INFORMATION LIFECYCLE

Use/Processing Data

- Data that are collected, categorized, stored and grouped are used to process it to make it useful
- The employee attendance data that are collected on a daily basis is used to process payroll
- The call details for every customer in the telecom field is used to analyze the usage and to form better marketing strategies
- The banking industry uses the transaction data and processes it regularly to understand the transaction patters and to track the money flow
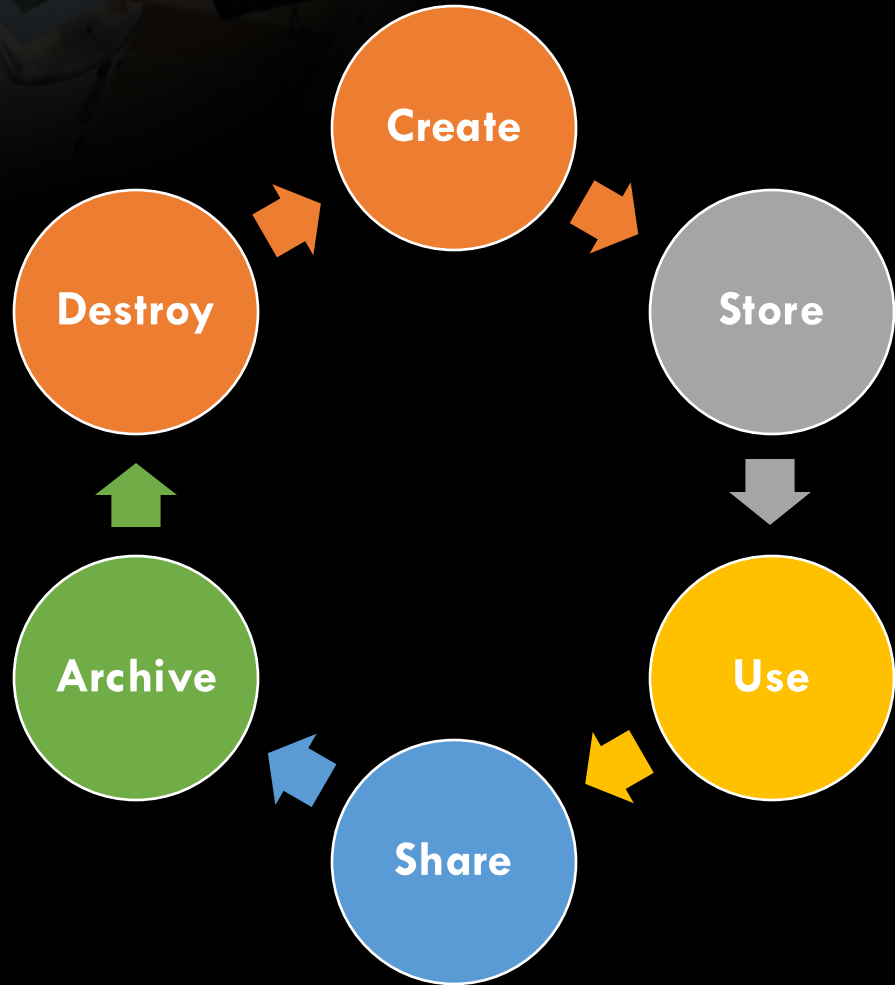
INFORMATION LIFECYCLE

Create → **Store** → **Use** → **Share** → **Archive** → **Destroy** →

Share/Publishing Data

- The information that's collected, stored, grouped and processed is used for publishing as report to management and public
- Every business publishes its information to its stakeholders including employees, vendors and inventors
- The financial stability, external communication and other details are published on various medium to reach the right audience at regular intervals
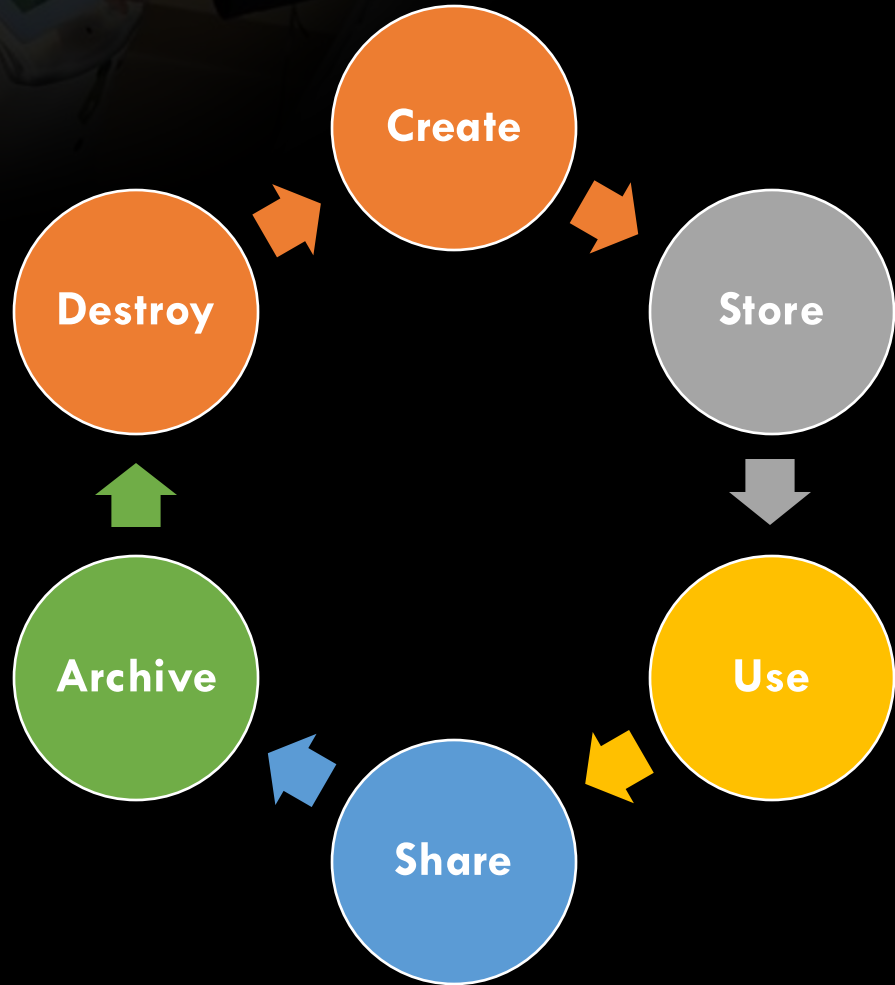
INFORMATION LIFECYCLE

