

School of Information Management

INFO 301
STRATEGIC INFORMATION SYSTEMS MANAGEMENT

Trimester Two 2008

COURSE OUTLINE

Names and Contact Details

<i>Course Coordinator</i>	Beverley Hope
Room:	EA 229
Email:	beverley.hope@vuw.ac.nz
Office hours:	Thursdays: 10.00 am – 12:30 pm
<i>Senior tutor</i>	Xiao Yi Guan
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Office hours:	Monday – Friday 10 am – 2 pm

Trimester Dates

Teaching commences on Monday 7 July and concludes on Friday 10 October 2008 (mid trimester break 18-31 August).

Class Times and Room Numbers

Lectures: Wednesday 3:10-5.00 pm, CO LT122
Seminar-style Tutorials: various times Monday-Wednesday.

Course Objectives

1. Articulate the relationship between the business and its information systems at strategic, tactical, and operational levels. (Assessments a, b, c, d)
2. Describe how information technology and systems impact organisations, individuals within organisations, and business processes (Assessments a, b, c, d)
3. Explain the link between information systems strategy, architecture and infrastructure (Assessments a, b, c, d)
4. Discuss issues relating to the ethical use of information systems and information technology (Assessments a, c, d)
5. Describe and discuss strategies, tactical, and operational approaches used by organisations to manage their IT resource, including funding, organisation, governance, project and portfolio management, and best practice (Assessments a, c, d)

Course Content

A study of the strategic significance of IS and IT within organisations. The course examines the ways in which information technology and systems can be deployed to serve an organisation's strategic goals.

Lectures: Lecture sessions will offer a range of experiences including some (or all) of: discussions, case studies, web examples, guest speakers, critiques and alternate viewpoints on topics. Lecture material will not necessarily be published on Blackboard and slides will not necessarily be available. All lecture material is open for assessment in the end-term test.

Tutorials: Sessions operate as seminars with student discussion and analysis of readings, case studies, or other material which complement the lecture by highlighting a particular aspect or example of the topic. Some sessions will include tutorials related to the assessable assignments.

Proposed Schedule

Note: Sessions may vary from those advertised

	Date	Topic	Ch	Tutorial Events
1	09 July	The information systems strategy triangle	1	No tutorial
2	19 July	Strategic use of information resources.	2	Short Case Study
3	23 July	Organisational impacts of information systems	3	Practice Case Study
4	30 July	IT and the design of work	4	
5	06 Aug	IT and changing business processes	5	
6	13 Aug	IT careers and IT research		LISA presentations
Break				
7	03 Sept	Architecture and infrastructure	6	Case Questions heard.
8	10 Sept	Ethics and professional responsibility	8	Case Study Due
9	17 Sept	Management of information systems	9	
10	24 Sept	Funding IT	10	
11	01 Oct	Knowledge management	12	
12	08 Oct	In class comprehensive end-term test		Practice Test Questions

The tentative schedule may be changed. Any changes will be advised in class and on Blackboard.

Expected Workload

For each week of class, expect to spend 3.5 hours in lectures or tutorials, and 4-5 hours reading and preparing for tutorials. Additional time will be required for preparing assignments and studying for the end-term test.

Textbook

Pearlson, K.E. & Saunders, C.S. (2006). *Managing and Using Information Systems: A Strategic Approach* (3rd Edition). New York, Wiley
(Available from VicBooks, \$66.95).

Tutorial Readings

Supplementary readings for tutorials will be available on Blackboard at least one week before the scheduled tutorial. The readings are typically one or two recent academic articles or case studies. Questions to motivate discussion will also be placed on Blackboard.

You will make use of the Library print and electronic media and cautious use of the Internet. Essential course materials will be placed on Blackboard.

