

# UPRAVLJANJE INFORMACIJ

## UČNI NAČRT PREDMETA/COURSE SYLLABUS

<b>Predmet:</b>	UPRAVLJANJE INFORMACIJ
<b>Course title:</b>	INFORMATION GOVERNANCE
<b>Članica nosilka/UL</b>	UL FU
<b>Member:</b>	

Študijski programi in stopnja	Študijska smer	Letnik	Semestri	Izbirnost
Uprava - Upravljanje javnega sektorja, druga stopnja, magistrski	Ni členitve (študijski program)	1. letnik	1. semester, 2. semester	izbirni

<b>Univerzitetna koda predmeta/University course code:</b>	0068412
<b>Koda učne enote na članici/UL Member course code:</b>	2008

Predavanja /Lectures	Seminar /Seminar	Vaje /Tutorials	Klinične vaje /Clinical tutorials	Druge oblike študija /Other forms of study	Samostojno delo /Individual student work	ECTS
21	11			88	60	6

<b>Nosilec predmeta/Lecturer:</b>	Mitja Dečman
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<b>Vrsta predmeta/Course type:</b>	OBVEZNO IZBIRNI 1. LETNIK - 2. del/CORE ELECTIVE - 2. part
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<b>Jeziki/Languages:</b>	Predavanja/Lectures:	Angleščina, Slovenščina
	Vaje/Tutorial:	

<b>Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:</b>	<b>Prerequisites:</b>
Ni pogojev.	No prerequisites.

### Vsebina:

1. Uvod v upravljanje informacij (UI)
2. UI in pravni vidik;
3. UI in informacijska tehnologija;
4. UI in zasebnost in varnost
5. UI in platforme storitev
6. UI in internet stvari ter masovnih podatkov
7. Politike UI
8. Organiziranje informacij – taksonomije in metapodatki
9. Tehnologije UI
10. Vzdrževanje UI in trajnostni vidiki
11. Dobre prakse – študij primera
12. Prihodnost UI

### Content (Syllabus outline):

1. Introduction of Information Governance (IG)
2. Information Governance & Legal aspects;
3. Information Governance & Information Technology;
4. Information Governance & Privacy/Security
5. Information Governance for Delivery Platforms
6. Information Governance & Internet of Things and Big Data
7. Policy Writing
8. Information Organization – Taxonomies & Metadata
9. Information Governance Technologies
10. Maintaining Information Governance Program and Long Term Information Governance Program Issues
11. Information Governance Best Practices
12. Future of Information Governance

### Temeljna literatura in viri/Readings:

1. Smallwood, R. F. (2019), Information Governance: concepts, strategies, and best practices, Wiley CIO Series, Hoboken: New yersy
2. Saffady, W., (2021), Records and Information Management: Fundamentals of Professional Practice, Rowman & Littlefield Publishers: London
3. DEČMAN, Mitja (2023). Upravljanje infomracij, prosojnice. Fakulteta za upravo, Ljubljana.
4. Vsebine v spletni učilnici.

### Cilji in kompetence:

#### Cilji:

- študent razume Upravljanje informacij (UI) in povezovanje s korporativnim upravljanjem
- študenta usposobimo, da artikulira kako upravljanje informacij deluje in razlikuje med UI, upravljanje podatkov in upravljanjem informacijske tehnologije
- študent usposobimo, da razume poslovne vidike UI in ključne deležnike programa UI
- študentu damo možnost, da prepozna področja potreb UI na bazi sistema vrednotenja, vključujoč pomanjkljivosti politik in potreb
- študentu damo možnost, da zna artikulirati, kako UI obvladujemo z različnimi platformami
- študent zna opredeliti dolgoročne vidike UI

#### Kompetence:

- sposobnost diskusije o implikacijah UI znotraj ključnih področjih učinkovanja, to je področij varnosti, zasebnosti, prava in tehnologije
- sposobnost aplikacije UI in dobrih praks za kreiranje in evalvacijo UI
- zmožnost evalvacije tehnologij za UI in okolij, v katere jih lahko apliciramo
- obvladovanje načrtovanja trajnostnega vidika UI

