



COURSE MANUAL

C1 Management Information Systems



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Contents

About this Course Manual	1
How this Course Manual is structured.....	1
Course overview	3
Welcome to Management Information Systems.....	3
Management Information Systems – Is this course for you?.....	3
Course outcomes.....	4
Timeframe.....	4
Study skills.....	5
Need help?	6
Assignments.....	6
Assessments.....	7
Getting Around this Course Manual	8
Margin Icons.....	8
Module 1	9
Organisational Foundations of Information Systems	9
Introduction	9
Review of enterprise concepts	10
Functional areas and business functions	12
Business processes and procedures	15
Planning.....	15
Organising	16
Directing.....	17
Controlling.....	17
Impact of information technology on business processes	17
Integration of business processes and information systems.....	18
What is IS? Information systems versus information technology.....	19
Definitions.....	19
IS and IT strategies	20
Why Information Systems (IS)?.....	21
Impact of MIS on organisations.....	21
Impact of MIS on the nature of work.....	21
Impact of IT on business functions.....	22
Impact of IT on industrial competition.....	23
Impact of IT on organisational strategy.....	23
Approaches of information systems.....	24
Introduction to strategic approaches	24
Generic competitive strategies.....	25
Strategy and the Internet	27

Role of information systems	28
IT as a strategic resource.....	28
Technology as the enabler of e-business	30
Challenges of information systems	32
The new economy, the Internet economy and e-business.....	32
The e-economy	32
The new economy	33
The Internet economy.....	34
Layer 1. The Internet Infrastructure Indicator	35
Layer 2. The Internet Applications Infrastructure Indicator.....	35
Layer 3. The Internet Intermediary Indicator	35
Layer 4. The Internet Commerce Indicator	35
E-business.....	36
Technology-based infrastructure	37
Services	38
Products and structures	39
E-business impact.....	39
Strategic applications of IS and e-business.....	41
Business-to-Business (B2B).....	41
Business-to-Consumer (B2C)	42
Business-to-Government (B2G).....	42
Business-to-Employee (B2E).....	43
E-business networks.....	43
Module Summary.....	45
Assignment	46
Case Study Reading 1.1	47
Assessment.....	48
References.....	49
Module 2	52
Strategic Information Systems and Enterprise Systems	52
Overview	52
Introduction.....	53
Background to planning theory	53
How IS planning has evolved.....	54
First three-era model of IT	54
Data processing (DP) era	54
Management information systems (MIS)	55
Strategic information systems (SIS)	58
Planning for SIS.....	60
Characteristics of information process systems	63
Strategic planning for emerging business models.....	64
Adopting a business network focus for strategic planning.....	64
Developing planning strategies for the networked organisation.....	65
IT implications of network and alliance planning	67
A strategic planning model for the networked organisation	67
Management of decision making	69

Levels of information systems	69
Stages of information systems	70
Effects of management information systems on decision making.....	71
Data-Gathering systems	72
Transaction processing systems (TPS)	72
Management information systems (MIS)	73
Decisions-support systems (DSS).....	73
Expert systems.....	74
Group decision-support systems (GDDS)	74
Geographic information systems (GIS)	74
Executive support systems (ESS)	75
Enterprise resource planning systems (ERP).....	76
Module Summary.....	77
Assignment	78
Case Study Reading 2.1	79
Assessment.....	80
References.....	81
Module 3	82
Strategic Role of Information Systems	82
Overview	82
Information systems and business strategies	83
Strategic planning for e-markets	83
Strategic drivers	83
Critical success factors for e-business	86
E-business strategy.....	87
Positional factors.....	87
Bonding factors.....	88
Dot-com strategies.....	88
Competitive or cooperative strategies	88
Developing sector strategies	89
Market strategies	89
Manufacturing.....	89
Mixed goods and service organisations	90
Service organisations	91
Using systems for competitive advantages	91
Channel enhancement strategies	91
Sell channels	91
Buy channels.....	92
Organisational impacts.....	93
Value chain integration	94
Applying the supply chain management approach	95
The logistics paths.....	96
Driving supply chain management.....	97
Knowledge exchange and enabling technology	97
Some examples of change	98