Assessment	%	Type	Due
(a) Tutorial Summaries and Participation.	20	Individual	Weekly
(b) Leading-edge Information Systems Application	20	Group	Week 6 Seminar
(c) Case Study	25	Individual	10 September, 3.00 pm
(d) Comprehensive End Term Test	35	Individual	8 October, in class

(a) Tutorial Summaries and Participation

Tutorials are an integral part of this course and attendance is critical if you are to successfully meet the course objectives. At the beginning of each tutorial you will hand in a brief to your tutor that discusses at least one of the week's tutorial readings (questions to motivate the discussion will be posted on Blackboard). This brief should be between ¾ to a full A4 page in length (single spaced, 3 cm left and right margin). Because of the nature of the tutorial briefs there can be no extensions granted. The briefs make up 15% of the Tutorial grade.

A further 5% is given for attendance and participation. To gain the full 5% you must attend ten of the eleven tutorials. **Due Date: Weekly at the start of each seminar.**

(b) LISA (Leading-edge Information Systems Application):

Develop a written report and oral presentation on a new or rapidly changing information technology and its application in a business setting. This will include, at minimum, a brief description of the technology, a business problem which the technology can address, an exploration of how the technology will or could change business models, and discussion of the key issues to be considered by businesses adopting the technology. 15% of the grade will be awarded for the group report, and 5% for the individual contribution to the presentation made in the tutorial session. **Due Date: Your seminar session in week 6, 11-13 August.**

(c) Case Study

Case Studies are written descriptions of actual situations in real organisations, often with a decision point. They allow you, the student, to step into the position of a particular decision-maker. You will be required to provide a written analysis for an assigned case. Case Analysis techniques will be discussed in the week 3 or 4 lecture with a practice case discussed in the week 3 seminar. **Due Date: Wednesday, 10 September, 3.00 pm.**

(d) End Term Test (Comprehensive)

A two-hour test. You may bring to this test three sheets of A4 paper with the knowledge of your choice written on each side (total 6 sides). The summary must be your own and no photocopies or duplicates will be permitted. It must be named and handed in with your exam script, but will not be graded. Further details regarding the test will be advised in class closer to the date and questions about the examination will be heard in class in week 11 **Date: Wednesday, 8 October 2008.**

Standards:

The LISA and Case Study reports are to be presented to a standard appropriate to a management document, that is, concise, precise, typed, good English (spelling and grammar checked), logical structure, and high quality tables and graphics. All work submitted for assessment is to be your own.

Late Penalties

In fairness to other students, work submitted after the stipulated deadlines will incur a penalty of 10% (of the mark awarded) for each day or part-day it is overdue. In the event of bereavement or prolonged illness affecting your ability to meet the deadline, discuss your situation with Course Coordinator. You must verify your claim, e.g., produce a medical certificate. In doing so, you consent to your supporting documenting being checked by the Course Coordinator. Extensions will be granted only under these conditions.

Important Comments: on Assessments

No extensions are possible based on a student's workload. You are expected to manage your workload to ensure there is sufficient time to complete assessments as required.

You must back up your work – From time to time files are lost, computers crash, etc., so it is critical that you get into the habit of backing up important files (on floppy disk or ZIP disk, for example).

Do not leave printing, to the last minute – The lab printers can be overloaded (especially on the day an assignment is due). Be smart and print BEFORE due date. Extensions will not be granted if your file is languishing in the print queue!

Be careful to place your assignment in the right box. If it is placed in the wrong box it will not be marked!

*Working together – You are encouraged to discuss aspects of assignment work with others. However, when it is time to develop your solution & write your assignment, **the words you use must be ENTIRELY your own**. In this way, we will have your perspective on the topic - not someone else's! Markers have been instructed to check for signs of plagiarism and joint efforts*

Mandatory Course Requirements

There are no mandatory course requirements for this class.

Communication of Additional Information

Any notices or changes will be posted on Blackboard: <http://blackboard.vuw.ac.nz>

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building on the ground floor (EA005). This counter is the first point of contact for:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to www.victoria.ac.nz/home/about/policy/students.aspx

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

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.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: including the work of others will not be considered plagiarism as long as the work is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

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

Find out more about plagiarism, and how to avoid it, on the University's website:

www.victoria.ac.nz/home/studying/plagiarism.html

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.

