Monash University
Semester Two Examination Period
2004

Faculty Of Information Technology

EXAM CODES: IMS2102
TITLE OF PAPER: INFORMATION MANAGEMENT 3
EXAM DURATION: 3 hours writing time
READING TIME: 10 minutes

THIS PAPER IS FOR STUDENTS STUDYING AT: (tick where applicable)

☐ Berwick ☐ Clayton ☐ Malaysia ☐ Distance Education ☐ Open Learning
✓ Caulfield ☐ Gippsland ☐ Peninsula ☐ Enhancement Studies ☐ Other (specify)

During an exam, you must not have in your possession, a book, notes, paper, calculator, pencil case, or other material/item which has not been authorised for the exam or specifically permitted as noted below. Any material or item on your desk, chair or person will be deemed to be in your possession. You are reminded that possession of unauthorised materials in an exam is a discipline offence under Monash Statute 4.1.

AUTHORISED MATERIALS

CALCULATORS ☐ YES ✓ NO
OPEN BOOK ☐ YES ✓ NO
SPECIFICALLY PERMITTED ITEMS ☐ YES ✓ NO

if yes, items permitted are:

Candidates must complete this section if required to answer in this paper

STUDENT ID __ __ __ __ __ __ __ __ __
NUMBER ___ ___ ___ ___ ___ ___ ___ ___
SURNAME .............................................................................. SIGNATURE ................................................................
OTHER NAMES (in full) ..................................................................................................................................
PART A: Short answer questions

Select FIVE of these information management terms and briefly explain their meaning, using examples. Each answer is worth 2% of the total marks for the examination.

- BT
- business function
- classification
- collection
- information architecture
- management information system
- organisational culture
- scope notes
- synonym
- tangibility

(5 X 2 marks)

Part B: Functional Classification Scheme – Case Study

Answer all THREE questions, illustrating your answers with appropriate examples.

1. Draw a diagram that identifies the key functions of the organisation described in the boxed text (on page 3), and identify four activities which would take place to support those functions.

(8 marks)

2. Choose two of the activities identified in question 1 above and nominate two transactional documents which would be created to support each of those activities [E.g. Staff Recruitment (Activity) – Position description (Document)].

(4 marks)

3. What informal channels of communication would you expect to operate within this organisation? Describe how such channels could play a fundamental role within the organisation’s information management.

(3 marks)
A fundamental challenge facing every society is to create political, economic and social systems that promote peace, human welfare and the sustainability of the environment on which life depends. We believe that the best way to meet this challenge is to encourage initiatives by those living and working closest to where problems are located; to promote collaboration among the non profit, government and business sectors; and to ensure participation by men and women from diverse communities and at all levels of society. In our experience, such activities help build common understanding, enhance excellence, enable people to improve their lives and reinforce their commitment to society.

The Ford Foundation is one source of support for these activities. We work mainly by making grants or loans that build knowledge and strengthen organizations and networks. Since our financial resources are modest in comparison with societal needs, we focus on a limited number of problem areas and program strategies within our broad goals.

Founded in 1936, the foundation operated as a local philanthropy in the state of Michigan until 1950, when it expanded to become a national and international foundation. Since its inception it has been an independent, non profit, nongovernmental organization. It has provided more than $12 billion for grants, projects and loans. These funds derive from an investment portfolio that began with gifts and bequests of Ford Motor Company stock by Henry and Edsel Ford. The foundation no longer owns Ford Motor Company stock, and its diversified portfolio is managed to provide a perpetual source of support for the foundation’s programs and operations.

The trustees of the foundation set policy and delegate authority to the president and senior staff for the foundation’s grant making and operations. Program officers in the United States, Africa, the Middle East, Asia, Latin America and Russia explore opportunities to pursue the foundation’s goals, formulate strategies and recommend proposals for funding.

The Foundation's Mission

The Ford Foundation was established by Henry Ford in 1936 with an initial gift of $25,000. During its early years, the foundation operated in Michigan under the leadership of the Ford family. Since its charter stated that its resources should be used “all for the public welfare,” the foundation made grants to many different kinds of organizations. After the deaths of Edsel Ford in 1943 and Henry in 1947, their bequests of Ford Motor Company stock significantly expanded the foundation’s holdings and income available for grant making. This led the Ford family to appoint H. Rowan Gaither, a San Francisco lawyer, to lead a seven-man team of experts to chart a new course for the future. The team’s report, approved in 1950 by the foundation’s trustees, who included members of the Ford family, recommended that the foundation become a national and international philanthropy dedicated to the advancement of human welfare.

Perhaps most significant, the foundation declared its intention to focus on solving humankind’s most pressing problems, whatever they might be, rather than to work in any particular field, which was the more traditional and accepted approach for foundations.

The report set forth five broad program areas: the establishment of peace, the strengthening of democracy, the strengthening of the economy, education in a democratic society, and individual behavior and human relations. Since then, Ford’s grant making has followed the broad goals articulated by the Gaither team. Its report noted that the board should be free to change its goals should other needs arise. The foundation’s funds have come from growth in the original investment and later conversion of these holdings to a diversified portfolio, now managed as described in the Financial Review.
PART C: Essays

Write on THREE of the following topics, using examples to illustrate your arguments. Each answer is worth 20% of the total marks for the examination.

- ‘Information systems are arguably one of the key areas for political action in contemporary organisations.’ Do you agree? Why?
- What implications does the spread of electronic resources hold for collection management in contemporary society?
- Metadata is much more than data about data. What advantages and disadvantages can arise from its use within an organisation’s information system?
- ‘Controlled vocabularies are irrelevant to information management in an age of search engines’. Do you agree? Why?
- What attributes does a robust business classification scheme require in order to be relevant to the information management needs of modern organisations?
- ‘Employees put information at risk the moment they open their mouth.’ Discuss this statement in the context of information policy development within organisations.
- What information storage issues arise in an organisational context?
- ‘Organisations only value the information they pay for.’ Discuss.
- What activities are libraries obliged to undertake, in order to manage their collections?

(3 X 20 marks)

Part D: Dublin Core metadata

Examine the letter reproduced on page 5. Apply all relevant Dublin Core elements to it, so that the recipient can store (and when necessary, retrieve) this document from within its information system. Are any Dublin Core elements irrelevant here? Explain the reasoning behind your decisions.

(15 marks)
European Bank for Reconstruction and Development

His Excellency
Mr Leonid Danylovych Kuchma
President of Ukraine
Kyiv
Ukraine

World Bank

23 January 1998

Dear Mr President,

The Ukraine today is faced with a very difficult and complex energy situation which has a negative impact at the economic, social and environmental levels.

In order to offer a constructive solution to these problems, our two institutions have put our heads together over the past few months and our in-depth analysis of the situation has led to the drafting of a Joint Action Plan.

This Action Plan, a copy of which is enclosed for your perusal, puts forward for consideration a number of concrete measures which would allow for infrastructure investment within an improved and modern regulatory and institutional framework. Both institutions are prepared to commit the financial resources necessary for the implementation of the Action Plan, within the context, naturally, of the continued agreement and support of the Ukraine authorities.

We look forward to receiving any comments you would have to make on this proposed Action Plan in the near future and would like to assure you of our high esteem.

Yours sincerely

Jacques de Larosière
President
European Bank for Reconstruction and Development

James Wolfensohn
President
World Bank