

## 25723 - Planning and evaluation of information units

### Syllabus Information

**Academic year:** 2023/24

**Subject:** 25723 - Planning and evaluation of information units

**Faculty / School:** 103 - Facultad de Filosofía y Letras

**Degree:** 268 - Degree in Information Management

**ECTS:** 6.0

**Year:**

**Semester:** Second Four-month period

**Subject type:** Compulsory

**Module:**

### 1. General information

The main goals of the subject are the knowledge and application of the strategic planning and evaluation process in information units. For this purpose, in addition to a vision of the different stages involved in these activities, a certain mastery of fundamental techniques related to decision making and the scorecard is necessary to apply them to the management of different information units.

These approaches and goals are aligned with the following Sustainable Development Goals (SDGs) of the United Nations Agenda 2030 (<https://www.un.org/sustainabledevelopment/es/>): Goal 4 (Quality education), increasing skills for access to employment, decent work and entrepreneurship; Goal 16 (Peace, justice and strong institutions), emphasizing the creation at all levels of effective, transparent and accountable institutions.

### 2. Learning results

In order to pass this subject, the students shall demonstrate they have acquired the following results:

- Know the professional environment of information and documentation
- Interacting with information users and customers
- Develop project planning and management techniques
- Knowledge of diagnostic and evaluation techniques

### 3. Syllabus

1. Introduction.

Module 1. Strategic planning of information and documentation systems

1. Fundamental concepts
2. Mission, vision and values
3. Context and system analysis
4. Strategies, goals, actions, indicators and resources

Module 2. Evaluation of information systems and documentation

1. Fundamental concepts
2. Evaluation models
3. Evaluation processes

### 4. Academic activities

- Participative lectures: the contents of the subject will be presented, with a practical orientation and applicable to information and documentation units.
- Practical classes: practical cases and/or case studies will be presented, studied and solved.
- Teaching assignments: evaluable teaching assignments will be prepared.
- Individual learning: student's own activities for the acquisition and understanding of the theoretical and practical contents of the subject.
- Assessment tests.

### 5. Assessment system

**FIRST CALL**

**Continuous assessment system**

It comprises a practical and a theoretical part.

1. The *practical part* will consist of the development of work projects and/or resolution of practical case studies, individual and/or group (50% of the final grade, corresponding 25% to module 1 and 25% to module 2).
2. *Written test* on the theoretical program (50% of the final grade, 25% corresponding to module 1 and 25% to module 2).

In order to pass the course it will be necessary to achieve at least 25% of the total possible score (practical and written test) of module 1 and module 2.

**Global assessment test**

1. *Written test* and/or short questions on the theoretical program (50% of the final grade).
2. *Written development of two topics* related to the contents of the subject program (50% of the final grade).

To pass the subject it will be necessary to achieve at least 25% in each test (written test and development of topics) topics).

*Criteria:* Adequacy to the contents, use of clear and precise terminology.

**SECOND CALL**

Global assessment test: identical to that of the first call.