

EXECUTIVE SUMMARY

Education is one of the most important aspects which is a purposeful act directed on accomplishing the aim of transferring knowledge, skills, and attitudes from one generation to the next. To facilitate the decision making related to education, availability of accurate and timely data and information are highly important. So, it is important to strengthen the educational data dissemination focal points which supply data to make sound decisions on the education sector. In Sri Lanka, the Ministry of Education is the main state organization who is responsible for the national education and it needs to have more accurate and timely data and information. So, it is worthwhile to pay attention to the focal point of disseminating educational data to the Ministry of Education and other government and non-government organizations. The Data Management branch is the significant body who is responsible in this case. So, this project pays attention to DMBs' main responsibility on educational data dissemination and address to mitigate the issue in data dissemination process.

The Data Management branch is one of the branches under the ICT and digital education division in the Ministry of Education. The main role of the DMB is to provide accurate educational data to assist the educational policies and planning decisions. It has several strengths such as an adequate number of staff. Also, it has some weaknesses such as it receives more complaints and reminders on data delays. As opportunities higher officials give consideration to increasing funding for the installation of IT infrastructure facilities in branches. Threats such as delay in annual school census reports are also observable in DMB. Currently DMB is facing many issues in educational data dissemination tasks. Among them the main issue is the delay in data dissemination to the request parties. Other than that, there are lots of complaints and reminders on requested data by the stakeholders. Also, there are reworks and resends regarding data submissions to the end users. Another issue is the high overtime cost of DMB staff. So, this project pay attention to mitigate these issues.

To study the depth of the identified issues three main components related to the educational data dissemination delay was identified. Those were information system development, staff training and operational process management. According to Wang and Huang (2018) delayed dissemination of educational data can lead to missed opportunities for

improvement and decreased effectiveness of educational policies and programs. With regards to the ISD. Li et al. (2020) found that a well-designed data management system could improve the accuracy of data analysis and decision-making in educational institutions. As described by Cullen and Parboteeah (2015), staff training is essential to ensure employees are equipped with the necessary knowledge and skills to perform their duties effectively. According to Heeks and Bhatnagar (2001), operational process management in educational data dissemination involves the integration of information systems, organizational structures, and business processes to achieve the desired objectives.

The overall objective of the study is to reduce educational data dissemination delay from 13% to 05% within a year. There are sub objectives as, to reduce 45% of the average monthly complaints and reminders within the next six months, to reduce 35% of reworks and re-sends within the next six months and to reduce OT cost by 20% within the next six months. To fulfill these objectives a project team was identified and identified the needed human and physical resources based on three main project components. Benefit cost analysis was done after doing a cost estimation to determine the economic viability of the project. Also, the expected outputs and outcomes related to the project components were identified.

The identified components; educational data delay, information system development, staff training and operational process management were discussed by using theoretical aspects and also discussed some solutions along with some theoretical background. Further some recommendations for each component were provided which can implement short term, midterm and long term which are focused to enhance the educational data dissemination which is helpful for the Data Management branch of the Ministry of Education to achieve its goals and vision.