

School of Information Management

ELCM320: Project in e-Commerce and Multimedia
INFO320: Projects in Information Systems

Trimester Two 2008

COURSE OUTLINE

1. Names and Contact Details

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2. Trimester Dates

Monday 7 July to Saturday 8 November 2008.

3. Class Times and Room Numbers

Lectures: 4-5pm Thursdays (Refer to schedule below for details.) **NOTE: Attendance at the first lecture is mandatory.**

Venue: HULT323

4. Course Objectives

4.1 Purpose and description of course

In the real world, IS projects are undertaken in teams and best managed according to established project management techniques. The whole purpose of this course is to provide students with an experience of this kind. Students are better prepared to enter the workforce and become productive immediately with employers recognising the value of their real-world experience.

Before the trimester starts, the course co-ordinator identifies a number of projects mostly in the external business world and then publishes the project descriptions on Blackboard. Students must then submit their preferences for team-mate and project via a web page that is made available. It should be noted that no guarantee is made here or elsewhere that a student will be offered any of their preferred team-mates or any of their

preferred projects. Allocating projects is a complex task and the course co-ordinator will endeavour to make the best possible fit of all projects with all students.

Most projects will involve students working in teams of four, but never more than four. The team plans the project, determines the client's requirements, designs a solution and then builds and tests that solution. This often involves developing a website in the case of ELCM320 or a database in the case of INFO320 although many other types of projects also arise. Assessment is carried out throughout the course and culminates in a major presentation of the project deliverables by each team.

This is not a formally taught paper. The bulk of the learning takes place through interaction with the client. The lectures at the start of the course are designed to underpin the paper and offer practical advice in how to manage the project rather than to provide the main substance of the paper.

4.2 Course Objectives

On satisfactory completion of this course, students should be able to:

- a) Agree with a client about a project and its deliverables that both the client wants and the team can deliver in the given time and with the given resources; this agreement will be reflected in a signed project plan and statement of requirements.
- b) Communicate clearly with the client and others about progress and quality issues.
- c) Overcome a variety of obstacles and complete the assigned project in accordance with the project plan and to a level of quality in a professional manner that is acceptable to the client and course manager.
- d) Work constructively as part of a team.

5. Key Requirements

- a) Enrolments close 4pm Friday in the week before trimester 2 starts (i.e. 4 July 2008)
- b) Every student must submit his/her preferences for team-mates and project by 5pm Tuesday of the first week of trimester 2 (i.e. 8 July 2008). Preferences are submitted via: <http://www.sim.vuw.ac.nz/courses/INFO%2D320/preferences.aspx> Students who are enrolled will be notified when the above site is open for input.
- c) Projects will only be offered to those students who are enrolled, who submit their preferences on time and **who attend the first lecture.**

6. Course Content

Teams need to be settled before the first lecture. Therefore, one of the course requirements is that you must submit your preferences for team-mates and projects and supply other data before the first lecture. Students will be notified as to the procedures via email and Blackboard some weeks before the start of the trimester. Please note that it is the course co-ordinator who makes the final decision regarding which team-mates and which project to offer to whom. However, all student preferences are taken into account as far as possible.

7. Schedule

Week 1	Preferences	Submit Preferences for project and team	Before 5pm Tuesday, 8 July
	Build teams, contact client. Plan	<u>Lecture:</u> Introduction, Project & Quality Management. Allocation of project to those who are present (and strictly not to those are absent).	4pm, Thursday 10 July
Week 2	Plan & Analyse	Hand in Quality Checklist #1 (QC#1)	Before 3pm, Thursday 17 July
		<u>Lecture:</u> Writing a Statement of Requirements (SOR)	4pm, Thursday 17 July
Week 3	Plan & Analyse	<u>Lecture:</u> More about planning and the SOR	4pm, Thursday 24 July
Week 4	Plan & Analyse	Hand in Project Plan and QC#2 Hand in SOR and QC#3	Before 3pm, Thursday 31 July
	Design	<u>Lecture:</u> Developing a Design	4pm, Thursday 31 July
Week 5	Design	<u>Lecture:</u> Topical aspects of Project Management at this stage	4pm, Thursday 7 August
Week 6	Design	Hand in Design Report and QC #4	Before 3pm, Thursday 14 August
	Build	<u>Lecture:</u> The Build stage	4pm, Thursday 14 August
<i>Mid Semester</i>		<i>Break</i>	
Week 7	Build, Test, Document	Mid-course progress report	One hour within 3-5pm Thursday 4 September
Week 8	Build, Test, Document	<u>Lecture:</u> Testing	4pm, Thursday 11 September
Week 9	Build, Test, Document		
Week 10	Build, Test, Document	Hand in Test Results and QC#5	Before 3pm, Thursday 25 September
Week 11	Transition	Final handover and presentation of project deliverables to client.	Before 2pm Thursday 2 October
		Hand in Quality Checklist #6	Before 3pm, Thursday 2 October
Week 12	Final Presentation	Delivery of a 30-minute presentation of evidence (including project workbook) to the course lecturer	One hour within Tuesday – Thursday, 7-9 October. (Exact time and venue: tba.)

