

## **International Training Programme on Manpower Information System (MIS)**

### **Contents:**

#### **I. Introduction to MIS**

- System, Data, Information & Knowledge
- Evolution and Characteristics of Information System
- Components of Information System
- Need of MIS in govt, business & Industry

#### **II. Types of Information System**

- Management Information system
- Transaction processing system
- Decision support System
- Expert System
- Office Automation system
- Knowledge based system

#### **III. Project Management in the development of Manpower Information System**

- Project management approaches and tools
- General IT factors affecting project management success

#### **IV. System Analysis & Design**

- Feasibility study, system study and systems design
- Systems development life cycle
  - a) Prototyping approach
  - b) SDLC
- System implementation, audit, operation, maintenance and modifications

#### **V. Managing Data through Databases**

- Introduction to Database Management System
- Advantages of Database Management System
- Types of Data Model and Database Architecture
- Database Concepts (Primary Key, Normalization, Foreign Key)
- Developing Conceptual Design of MIS Information System

## **VI. Enterprise Resource Planning (ERP) systems**

- Concepts
- Sectoral application of ERP
- ERP process mapping & Development- Case study

## **VII. Information System Security**

- Access Control
- Communication security
- Risk management & business continuity planning
- Security policy, standards & organisation
- Physical security
- Cyber security

## **VIII. Knowledge Management system**

- Concepts
- Organisational impact of knowledge management
- Factors influencing knowledge management system development
- Knowledge management performance assessment

## **IX. Manpower Information Systems application for Training and Development - Case Studies**

## **X Performance management, compensation, benefits, payroll and the manpower information system - Case Studies**