E–business and chain effects	101
Supply chain management (SCM)	101
Demand chains	102
Virtual value chains.....	104
The e-business planning process.....	105
Strategic options	105
Organisationally focused sites	106
Audience focus.....	107
Business focus.....	107
Staged growth	108
Module Summary.....	109
Assignment	110
Case Studies.....	111
Case Study Reading 3.1	118
Assessment.....	119
References.....	121
Module 4	123
Managing Information in Organisations Overview	123
Models of industry transformations	125
A staged transformation model – leveraging the organisation through ICT and e-business	125
Stage 1: Channel enhancement	126
Should you use the Internet to buy or sell?	126
Stage 2: Value chain transformation.....	126
Who are your strategic partners and how will you link with them? ..	127
Stage 3: Transformation.....	128
Do you want to be a knowledge-based company or a physical company?.....	129
Stage 4: Convergence	129
Where do you want to end up?	130
The alliance for converging technologies model	130
Key design dimensions	131
Multi- enterprise capability machine	131
Co-opetition	131
Customer-centricity.....	131
Knowledge management.....	132
Value proposition innovation.....	132
Internet infrastructure.....	132
Disaggregation and re-aggregation.....	132
Effects Of transformation and convergence on organisations	133
Transformation changes	133
Effects on people	133
Effects on processes and ICT	134
Order fulfillment	135
Curing the blind spots	135
The first blind spot is end-market demand	136

The second blind spot is through the supply chain.....	136
The third blind spot – building to inventory yields higher defect rates	136
Virtual supply chains collaborating in real time represent the fastest return on the dollar	136
Once commerce is online, every demand is an input into production planning.....	137
Exchanges present and future	137
Drivers and capabilities for convergence	138
Drivers of convergence	138
Capabilities for convergence.....	138
Convergence strategies.....	139
Outsourcing and partnering for the virtual organisation.....	140
Outsourcing and external sourcing.....	141
Strategic, transformational and tactical outsourcing.....	142
Strategic outsourcing and core competences.....	142
Linking outsourcing to strategy.....	143
Leadership issues.....	145
Four primary traits	145
Formulating e-business roll-out strategies	146
Development options.....	146
Stages of implementation	147
Management structures	147
A framework for e-business change management.....	148
Analysing the change environment	150
Change environment	150
Change management.....	150
Outcomes and performance gains.....	151
Outcomes	151
Performance gains	151
Successful management of change.....	151
Module Summary.....	153
Assignment	155
Case Study Reading 4.1	156
Assessment.....	157
References.....	158
Module 5	159
Evaluating Strategies for Information System and E-Commerce Applications	159
Overview	159
Strategic frameworks	161
Strategy as simple rules.....	161
Identify key processes where your organisation can win (product innovation, branding, for example).....	162
Define your rules	162
Remember that there is a limit to the number of rules: between 2 and 7.	163

Portfolio management	163
Co-evolutionary strategies.....	165
Assessing organisational readiness for change.....	168
Demonstrating the need for an action plan.....	170
The economics of e-business	171
Transaction cost theory	171
Return on investment and risk analysis.....	173
E-business: opportunities and threats.....	174
The balanced scorecard (BSC) approach.....	177
Background – business systems planning.....	177
Principles of the balanced scorecard (BSC).....	178
Customer perspective	179
Internal business perspective.....	180
Innovation and learning.....	180
Financial perspective.....	181
Preparing the balanced scorecard.....	182
Strategy maps and strategy trees.....	183
Implementing the BSC.....	184
Measures of success.....	185
Internet strategy effectiveness.....	186
Determine internal and external forces.....	186
Create a metrics programme.....	188
Applying value criteria.....	188
Strategic value analysis (SVA).....	189
Activity-based approaches.....	190
Module Summary.....	191
Assignment.....	192
Case Study Reading 5.1.....	195
Assessment.....	196
References.....	197
Module 6	199
Contemporary Information System and E-Business Culture.....	199
Introduction.....	199
The marketplace and the virtual marketplace.....	202
Global and local markets.....	202
Virtual markets ecosystems.....	206
Models of virtual markets.....	208
Strategies for e-markets.....	208
The new value chain for e-business.....	210
The basic concept.....	211
What is a value chain?.....	212
Primary activities.....	212
Support activities.....	212
Defining a value chain.....	213
Linkages within the chain.....	213
The value system.....	214

