



School of Information Management

BITT401 CASES IN INFORMATION TECHNOLOGY

Trimester 1 2005

COURSE OUTLINE

Contact Details

Paper Coordinator:

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Teaching Assistance:

To be advised

Class Times and Room Numbers

Lectures:

Mondays, commencing 21 February 2005

One one-hour class each week

Tuesdays, commencing 22 February 2005

One two-hour class each week

Times:

Mondays 9:00a.m. to 9:50a.m.

Tuesdays 12:00 p.m. to 2:00 p.m.

Venue:

Hunter LT119 (HU119)

Course Objectives

The course aims

- To provide an understanding of the role of information technology in organisations – business and other;
- To provide an understanding of the influence that organisational and other factors have on the use and utility of information technology applications;
- To anchor this understanding in the main contexts, disciplines and technology areas that are pertinent to information technology projects and operations.

Course Content

The table overleaf sets out the session topics.

NB.: The sequence of topics may have to be changed – changes to the lecture schedule will be announced in class and published on BlackBoard.

<i>Week</i>	<i>Lecture</i>	<i>Lecture Topic</i> ^(*)
1	Monday, 21 February 2005	<i>Why bother with 401?</i> Introduction; Case Method of Teaching
	Tuesday, 22 February 2005	Case 1: Greyhound Bus Line
2	Monday, 28 February 2005	<i>Background:</i> Creating and Implementing Information Systems
	Tuesday, 1 March 2005	Case 2: Australasian Produce Co-Operative
3	Monday, 7 March 2005	<i>Background:</i> Management of Change in Organisations
	Tuesday, 8 March 2005	Case 3: Mellon Investor Services
4	Monday, 14 March 2005	<i>Background:</i> Business Process re-Engineering
	Tuesday, 15 March 2005	Case 4: Ideo Product Development
5	Monday, 21 March 2005	<i>Questions and Answers</i>
	Tuesday, 22 March 2005	Summary of Cases 1 – 4 and Theory so far
<i>Mid- Trimester Break</i>		<i>No Lectures</i>
6	Monday, 11 April 2005	<i>Background:</i> Strategic Use of Information Technology
	Tuesday, 12 April 2005	Case 5: Land's End
7	Monday, 18 April 2005	<i>Background:</i> Enterprise Resource Planning
	Tuesday, 19 April 2005	Case 6: Cisco – ERP and Web-Enabled IT
8	Monday, 25 April 2005	<i>Background:</i> Knowledge Management
	Tuesday, 26 April 2005	Case 7: NASA & Jet Propulsion Lab
9	Monday, 2 May 2005	<i>Background:</i> Electronic Business
	Tuesday, 3 May 2005	Case 8: Amazon.com
10	Monday, 9 May 2005	<i>Background:</i> Mobile & Wireless technology
	Tuesday, 10 May 2005	Case 9: WWW – Who Will Win Wireless?
11	Monday, 16 May 2005	<i>Questions and Answers</i>
	Tuesday, 17 May 2005	Summary of Cases 5 – 9 and their Topic Theories
12	Monday, 23 May 2005	<i>Review of the Course (A)</i>
	Tuesday, 24 May 2005	<i>Review of the Course (B)</i>

^(*) N.B.: The order of the topics may have to be varied.

Readings

There is **no** required textbook for this course. The details of compulsory cases and recommended preparatory readings are contained in Appendix A.

There are a number of different ways of obtaining the readings:

- A number of readings will be **available on Blackboard** for local download;
- The three articles of recommended preparatory reading may be **obtained from the library** or **purchased online** from the publishers' web-sites (Sloan Management School at MIT and Harvard Business School);
- Case Studies and HBS Notes may be **purchased/downloaded individually** from Harvard Business School On-line (at US\$3.70 each, credit card required); alternatively,
- Case Studies and HBS Notes may be bought as **one collective volume of Student Notes**, which works out slightly cheaper and may, in some instances be more convenient than individual downloads (see Appendix A for what is in the Student Notes).

Further Supplementary Course Readings will be provided on *Blackboard* and/or announced in class.

