

Course: Information system and data processing

Program: BS (SE)

Instructor: Muhammad Abrar Khan

Examination: Midterm Assignment

Total Marks: 30

Date: Apr. 13, 2020

ID: 14646

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Note: Attempt all questions. Use examples and diagrams where necessary.

Q.1:

(i) Why we define different needs before taking any task, elaborate your answer.

Ans: Task is an action which is defined for the contribution of a specific end result to the accomplishment of an objective.

- The need of defining different needs before taking any task depends on multiple factors, as we check and assume every aspect regarding every situation that can occur with us especially when the situation goes bad or worse.
- **“First thing is first”** we check the **priority** of the task overall and its subparts or subtasks.
- **“Timing cost”** is the important factor that we also keep in our mind that how much time will this task require to accomplish a certain task.
- We also assume the **risks and failure** chances in the task’s achievement.
- We also define other **alternatives**, like if the plan doesn’t go in this way we have to turn the plan in other manners just like we always do in our daily lives. First we go for plan A if it does not succeed we move towards the alternative plan B or C or can be of any name.

If one is not having the alternative information regarding the task then the plan of that task is unsuccessful and unimportant.

(ii) What information is required if a person is thinking to start a specific business, also discuss different sources of information.

Ans: According to my study and understandings if a person wants to start a specific business one should keep the following information in mind:

1. Self Evaluation:

- Skills you have.
- Liability of your passion (where your passion lies).
- Area of specialization or expertise.
- Affordability of spending, knowing the fact that certain ideas are good but business fails, due to multiple factors and reasons.
- Capital needed to invest.
- Are you ready or in a position to take the risk or to be an entrepreneur.

2. An Idea to work on:

- What solution or fease are you going to provide for the customer?
- Use a faster, better and cheaper approach.
- Applying skills on an entire new field.

3. Market Research:

- Secondary research is the best approach.
- Online resources can be used as research.
- Surveying the people and social circle you know.

4. Getting Feedback:

- As everyone will praise you but don't get too excited it might go towards a bad conclusion. Take some time and think carefully.
- Seeking out the patterns if you are hearing the same comments if negative or positive sit on that and think on it.
- Ask questions from people why they like the idea why they don't? Which part of the idea is most likely and which one is the worse.

5. Preparation for making it official:

- Structure of your business.
- Name of your business.
- Registration of that business.
- Taxes.
- Permits.
- License.
- Business Bank account.
- Copyrights, patents or trademarks.

6. Writing the business plan:

- Title of your business name.
- High level or Abstract summary of your business.
- Description of your business.
- Market strategies.
- Competitive/ Competition analysis.
- Design and Development plan.
- Operation and management plan.
- Finance factors.

7. Financing the Business:

- Startup funds by yourself.
- Pitching your needs to your friends and family members.
- Requesting small business grants.
- Collecting small investments for investors who want to invest in low margin and level.
- Joining an incubator or accelerators helps a lot in this field.
- A bank loan can also be helpful (keeping the religious point in mind if it allows you).

8. Starting Work (Develop/ Start your services):

- Retaining the control and supervising by yourself.
- Checks and balances reduce your risks.
- Always to hire experts or specialists or generalists.
- Manage the development process to save money.

9. Hiring and creating a team:

- Be state and clear with your goals.
- Always follow the protocol of hirings.
- Establishing a strong culture in the company.

10. Finding a specific geographical Location

- Making sure that location is constant.
- Demographics, how much is your customer important to you.
- A place easy to find.
- Proximity to other businesses and services.
- History and image of the place where you are?
- Utilities, rents and other costs of the area.

11. Start Selling your product(s):

- Always listening to the customers and their needs.
- Always be ready to hear “no”.
- Always be polite.

12. Growing business:

- Try to grow your business as big as you can but never to forget the rules.
- Giving franchises.
- Opening outlets
- Advertisement.

DIFFERENT SOURCES OF INFORMATION:

1. Social Media.
2. Newspapers.
3. Brochures.
4. Magazines.
5. Friends and relatives.
6. Television.
7. Encyclopedias.
8. Books.
9. Internet.
10. Databases.

Q.2: What is organization? Explain different types of organization in detail.

Ans: Organization:

Organization can be defined as the collection of a group of people for the achievement of a certain purpose, task or objective. All the organizations have management structures that determine different relationships between different activities and members, subdivided tasks and assigned roles, responsibilities and authorities to carry out different tasks. Organizations are mostly open-system certain types that have an effect on the environment or are affected by the environment.

VARIOUS ATTRIBUTES:

- Size of organization.
- Culture of organization.
- Structure of organization.
- Decision of organization.
- Interested parties (internal/External).

TYPES OF ORGANIZATIONS:

There are three main types of organizations:

1. Small size Organizations.
2. Medium size organizations.
3. Large size organizations.

1. SMALL SIZE ORGANIZATIONS:

- Limited scope of Operations.
- Operations are managed by a small or limited consisting of one or two individuals.
- Information needed is limited.
- Documentation is limited.
- Day to day transactions.

2. MEDIUM SIZE ORGANIZATIONS:

- These organizations mostly have expended operations that can be remote from other geographical locations.
- These types of businesses are majorly run by family members.
- Likely to have one location having some remote employees.
- Annual revenues are rather far better than Small organizations.
- The staff is mostly generally skilled.
- In some standards medium organizations could have 100 to 400 employees.

3. LARGE SIZE ORGANIZATIONS:

- The number of employees is in the hundred(s) and thousand(s).
- Large Capital.
- Technology, advanced features and security are the main considerations.
- Rules are very strict for everyone.
- Board of directors are present to take the decisions for the betterment of the organization.

- Most of the staff and people working there are experts and specialists.
- These types of organizations are characterised by:
 - Amount of transactions.
 - No. of branches.
 - Multinational/ National.
 - Profit size in some cases defined standard is to have a revenue of \$1Billion.
 - Value assets.
 - Multi-Tiered.

Q.3: What is the difference between Data and Information? Give detail with proper examples and explanations.

Ans: DATA:

Raw facts and figures is called as data that requires to be processed to make it meaningful. Data is simple when it is unorganized. Generally data consists of Facts, Perceptions, Symbols, characters and images etc. Data is always interpreted by machines or humans to get meaningful statements. In simple words data is meaningless unless and until it is processed.

EXAMPLES:

1. Student scores or marks is a form of data. The marks which are uploaded by teachers in the portal is known as an example of data.
2. .

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INFORMATION:

Processed form of data is called information.

OR

Information is the set of data which is processed meaningfully as it is required.

Information is structured, processed or presented in the context to make it useful and meaningful.

Information gives meaning and improves the reliability of the collected data. Always when data is changed or transmitted into information it will never have any useless data.

Information is always Timely, Accurate, and complete.

EXAMPLES:

1. The average of marks or score of students is information. When the subject teachers enter the marks of every subject taken by the student the result which comes with us is known as information that which student has got which grade.
2. Department: CS
Name: Abdullah
Address: Ring Road
Postal Code: 25000
Degree of study: MSC