

APPENDIX-B	Proposed Course Outline	Page 1 of 2
Proposal Submitted to DANIDA	Issue No. 1 dtd 25 June 2000	Revisions: Nil



Intervention



## Introductory Workshop on Data Management and Management Information Systems for Development Managers

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### Proposed Course Outline

1. Introduction to Management Information Systems (MIS)
2. MIS and Decision Support Systems
3. Deciding what to do – Statement of Purpose
4. Developing a Strategy – Pure and Mixed Strategies
5. Setting Research/Study Objectives and selecting Indicators
6. Monitoring Research – A Feedback and Control System
7. Preparing a Research/Study Plan
8. Determining what data are required to perform analysis
  - Introduction to Quantitative Data
  - Introduction to Qualitative Data
9. Determining data collection methodology
  - Qualitative Research Methods
  - Quantitative Research Methods
10. Data Collection
  - Populations and Samples
  - Sampling
  - Preparation of Research Instruments – Questionnaires, Discussion Guides
11. Editing and organising the data
12. Databases and Data Entry
13. Performing planned analysis of data
  - Data Analysis – Descriptive Statistics
  - Summarising Data
  - Measures of Central Tendency
  - Measures of Variation
  - General Introduction to other Statistical Methods
  - Built-in Statistical Functions in EXCEL
  - Introduction to Ranking Methods
14. Interpretation of Quantitative Data
15. Interpretation of Qualitative Data

APPENDIX-B	Proposed Course Outline	Page 2 of 2
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16. Graphical Representation of Data

- Qualitative Data
- Quantitative Data

17. Presentation of Findings

18. Planning and Producing a Written Report

- Written Report Formats, The Sorbonne Method, A Flexible Report Outline
- Written Report Formats – Tips on Layout and Presentations

19. Making Presentations

- Tips on Preparation of an Overhead Projector Presentation
- Tips on Preparation of a Power Point Presentation

20. Case Study – using DANIDA Field Data: The participants will analyse data relevant to their districts, prepare reports and present them on the last two days of the 5-day workshop

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