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<b>NVQ Level 05 - Semester I</b>		
<b>Quantity Surveying</b>		
<b>MANAGE WORKPLACE INFORMATION</b>	<b>EMPM 01</b>	<b>Three Hours</b>
<b>* Answer any four (04) questions including question no. 01</b>		

1.
  - I. Define the terms of "Data and Information"?
  - II. What are the types of Data & Information?
  - III. Name four characteristics of good information?
  - IV. Define what is Information Management?
  - V. What are the four main components of an Information Management?
  - VI. What are the four main functions of an Information System?
  - VII. What are the main three categories of Information System?
  - VIII. What do you mean by workplace?
  - IX. Write down four common documentations used in an organization?
  - X. Write down four workplace policies of an organization?

**(4×10=40 Marks)**

2. Forecasting plays a major role in the operation of modern management. It is an important and necessary aid to planning and planning is backbone of effective operations. Many organizations have failed because of lack of forecasting or faulty forecasting on which the planning was based?
  - I. What do you mean by Forecast and Forecasting? (05 marks)
  - II. State three software tool used to forecast? (03 marks)
  - III. Explain what are the qualitative forecasting methods and quantitative forecasting method? (05 marks)
  - IV. "Forecasting plays a major role in the operation of modern management" (07 marks) explain the statement?

3. XYZ company's last year demand was decreased. They have decided to conduct a Market Research for solving above problem.
- I. What do you mean by Market Research? (03 marks)
  - II. Explain what are the methods to conduct the Market Research? (06 marks)
  - III. State five importance / advantages of conducting Market Research? (06 marks)
  - IV. What are the data collection methods can be used for quantitative and qualitative methods? (05 marks)
4. Data analysis is important in business to understand problems facing an organization, and to explore data in meaningful ways.
- I. What do you mean by data analyze? (05 marks)
  - II. Explain what are the three types of data analysis techniques? (05 marks)
  - III. State five advantages of analyze a data? (05 marks)
  - IV. How does the Mathematical Modeling support to solve the problem? (05 marks)
5. Write short notes with necessary examples on the following:
- I. Executive Support System (ESS) (05 marks)
  - II. MIS (05 marks)
  - III. Policies and Procedures (05 marks)
  - IV. Performance Evaluation (05 marks)