Assessment Requirements

Workloads and Terms

To do well in this paper requires **continuous substantial effort**. For each week of the course participants should plan to spend

- **three hours** in lectures;
- between **two to three hours** preparing for the Monday class by internalising the readings;
- a further **three hours** per week, doing the weekly case assessment work and preparing for the class discussion on Tuesday;
- an additional **three hours** will need to be allocated towards the two group assignments due at mid-term and at the end of the term.

In total it is expected that this paper would require students to work around **twelve hours** on average every week, individually and in teams.

There are no terms requirements regarding pass/fail of course work. A pass constitutes gaining 50 or more marks of those available. Due to the interactive nature of the course there are, however, **terms requirements for participation**: Students are required to attend **not less than 10 of the 12 Tuesday lectures**. This should suffice for casual absences – other absences should be discussed with the course co-ordinator as soon as possible.

Lectures

There are very few traditional, up-front academic lectures in this course – the learning is achieved through students' active participation in the analysis of practice oriented cases histories. However, there are two types of sessions:

1. the Monday session is a mixture of questions & answers, discussion and presentation, designed to provide some background (theoretical/conceptual and/or practical) to the case discussion the following day. This is when guest lecturers may be invited. The readings recommended for these sessions are essential for those that do not have prior knowledge of the topic;
2. Tuesday's session is an analysis of a real-life case study from which we draw lessons – with student participation in the discussion providing the main educational value. For this reason preparation of the case to be discussed is essential – and therefore forms the main part of the assessment in this course.

Assessment Elements:

The following table provides a summary of the assessment elements that apply to this course. Full details of the assessments and their marking criteria will be introduced/discussed in the first Monday lecture and subsequently published on BlackBoard

NB: this course is assessed entirely on course work. There is no mid-term or final examination.

Assessment Element	Marks%	Description & Comments
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Weekly Case Analysis 6% each for 8 evaluations	48%	<u>Due each 'Case Study' Tuesday by 08:00</u> in electronic form; paper version to be submitted in class at 12:00
Participation in Class Discussion 1% for the first two classes, then 2% per class	22%	Averaged out over the term; assesses the <u>quality of discussion contributions</u> (implies attendance)
Group Assignment 1 Groups of 5	15%	Extracting summary lessons/concepts from the 1 st four cases <u>Due 21/3 by 08:00 electronically;</u> paper version to be submitted in class at 09:00
Group Assignment 2 Groups of 5	15%	Extracting summary lessons/concepts from the 2 nd five cases <u>Due 16/5 by 08:00 electronically;</u> paper version to be submitted in class at 09:00

Grading standards

Letter Grades will be used to mark all course work assignments. The number grade equivalents are supplied in the table below

<i>Letter Grade</i>	<i>Number/Percentage Grade Equivalent</i>	<i>Simple Description</i>	<i>Extended Description</i>
A+	Over 84	Outstanding	Far exceeds requirements, flawless, creative
A	80-84	Excellent	Polished, original, demonstrating mastery
A-	75-79	Very Good	Some originality, exceeds all requirements
B+	70-74	Good	Exceeds requirements in some respects
B	65-69	Satisfactory	Fulfils requirements in general
B-	60-64	Acceptable	Only minor flaws. Unoriginal
C+	55-59	Pass	Mistakes, recapitulation of course material
C	50-54	Minimum pass	Serious mistakes or deficiencies
D	40-49	Marginal Fail	Little understanding, insufficient performance
E	00-39	Fail	Below the minimum required

Penalties

In keeping with standards of professionalism appropriate to this programme, it is expected that deadlines will be honoured. In fairness to students who complete work on time, work submitted after the due date/ time will incur penalties for lateness. In this course, in all instances, the content of the course work deliverable will be the topic of the class following the deadline. For this reason the penalties are very stringent. They are:

- Weekly case analysis:
 - electronic submissions after the Tuesday 08:00 deadline will a penalty of 10% of the marks;
 - failure to hand in the paper copy at the beginning of the lecture will also receive a penalty of 10% of the marks;
 - N.B.: neither electronic submissions nor the required paper copies will be accepted after 14:00 (i.e. after the lecture); this will be considered a non-submission;
 - non-submissions will attract a mark of 0 (zero);
- Group Assignments 1 & 2:

