

Task 2

Preparing for the MIS Reports for Assignment 3

Part of any good system is the development of **formal MIS (Management Information System) Reports**.

For this part of the system, refer back to the modules ICT2642, ICT3641, ICT3722 and any other module where reporting was discussed.

In this system, the purposes of the **MIS reports** are to provide on a daily and weekly basis feedback to the Examination Department. These MIS Reports will help them to make informed decisions based on the current situation and will be used in future development. The MIS Reports will assist the Examination Department to monitor the progress of the Online Examination Portal. A MIS Report is NOT a looooong list of data, rather in MIS Reports the data is often collected from various sources and then summarised and visualised.

There are different report types, amongst these that can be useful for the Examination Department are:

- summary reports
- trend reports
- exception reports
- on-demand reports and predictive reports

For purposes required by the Examination Department, the following MIS Reports must be presented in your systems dashboard:

One Daily MIS report:

Examples:

- Total number of modules that will be written on a specific day.
- Estimation of the number of students that will write on that specific day.
- Search function on the modules that will be written on a specific day, with an indication of the module leader and email - should a problem arises, and the examination department needs to contact the module leader.
- An indication of the number of files received during every hour the day, to determine trends during the upload of files from the student side.

One Weekly MIS reports:

Examples:

- Total number of modules written up and till that day.
 - Must have search (drill-down) functionality.
- Total number of files received per module, up and till that day.
 - Must have search (drill-down) functionality.

At least two more MIS reports:

Whilst you are developing the system, you will come across the need for additional MIS Reports.

Add at least 2 more MIS reports. Remember and MIS report is NOT a LOOOONG list of data.

Also refer to “19. 10. System | MIS Reporting: Dashboard” on the myModules 2022 Module Site.