8. Group Work

8.1 Learning style / Team Work

Why is team work an essential part of this paper?

In the real world, IS projects are undertaken in teams and managed according to established project management (PM) techniques. The whole purpose of this course is to provide students with experience of this kind. That means working as part of a team and

learning how to make the team effective through the use of project management techniques.

What are the links between the achievement of the paper's objectives and team work?

The purpose and the objectives of the paper include the intention to provide students with experience of team work in a real world situation; hence the need for team work.

Why should team work in this paper be assessed and what is the justification for the weighting given to the team component?

Virtually all of the work done in this paper is team work. The success of the project depends on the myriad contributions of each team member and combinations of team members. A good analogy is a soccer team. The forwards can only succeed in scoring a goal if the mid-field players pass the ball up to them. Equally, the persons who take on the task of writing any programme code can only succeed in meeting client expectations if the requirements have been documented properly and an appropriate design developed. Both the forwards and programmers are useless without an effective team effort.

For this reason, all deliverables are assessed as team efforts to begin with. The assessment of the team is then assigned to each team member. That assessment is then adjusted for each individual according to the lecturer's knowledge of the project and individual's contribution.

What support will students be given in the development of effective team work skills?

The students are provided with lectures on project management and a project plan template that guides them in how to effectively determine the project objectives, the tasks necessary to achieve a successful conclusion and the allocation of responsibility.

Students are given a set of team rules and encouraged to develop or modify these rules to suit their own particular needs.

8.2 Workload

To achieve an average pass, students should expect to devote a total of twelve hours each per week to the course, including time spent in class, project work and various project meetings. This is an average workload; actual workload will vary from week to week through the trimester.

8.3 Attendance:

Attendance at the first lecture is mandatory. Attendance of other lectures is expected. An attendance register will be in effect.

9. Recommended Readings

Refer to Blackboard for recommended readings.

10. Materials and Equipment

If you are likely to incur travel costs then you should negotiate an arrangement with the client to reimburse those expenses. They expect you to do this.

11. Assessment Requirements

11.1 Summary

Students are expected to work as a team and, as a result, it is the team's work as a whole that is assessed throughout the course. At the end of the course, the assessment of the team's work is applied to each individual in the team and then adjusted for each individual according to the lecturer's knowledge of the individual's contribution.

Feedback from the client is used as evidence that tasks have been completed in satisfactory manner.

The breakdown of the assessment is as follows:

Assessment	Contribution	Relevant Objectives
Project Requirements & Plan	25%	All
Design Report	15%	All
Progress Report (mid course)	10%	All
Delivery of a 30-minute presentation of evidence (including project workbook) to the lecturer	50%	All

Refer to "Course Content" above for the due dates.

11.2 Assessment Detail

a) Project Plan and Statement of Requirements

The purpose of these two documents is to provide a statement of understanding between the project owner, the project team and the course manager that clearly identifies the project objectives, requirements, constraints and strategy. Preparing these documents greatly reduces the risk of project failure.

b) Project Plan

A good project plan will normally include:

- Background
- Business objectives
- Scope (in & out)
- Constraints
- Assumptions
- Work Breakdown structure /Milestones / Gantt chart
- Schedule
- Deliverables
- Responsibilities & team structure
- Risk Management
- Change Management
- Issue Management
- Communication Management
- Feasibility

- Approval of project owner
- Quality Checklists

b) Statement of Requirements

A statement of requirements will normally include:

