
RESEARCHING AND ANALYSING DATA

WK 1



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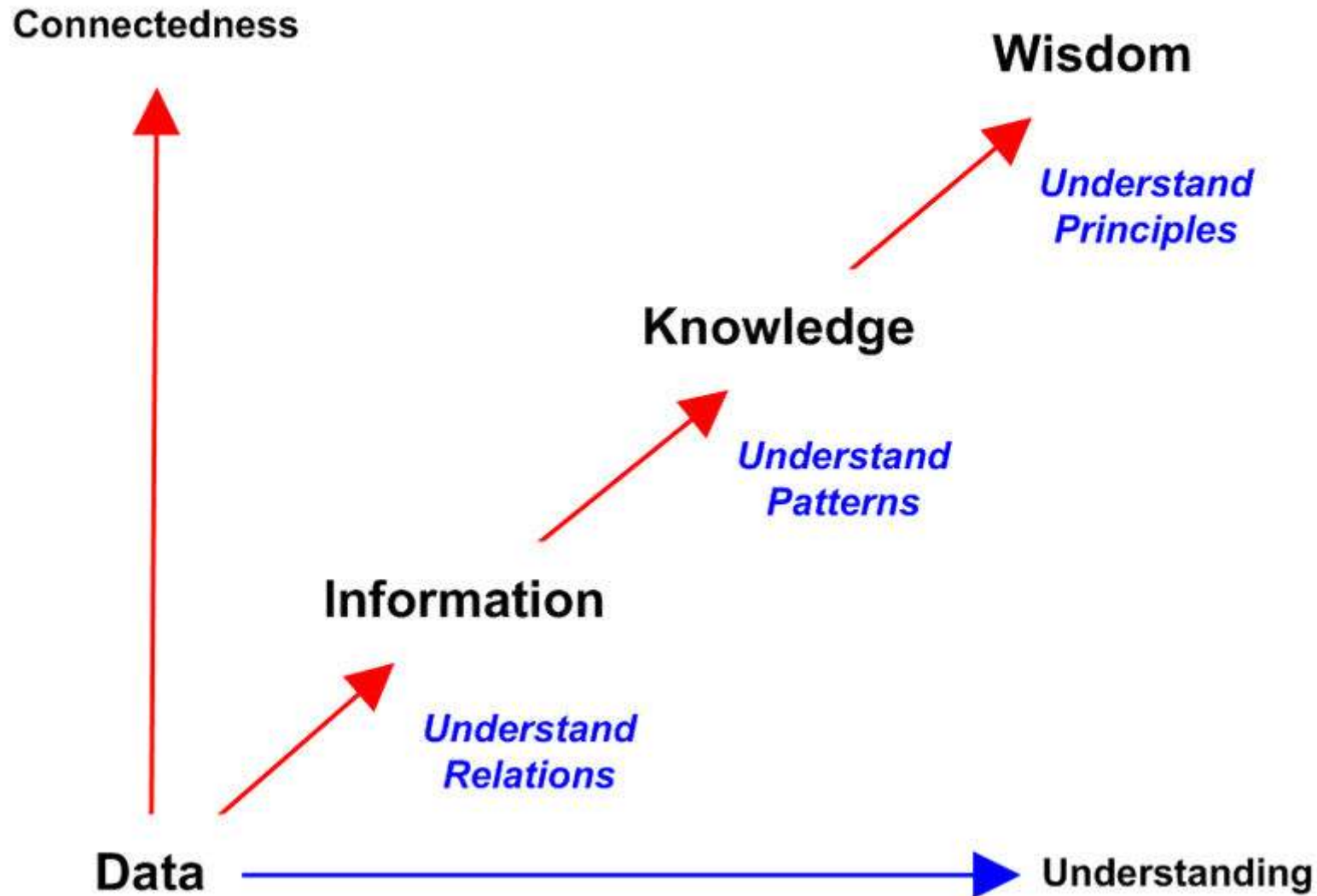
Learning Outcomes

By the end of this module students should be able to:

- Identify and evaluate appropriate sources of information;
- Apply an appropriate level of competence with workplace data handling;
- Interrogate primary and secondary sources of information to construct an argument/ resolve a problem;
- Demonstrate the effective use of various IT approaches, key numerical and statistical skills necessary for gathering and handling information

Some definitions

The Data, Information, Knowledge, Wisdom Chain:





