MODULE DESCRIPTOR

Module Title

The Data Management Lifecycle

Reference	CB3956	Version	1
Created	September 2022	SCQF Level	SCQF 9
Approved	June 2016	SCQF Points	15
Amended	August 2017	ECTS Points	7.5

Aims of Module

The aim of this module is to enable students to develop knowledge and understanding of the role of lifecycle management in the capture, realisation and safeguarding of information value and the interaction of users in this lifecycle.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1	Describe the scope, defining features and stages of the data management lifecycle and the activities and challenges at each stage.
2	Apply the processes, systems and procedures for receiving, cataloguing, loading and storing data, including quality control, while accommodating a degree of unpredictability
3	Evaluate data management from an end user perspective.
4	Identify and analyse the systems and standards for ensuring data quality prior to its use and explain the consequences if these are not in place.

Indicative Module Content

Data receipt; Cataloguing and indexing; Loading and storing data; Distribution of data; User-generated content and data use; Data maintenance; Promoting and facilitating access to data; Effective search and retrieval; Data archiving; Data retention and disposition.

Module Delivery

Online learning.

	Module Ref:	CB3956 v1

Indicative Student Workload	Full Time	Part Time
Contact Hours	N/A	24
Non-Contact Hours	N/A	126
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	N/A	150
Actual Placement hours for professional, statutory or regulatory body		

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type:	Coursework	Weighting:	100%	Outcomes Assessed:	1, 2, 3, 4
Description:	Individual Portfolio Assessment				

MODULE PERFORMANCE DESCRIPTOR

Explanatory Text

The calculation of the overall grade for this module is based on 100% weighting of C1. An overall minimum grade D is required to pass the module.

Module Grade	Minimum Requirements to achieve Module Grade:
A	The student needs to achieve an A in C1.
B	The student needs to achieve a B in C1.
C	The student needs to achieve a C in C1.
D	The student needs to achieve a D in C1.
E	The student needs to achieve an E in C1.
F	The student needs to achieve an F in C1.
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	None.
Corequisites for module	None.
Precluded Modules	None.

ADDITIONAL NOTES

Previous versions of this module are under a different module number: CB3966 The Data Management Lifecycle.

INDICATIVE BIBLIOGRAPHY

1   CLEVERLEY, P. and BURNETT, S., 2019. Enterprise search: a state of the art. *Business Information Review*. 36, (2), pp.60-69.

2   THE DATA MANAGEMENT ASSOCIATION, 2017. *DAMA-DMBOK: Data Management Body of Knowledge*. 2nd ed. Basking Ridge, NJ; Technics Publications.

3   JOHNSON, V., 2017. Leveraging technical library expertise for big data management. *Journal of the Australian Library and Information Association. 66 (3), pp.1-16.*

4   MUIR, L., COUSINS, F. and LAING, A., 2014. The case for a risk-assessed approach to organizational records management in the oil and gas sector. *Information Research*. 19, (4).