Eight steps for determining the basis for differentiation	214
Strategic analysis for e-business solutions.....	215
Technology leadership	215
The Seven “S” Framework.....	216
Globalisation and the culture of distance.....	217
Introduction	217
Global organisations and global markets	218
Strategies for global change	222
E-business cultures.....	224
Organisational cultures.....	224
Culture and IT	226
Virtual cultural alliances	227
Impact of culture on e-business.....	228
Culture and change.....	229
Success in cultural change	230
Global community-building.....	231
Development stages.....	231
Shifting locus of core competencies.....	232
The customer as king.....	232
The increasing power of the connected consumer	234
Community-building through ICT	235
Global branding and customer relationship management.....	237
e-branding creation and positioning.....	237
Customer relationship	238
Customer orientation.....	238
Common customer management themes	238
Targeting the right customers	239
Owning the customer’s total experience	239
Streamlining business processes that affect the customer	239
Providing an all-round view of the customer relationship	239
Letting customers help themselves.....	240
Helping customers do their jobs	240
Delivering personalised service.....	240
Fostering community.....	240
Customer relationship management	241
Online transactions : personal or impersonal?.....	241
Profiling and segmentation will boom.....	241
One-to-one marketing.....	242
Marketing segmentation and automation	242
Personalisation and interactive selling	242
Cosset the customer – Web-based call centres	242
The benefits.....	243

Module Summary.....	245
Assignment	246
Case Studies.....	248
Case Study Reading 6.1	252
Case Study Reading 6.2	252
Assessment.....	253
References.....	254

About this Course Manual

How this Course Manual is structured

The course overview

The course overview gives you a general introduction to the course. Information contained in the course overview will help you determine:

- If the course is suitable for you
- What you will already need to know
- What you can expect from the course
- How much time you will need to invest to complete the course.

The overview also provides guidance on:

- Study skills
- Where to get help
- Course assignments and assessment
- Activity icons
- Modules.

We strongly recommend that you read the overview *carefully* before starting your study.

The course content

The course consists of six modules. Each module comprises:

- An introduction to the module content.
- Module outcomes.
- New terminology.
- Core content of the module with a variety of learning activities.
- Module summaries.
- Assignments and/or assessments, as applicable.

Resources

For those interested in learning more on this subject, we provide you with a list of additional resources at the end of each module; these may be books, articles or web sites.



Your comments

After completing Corporate Finance we would appreciate it if you would take a few moments to give us your feedback on any aspect of this course. Your feedback might include comments on:

- Course content and structure.
- Course reading materials and resources.
- Course assignments.
- Course assessments.
- Course duration.
- Course support (assigned tutors, technical help, etc.)

Your constructive feedback will help us to improve and enhance this course.

Course overview

Welcome to Management Information Systems

This course is designed to enhance your knowledge and competencies in various aspects of the development and applications of management information systems. It provides a general overview of information systems and the frameworks required to plan and implement effective information systems which will be useful for management decisions and support. The course provides inputs on the enterprise concepts, strategic information systems, roles of information systems and strategies for e-commerce applications, the impact that the Internet and the World Wide Web have had on the world of modern business and the importance and relevance of strategic use of information systems in this environment. This course gives the learner a contemporary worldview of information systems and applications at all management levels.

Management Information Systems – Is this course for you?

This course is intended for any person or MPA/MBA students who are inspired to take a serious interest in development and applications of management information systems which will be useful for management decisions and support.

This course is organised into six modules addressing topics of information systems used in supporting organisation development. The course begins with an overview on MIS and e-business concepts. The modules that follow explore e-business markets, strategic IS planning, information system frameworks, e-business networks, IS strategy evaluation and creating global brand. The last module covers contemporary information system and e-business culture.