- the penalty is 10% for electronic delivery after the 08:00 deadline;
- if the assignment is not delivered before 08:00 on Tuesday, a further 10% penalty is applied;
- N.B.: neither electronic submissions nor the required paper copies will be accepted after 14:00 on Tuesday (i.e. after the lecture); this will be considered a non-submission;
- non-submissions will attract a mark of 0 (zero);

However: Unusual or unforeseeable circumstances (e.g. serious illness, family bereavement, or other aegrotat requirements) may lead to a waiver of these penalties but need to be discussed with the paper coordinator as soon as possible.

There are also penalties for excessive length of course work deliverables. Word limits need to be adhered to, especially so when they provide a guide to limiting the student's coverage of a topic. Penalty percentages in proportion to the excess word count¹ will be applied.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at: www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website:

www.vuw.ac.nz/policy/AcademicGrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

¹ Example: Both group assignments have word limits of 2,000 words. Accordingly, an assignment with 2,200 words would incur a penalty of 10%.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at: www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and

faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email education@vuwsa.org.nz.

See overleaf for **Appendix A: Readings**

Appendix A: Schedule of required and recommended readings

<i>Date</i>	<i>Lecture</i>	<i>Readings (*)</i>
21-Feb	Introduction	Please study the Course Outline and prepare any questions you might have about the course and it's administration
22-Feb	Case	Greyhound Bus Lines case(will be handed out in class on 21 Feb)
28-Feb	IS Creation	BCS Report ; please download from BlackBoard (BB)
1-Mar	Case	Australasian Produce Co-Operative (BB)
7-Mar	Change Management	1. 'A framework for managing IT-enabled change'; Benjamin, Robert I; Levinson, Eliot; <i>Sloan Management Review</i> ; Summer 1993; 34, 4; pg. 23 2. 'Change Management 101 – A Primer ';Fred Nickols, 2004 (BB)
8-Mar	Case	Mellon Investor Services ; Harvard Business School Case 9-402-036
14-Mar	Business Process Re-Engineering	1. 'Reengineering Work: Don't Automate, Obliterate'; Michael Hammer; <i>Harvard Business Review</i> , July-August 1990 2. 'Reengineering a Business Process' Harvard Business School Note 9-396-054
15-Mar	Case	Charles Schwab Corp. (A) ; Harvard Business School Case 9-300-024
11-Apr	Strategic IS	1. 'How Information Technology Gives You Competitive Advantage'; Michael Porter; Victor Millar; <i>Harvard Business Review</i> , July-August 1985 2. 'Coupling Core Competencies - Wiring Information Technology into the Business' Hans Lehmann, 1994; (BB)
12-Apr	Case	Custom Made Apparel And Individualized Service At Lands' End (BB)
18-Apr	Enterprise Resource Planning	1. 'IT Doesn't Matter' Nicholas Carr, <i>Harvard Business Review</i> , May 2003 2. 'Enterprise Resource Planning – Technology Note' Harvard Business School Note 9-699-020
19-Apr	Case	Cisco Systems Architecture: ERP and Web-enabled IT Harvard Business School Case 9-301-099
25-Apr	Knowledge Management	1. Turban, McLean, & Wetherbe <i>Information technology for Management</i> ; (2004); Chapter 10 (BB) 2. 'A Note on Knowledge Management' Harvard Business School Note 9-398-031
26-Apr	Case	Managing Knowledge and Learning at NASA and the Jet Propulsion Laboratory (JPL) Harvard Business School Case 9-603-062
2-May	Electronic Business	Will be advised later in the term
3-May	Case	Amazon.com; Exploiting the Value of Digital Business Infrastructure ; Harvard Business School Case 9-800-330
9-May	Wireless	Will be advised later in the term
10-May	Case	WWW – Who Will Win Wireless? Harvard Business School Case 9-802-012

(*) **These cases/notes are contained in the Student Notes**