### Objectives and competences:

#### Objectives:

- student understands the role of Information Governance (IG) and its connection to corporate governance.
- students are prepared to articulate how IG works within the framework of corporate governance and identifies the differences between IG, data governance, and IT governance
- students are enabled to understand business considerations and key stakeholders for IG program
- student is given a possibility to recognize areas of IG needs based on assessment, including policy deficiencies and needs
- student is given a chance to articulate how IG is handled in a variety of delivery platforms
- student can describe long-term IG program issues

#### Competences:

- ability to discuss implications of information governance within key impact areas of privacy, security, legal functions and information technology.
- ability to apply information governance best practices to create and perform an information governance assessment
- ability to evaluate information technologies for IG and applicable environments
- ability to plan UI through long term perception

### Predvideni študijski rezultati:

#### Študent bo:

- razlikovati med UI in upravljanjem dokumentov
- identificirati deležnike UI in njihove vloge
- analizirati UI s pravnega, varnostnega in zasebnostnega vidika
- debatirati o vlogi in pomenu UI v različnih tehnoloških okoljih
- povzeti bistvene izzive UI v javnem sektorju skozi različne primere

### Intended learning outcomes:

#### Student will be able to:

- differentiate
- identify stakeholders of IG and their roles
- analyze IG from the legal viewpoint, privacy and security
- debate on role and significance of IG in different technological environments
- summarize main challenges of IG in public sector through different cases

### Metode poučevanja in učenja:

1. priprava študenta na predavanja
2. predavanje
3. seminarska naloga

### Learning and teaching methods:

1. student preparations for lectures
2. lecture
3. seminar paper

4. skupinska predstavitev	4. group presentation
5. e-učenje	5. e-learning
6. študija primera	6. case study
7. raziskovalno delo	7. research work

Načini ocenjevanja:	Delež/Weight	Assessment:
1. izpit: pisni ali ustni izpit	60,00 %	1. exam: written or spoken exam
2. seminarska naloga delo in pripadajoče aktivnosti ter zagovor dela	40,00 %	2. seminar work, corresponding activities and oral presentation
Končno oceno predmeta lahko študent dobi, če zadosti sledečim pogojem: pisni ali ustni izpit mora biti pozitiven (več kot 50 %).		To get the final grade the following condition must be met: Written or spoken exam must be positive (more than 50 %).

#### Reference nosilca/Lecturer's references:

<ol style="list-style-type: none"> <li>1. DEČMAN, Mitja, KLUN, Maja. Efficiency and usability of information systems: e-recovery system in Slovenia. V: ADAMS, Carl (ur.). Proceedings of the 15th European Conference on eGovernment, University of Portsmouth, UK, 18-19 June 2015. Reading: Academic Conferences and Publishing International Limited, 2015, str. 79-86, ilustr.</li> <li>2. DEBELJAK, Arian, DEČMAN, Mitja. Digital transformation of Slovenian urban municipalities : a quantitative report on the impact of municipality population size on digital maturity. <i>NSIP Acee journal of public administration and policy</i>. December 2022, vol. 15, iss. 2, str. 25-51. ISSN 1338-4309. <a href="https://sciendo.com/article/10.2478/nispa-2022-0012">https://sciendo.com/article/10.2478/nispa-2022-0012</a>, <a href="https://repozitorij.uni-lj.si/IzpisGradiva.php?id=143814">https://repozitorij.uni-lj.si/IzpisGradiva.php?id=143814</a>, DOI: <a href="https://doi.org/10.2478/nispa-2022-0012">10.2478/nispa-2022-0012</a>. [COBISS.SI-ID <a href="https://www.cobiss.si/record/137164291">137164291</a>]</li> <li>3. JUKIĆ, Tina, PEVCIN, Primož, BENČINA, Jože, DEČMAN, Mitja, VRBEK, Sanja. Collaborative innovation in public administration : Elektronski vir : theoretical background and research trends of co-production and co-creation. <i>Administrative sciences</i>. 2019, vol. 9, iss. 4, str. 1-17, ilustr. ISSN 2076-3387. <a href="https://www.mdpi.com/2076-3387/9/4">https://www.mdpi.com/2076-3387/9/4</a>, <a href="https://repozitorij.uni-lj.si/IzpisGradiva.php?id=132759">https://repozitorij.uni-lj.si/IzpisGradiva.php?id=132759</a>, DOI: <a href="https://doi.org/10.3390/admsci9040090">10.3390/admsci9040090</a>. [COBISS.SI-ID <a href="https://www.cobiss.si/record/5373614">5373614</a>]</li> </ol>
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