- An introduction which includes background, business objectives, scope, definitions and acronyms
- A complete set of numbered functional and non functional requirements
- A test strategy / plan
- Important constraints and outstanding issues to be taken into account during the design stage
- Appendix: Details of the Fact-Finding processes used (documents reviewed, interview dates and attendees, questionnaires, any JRP session)
- The written approval of the project owner.

c) Design report

This document describes exactly how you will meet the requirements. It must receive the written approval of the project owner.

d) Progress report (mid- course)

Project teams are required to submit a progress report about their project. Detailed requirements will be published nearer the time.

e) Final Project Delivery & Presentation

Hand-over of deliverables to the client

Each project team is required to make a formal hand-over and presentation of their deliverables to their client during the week before the final week. It is the responsibility of the team to make all arrangements for the presentation - location, timing and attendance. Teams should co-ordinate their presentations so that attendance is possible for all parties involved. The assessor (i.e. the course co-ordinator) will not be present at this presentation.

The presentation should include the following:

- The nature of the problem should be described, briefly detailing the original project requirements and indicating how the project deliverables meet those requirements.
- The operations of the system should then be demonstrated.
- Provision should be made for a brief question and answer session.

Each member of the team is expected to participate in the presentation. It should be treated like a formal project handover. If the project owner is satisfied he/she will sign Quality Checklist #6 formally accepting the deliverables.

Final presentation to course manager

Each project team is required to make a 30-minute presentation of their project to the course assessor in the final week. As each project will be different, the

presentations will cover different activities. However, the assessment will normally cover the following items:

- Project summary
- Quality of deliverables as demonstrated (major item)
- Quality of testing strategy and results (major item)
- Client satisfaction (major item).
- Project management
- Risk management
- Issue management
- Communications management
- Professionalism in the conduct of the project
- Quality of final presentation
- Ability to work constructively as part of a team

Mitigating factors will be taken into account when assessing this phase but note that overcoming obstacles is part of the course and usually experienced by all teams.

Project Workbook

This must be delivered at the same time as the presentation above. The contents represent valuable evidence of the process that you adopted throughout the course.

The project workbook must be in the form of an A4 Lever Arch file, allowing the easy incorporation of material. A master index should be established and maintained throughout the duration of the project. All items should be legible and grammatically correct.

The workbook should contain all of the project material including:

- Project plan
- Statement of Requirements
- Approved changes to project scope
- Issues management log
- Design report
- Meeting agendas, minutes and “action arising” notes (important)
- Correspondence (not every email has to be included)
- Progress tracking reports (to show that you have tracked progress)
- Test plans
- Test results
- System documentation
- User manual
- Approvals

The Project Workbook should be consistent with the Course Co-ordinator’s knowledge of progress. It is expected that all of the records will be consistent and will be traceable where relevant to the appropriate deliverables.

12. Penalties

Penalties will be applied for non-attendance at presentations. Specifically, failure to attend the final presentation will result in zero marks for that part of the assessment.

13. Responsibilities for Practicum Arrangements

Projects are determined by the course co-ordinator. All assessment is done by the course co-ordinator. However, input from the client is used as evidence of quality.

14. Mandatory Course Requirements

- a) NOTE: Only students who attend the first lecture will be offered a project.
- b) All students, working in teams, must secure the completion of six Quality Checklists by the project owner including his or her signature and return them to the assessor by the times set for each one. (Refer to the schedule). Specimen checklists are part of the Project Plan Template and are available on Blackboard).
- c) To pass the course, you must have completed all of the assessments listed in the "Assessment" section of this Course Outline, gaining at least 50% of the total marks available.
- d) Failure to meet any of the assignment deadlines without an appropriate extension being granted will result in failure of the course. No extensions will be given for Quality Checklist #6.

15. Communication of Additional Information

The official channel for all resources and information is via **Blackboard**. A lot of information is available several weeks prior to the course starting. All students should check the Announcements section regularly.

16. FCA Addendum to Course Outlines

Please refer to the Addendum on Blackboard for information regarding: Faculty of Commerce and Administration Offices, General University Policies and Statutes, Student and Staff Conduct, Academic Grievances, Academic Integrity and Plagiarism, Students with Impairments, Student Support, Manaaki Pihipihinga - Maori and Pacific Mentoring Programme (Faculty of Commerce and Administration).