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Introduction

In this report I am going to be talking about knowledge and information within an organisation and how to apply and identify good management information systems, define data, knowledge, explicit and tacit knowledge and the processes, and the way they are used in a workplace, we also know that knowledge management has lots of challenges and ways we can overcome them in the workplace, talk about the guidelines and principles of a good knowledge management system such as total and value based knowledge management etc, we also know that in knowledge there are objectives like normative, strategic and operative and when they are used. In these times in our life data play a very important part, it is an information store in place (system) so this information can be found easily, there are different types of data such as flat file, free form, hypertext and relational, and who really needs these data, we can also say there are useful and useless data to be taken (noted). Explicit knowledge is something that is easy to write down, share and articulate while tacit knowledge must be gained by personal experience, which is harder to show, both explicit and tacit are often used in a card game and I will also explain why and how they are used and if both are used in the game to win. I am going to plan based on any day in my life and think about what knowledge, data and information was used during that time and its impact. Also, the types of operational information system and management information system used in a workplace and how and when they are used, these types of operational systems are transaction processing, office automation and process control, and the management systems are decision support, information reporting and executive information.