Skills development Knowledge management

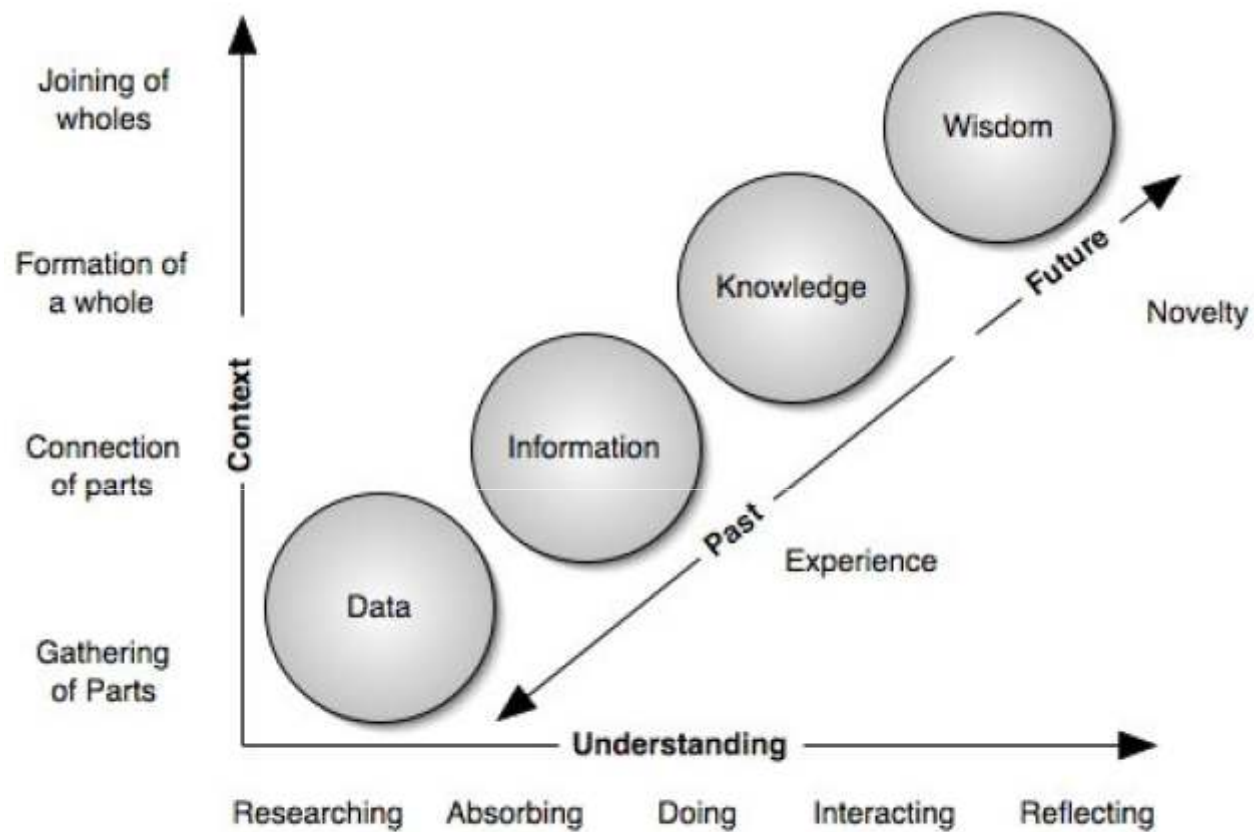


Figure 1: One view of the DIKW hierarchy (Clark, 2004)

Data

- Facts and figures are raw in format
- not organized,
- no further information concerning patterns, structures and context
- Singular facts numbers, data items have little meaning
- Discrete, it can pile-up, be recorded and manipulated, or captured and retrieved

Need:

- To capture accurate data,
- review data,
- add context to transfer to information,
- ensure only to use relevant data

Information

- Data becomes information when it can be viewed in a specific context
- It must be contextualized, categorized, calculated and condensed
- Information is generally stored in some sort of structure e.g. emails, documents, spreadsheet, database, filled repository,

Need:

- Reliable
- To be well informed

Knowledge

- For information to become knowledge it must be processed, organized or structured in some way
- Is intellectual capacity, theories
- Is 'in the heads of individuals' - made up of the experiences, ideas, insights, values, judgments of people
- The portion of knowledge which is encode-able, storable, shareable and transferable (=stock)

Need

- For a right culture so that individuals feel comfortable to ensure right knowledge is captured and benefit to up skill

Wisdom

- Transferring knowledge into a skill that also will change your result
- Successfully apply theory into practice and getting the expected results
- Well educated and skilled
- Application will benefit effectiveness, improve accuracy, drive efficiency

Need

- Ultimate discernment of material and have the application and contextual awareness to provide strong, common sense judgement

Sources of information for the workplace

- Internal information resources
 - E.g. financial, personnel, marketing, purchasing, sales, manufacturing and administration
- External information resources
 - E.g. Government, trade groupings, commercially provided information, database and research

Q&A

- Any Questions?



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Sources

- <http://www.theitsmreview.com/2016/04/dikw-model-knowledge-management/>
- Hey J, 2014, The Data, Information, Knowledge, Wisdom Chain: The Metaphorical link.



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