Course outcomes

Upon completion of Management Information Systems you will be able to:



Outcomes

- *describe* the roles and impact of MIS on organisations.
- *demonstrate* a clear understanding on e-business and its strategic applications in the global market.
- *discuss* issues in implementing e-business strategies.
- *describe* strategic IS planning process and frameworks for building IS and e-business networks.
- *describe* and *apply* evaluating strategies for IS in organisations.
- *describe* the building process of global branding and global community systems.
- *identify* and *apply* models and issues of organisational transformation and convergence.
- *describe* the framework to manage change in e-business environment.

Timeframe



How long?

Each module has been designed to take about 20 hours, so to complete the whole course the students will need about 120 hours.

This course emphasises both theories and applications that will help students to understand and analyse various aspects of the management of information systems. Students will find that case studies play an important part in this course. The practice exercise at the end of each module takes the form of a case study in which they can practise the skills they have learned. Each module takes about two to four weeks to finish and the whole course takes between 18-24 weeks to complete.

Study skills



Study skills

As an adult learner your approach to learning will be different to that from your school days: you will choose what you want to study, you will have professional and/or personal motivation for doing so and you will most likely be fitting your study activities around other professional or domestic responsibilities.

Essentially you will be taking control of your learning environment. As a consequence, you will need to consider performance issues related to time management, goal setting, and stress management. Perhaps you will also need to reacquaint yourself in areas such as essay planning, coping with exams and using the Web as a learning resource.

Your most significant considerations will be time and space, that is the time you dedicate to your learning and the environment in which you engage in that learning.

We recommend that you take time now – before starting your self-study – to familiarise yourself with these issues. There are a number of excellent resources on the Web. A few suggested links are:

- <http://www.how-to-study.com/>

The “How to study” website is dedicated to study skills resources. You will find links to study preparation (a list of nine essentials for a good study place), taking notes, strategies for reading text books, using reference sources, test anxiety.

- <http://www.ucc.vt.edu/stdysk/stdyhlp.html>

This is the website of the Virginia Tech Division of Student Affairs. You will find links to time scheduling (including a “where does time go?” link), a study skill checklist, basic concentration techniques, control of the study environment, note taking, how to read essays for analysis, memory skills (“remembering”).

- <http://www.howtostudy.org/resources.php>

Another “How to study” website with useful links to time management, efficient reading, questioning/listening/observing skills, getting the most out of doing (“hands-on” learning), memory building, tips for staying motivated, developing a learning plan.

The above links are our suggestions to start you on your way. At the time of writing, these Web links were active. If you want to look for more go to www.google.com and type “self-study basics”, “self-study tips”, “self-study skills” or similar.

Need help?



Help

Is there a course website address?

What is the course instructor's name? Where can s/he be located (office location and hours, telephone/fax number, email address)?

Is there a teaching assistant for routine enquiries? Where can s/he be located (office location and hours, telephone/fax number, e-mail address)?

Is there a librarian/research assistant available? Where can s/he be located (office location and hours, telephone/fax number, email address)?

Is there a learners' resource centre? Where is it located? What are the opening hours, telephone number, who is the resource centre manager, what is the manager's email address)?

Who do learners contact for technical issues (computer problems, website access)?

Assignments



Assignments

There are two Tutor-Marked Assignments (TMA) in this course; each contributing 20 per cent to the total assessment of this course. The details on the procedures for the TMAs will be provided in the institutional guidelines.

The deadlines for students to submit the two TMAs can be found in the institutional guidelines as well as the LMS.

Assessments



Assessments

At the end of the semester, a Final Examination is held and contributes 60 per cent to the total assessment of this course. Hence total assessment comprises of:

Assignment 1	20 per cent
Assignment 2	20 per cent
Final Examination	60 per cent
Total	100 per cent.

For more details about the Final Examination, please refer to the institutional guidelines, and the samples of the Final Examination Question Paper available in the LMS.



Getting Around this Course Manual

Margin Icons

While working through this course manual you will notice the frequent use of margin icons. These icons serve to “signpost” a particular piece of text, a new task or change in question; they have been included to help you to find your way around this course manual.

A complete icon set is shown below. We suggest that you familiarise yourself with the icons and their meaning before starting your study.

			
Activity	Assessment	Assignment	Case study
			
Discussion	Group activity	Help	Note it!
			
Outcomes	Reading	Reflection	Study skills
			
Summary	Terminology	Time	Tip