
Overview

This standard is for archaeologists who are not information technology experts, but who do have responsibility for computerised and manual information systems, and who have a need to store information on their activities. Organisations are using ever more sophisticated information systems for a wider range of activities, from archiving to interactive multi-media display systems. On the other hand the use of 'manual' (non-computerised) systems still have a role to play.

This standard deals with the need to keep up to date with developments and seek ways of improving information systems: improvements can be modifications to existing systems, or complete replacement of the hardware or software. This standard covers identifying who is using information systems, consulting with them on their requirements; identifying options for how the information system can be improved; and then seeking resources for implementation and implementing the improvements once they have been agreed, so that the information system is correctly installed and meets all its specifications.

Performance
criteria

You must be able to:

Identify the needs of users of information systems

- P1 Identify the existing information systems
- P2 Identify the types of users of the information systems
- P3 Estimate the numbers of users of the information systems
- P4 Identify the ways in which the current information systems are used
- P5 Identify the current and future requirements of users and review them with relevant people
- P6 Identify and assess the conflicting requirements of users
- P7 Provide users with opportunities to discuss their requirements, and seek clarification on any issues

Identify and recommend improvements to information systems

- P8 Regularly monitor the performance and function of the existing information systems
- P9 Match the requirements of users against the information systems' capabilities, and identify any problems
- P10 Encourage users to provide suggestions on improvements
- P11 Consult suitable information system specialists to assist in the identification of improvements
- P12 Identify and apply relevant technical and ethical standards
- P13 Identify and evaluate options for improvement
- P14 Identify accurately the resources required for the desired improvement
- P15 Consult users on the feasibility and acceptability of implementing options
- P16 Propose recommendations within the agreed timescale

Implement improvements to information systems

- P17 Consult specialists to assist in the implementation of improvements

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- P18 Select systems and equipment to meet agreed specifications, and acquire them in accordance with the organisation's procedures
- P19 Ensure systems and equipment are installed and commissioned according to specification and verifying that they meet all relevant regulations
- P20 Ensure systems and equipment are configured with existing systems and equipment, and that they achieve their optimum performance
- P21 Ensure relevant people are briefed in the use of the systems and equipment
- P22 Ensure data are entered or transferred into the new systems and equipment according to an agreed plan
- P23 Resolve any problems with the implementation

Knowledge and understanding

You need to know and understand:

- K1 Design valid questionnaires
- K2 Conduct user surveys
- K3 The different types of users of information systems, and their broad objectives
- K4 How to estimate the numbers of users of information systems
- K5 The likely benefits of user surveys, and their limitations
- K6 Who the people are with whom results should be reviewed
- K7 The likely conflicting requirements of users
- K8 The methods that can be used to communicate with users, and those that have proved successful in the past
- K9 The types of issues likely to be raised by users
- K10 How to encourage users to provide constructive suggestions
- K11 How to evaluate the options and select one
- K12 Relevant technical and ethical standards
- K13 How to develop a specification for the improvement of the information system
- K14 The current performance and capability of the existing information system, and how they are monitored
- K15 The requirements of users
- K16 The range of options for improving the information system
- K17 The timescales and financial requirements for improvements
- K18. Select systems and equipment to meet specifications
- K19 Transfer data between items of equipment
- K20. The most effective sources for the supply of systems and equipment
- K21 The organisation's procedures for purchasing supplies
- K22 The appropriate professional bodies and trade associations for people

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installing equipment, and what qualifications installers should possess

K23 What the configuration of the equipment should be

K24 Who should be provided with information on the installation

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Developed by

Version number

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**Indicative review
date**

Validity

Status

**Originating
organisation**

Original URN

**Relevant
occupations**

Suite

Key words