S316: Monitor information systems

Overview: Maintain and monitor information systems to meet agreed specifications within legislation and organisational requirements.

Links: Manage Information; IT; Health, Safety and Security of People, Premises and Property

Specific skills:
- Analysing
- Monitoring resources
- Problem-solving
- Developing others
- Negotiating
- Researching
- Evaluating
- Organising
- Using technology
- Monitoring
- Planning

Performance Indicators	Knowledge and Understanding
1. Identify the information to be monitored and the resources available to do so	A. The purpose and benefits of managing information to meet specifications
2. Provide training and ongoing support to users	B. The purpose and benefits of monitoring the use of an information system
3. Maintain and update the information system	C. The different ways of monitoring use if an information system
4. Monitor the use of the information system	D. The benefits of training users of the information system with available methods
5. Resolve problems when they occur	E. The purpose of maintaining and updating the information system and methods you can use
6. Review and further develop information systems to meet agreed specifications	F. The types of problems that occur with information systems and how to deal with them
7. Make sure all relevant legal and organisational requirements are followed	G. The different ways of maintaining and updating an information system
	H. The benefits of continuously improving information systems
	I. Legislation and organisational requirements covering data protection and freedom of information