

Information Management

Programme Management
Managing Finances, Resources, and Information

What is Information Management?

Information systems and processes which capture, maintain and provide access to records over time.

This includes managing both physical (paper) records and electronic documents.

Main categories of information management

- Key team / club information
- Information shared within the team / club
- Information communicated externally

Information management

- Should:
 - Target key (important and necessary) documents
 - Focus on information that is to be shared or used often

Types of information to be managed

- Practice attendance
- Fitness progressions
- Skill improvements
- Testing details
- Medical records
- Game stats / win loss records
- Financial records
- Team policies / rules / guidelines

Types of information to be managed

(cont)

- Equipment lists
- Uniform distribution list
- Athlete contact details
- Guardian / stakeholder contact details
- Individual athlete / team details – goals, expectations
- Media contact details

Information Storage Options

- Computer
- Manila files
- Templates
- Book or journal
- In your head
- Palm Pilot / Blackberry / Cell phone

How to collect information

- Surveys
- Forms
- One-to-one meetings
- Group meetings
- Telephone
- Email

Information management systems are only successful if they are used!

Once you develop templates and systems keep up-to-date with them. Don't let old habits take over and destroy all the good systems you have put in place.

Realise.....

There is no single application or system that will address and resolve all the information management challenges that you experience!