Create

Store

Use

Share
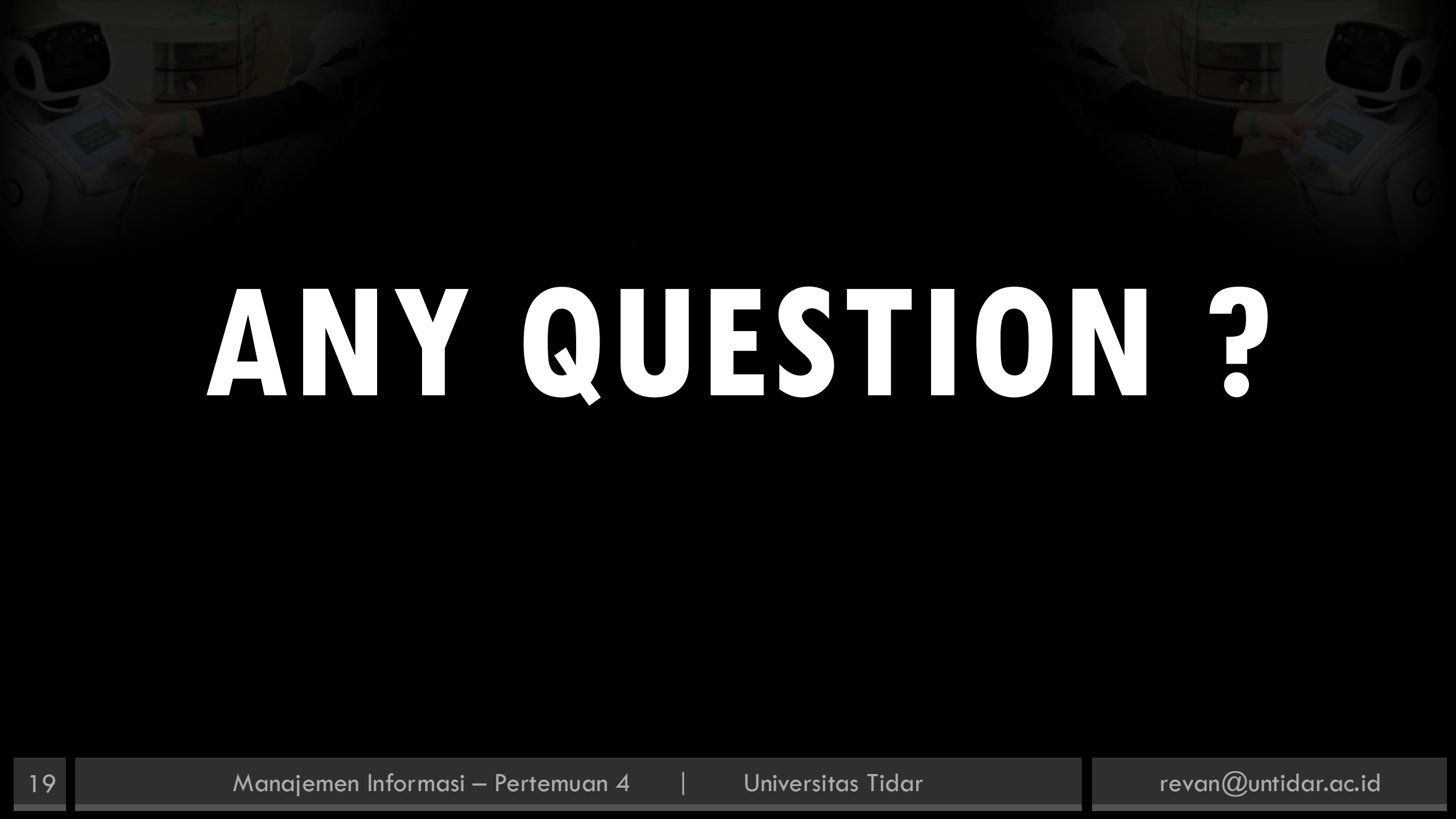
Archive

Destroy

Archiving Data

- Data archival is another important aspect of information lifecycle management
- When there's bulk information being handled on a daily basis or regularly, it makes storage and processing highly expensive
- It slows down data processing and publishing

INFORMATION LIFECYCLE

Destroying Data

- Data should be periodically checked and removed when obsolete
- Certain classified information should be immediately remove from the main data storage and stored secured in a separate environment specially maintained for that
- Data tends to get obsolete over time
- Such obsolete data becomes overhead, it should be removed periodically in server

ANY QUESTION ?

Manajemen Informasi – Pertemuan 2 | Universitas Tidar   revan@untidar.ac.id

TUGAS

Cari informasi mengenai bagaimana sebuah perusahaan mengelola informasi yang dimiliki. Analisis bagaimana langkah-langkah pada setiap proses nya. Sertakan nama perusahaan serta sumber informasi yang anda rujuk. Buat dalam sebuah essay minimal 2 halaman.