

Management information checklist

Use this checklist to ensure that the information contained in an organisation is being used in the most efficient way. It contains helpful questions to make you think about the way information is being used in your organisation.



People and processes

Technology

<p>Are the right people involved in making the decision about what information is produced? <input type="checkbox"/> ←</p> <p>Have you identified any bottlenecks that may be holding up the process? <input type="checkbox"/> ←</p> <p>Are the users happy with the information that is produced? <input type="checkbox"/> ←</p> <p>Are you producing the right level of information? <input type="checkbox"/> ←</p>	<p>Information audit</p> <p>Take stock of the information system currently in place to find out where improvements can be made.</p>	<p>→ <input type="checkbox"/> Is the data accurate, relevant and timely?</p> <p>→ <input type="checkbox"/> Is the software suitable for the analysis produced?</p> <p>→ <input type="checkbox"/> Are you making full use of the technology available?</p> <p>→ <input type="checkbox"/> Is the information in a format that suits the user and gets the message across?</p>
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<p>Is the information available at all levels of the organisation from front-line staff to management? <input type="checkbox"/> ←</p> <p>Does the information help you meet the objectives of your organisation? <input type="checkbox"/> ←</p> <p>Does every piece of information add value and have a specific purpose? <input type="checkbox"/> ←</p>	<p>Information requirements</p> <p>What information will help you achieve the objectives at each level of the organisation?</p>	<p>→ <input type="checkbox"/> Do you have all the data you need to give the full picture?</p> <p>→ <input type="checkbox"/> Can users tailor the information to meet their specific requirements?</p> <p>→ <input type="checkbox"/> Is the information available in different formats?</p>
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<p>Is the information produced in a timely manner in order to be used for effective decision making? <input type="checkbox"/> ←</p> <p>Do you have a good communication channel in place? <input type="checkbox"/> ←</p> <p>Do you involve staff at all levels of the organisation in the decision-making process? <input type="checkbox"/> ←</p>	<p>Information flow</p> <p>An efficient information flow will ensure that the right people see the right information in a form that they find useful.</p>	<p>→ <input type="checkbox"/> Are users able to access the information themselves rather than going through a third person?</p> <p>→ <input type="checkbox"/> Does the system allow staff to access the information at a time convenient to their needs?</p>
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<p>Do you have a good feedback loop in place? <input type="checkbox"/> ←</p> <p>Are changing priorities communicated through all levels of the organisation? <input type="checkbox"/> ←</p> <p>Are staff able to use the system you currently have in place? <input type="checkbox"/> ←</p>	<p>Continuous improvement</p> <p>A good information system will be regularly audited to ensure that it is still fit for purpose.</p>	<p>→ <input type="checkbox"/> Is there flexibility to make changes to the system?</p> <p>→ <input type="checkbox"/> Is your technology still fit for purpose as priorities change and new information is required?</p>
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