

School of Information Management

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

Trimester Two 2010

**COURSE OUTLINE**

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**Names and Contact Details**

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**Teaching Period:** All teaching, learning and assessment takes place between 12 July and 15 October 2010, the last day of week 12.

**Withdrawal from Courses:**

Your fees will be refunded if you withdraw from this course on or before 23 July 2010.

The last date for withdrawal from this course is the three-quarter point of the teaching period, i.e. Friday 24 September. After that date, permission to withdraw requires the permission of the Associate Dean (Students) as set out in section 8 of the Personal Courses of Study Statute <http://policy.vuw.ac.nz/Amphora!~~policy.vuw.ac.nz~POLICY~000000001743.pdf>

To apply for permission, fill in the Late Withdrawal form available from either of our Student Customer Service Desks.

**Class Times and Room Numbers**

**Lectures:** 1200-1250 Fridays. However, lectures are not held every week - refer to the schedule below for details. **NOTE: Attendance at the first lecture is mandatory.**

**Venue:** **HULT220** (Changed for AM104 on 13-July-2010)

**Key Requirements**

- Enrolments close 4pm Friday in the week before trimester 2 starts (i.e. 9 July 2010)
- Every student must submit his/her preferences for team-mates and project by 5pm Tuesday of the first week of trimester 2 (i.e. 13 July 2010). Preferences are submitted via: [www.victoria.ac.nz/sim/courses/info-320/preferences.aspx](http://www.victoria.ac.nz/sim/courses/info-320/preferences.aspx) (Students who are enrolled in the course will be notified when the above site is open for input).
- **Projects will only be offered** to those students who are **enrolled**, who **submit their preferences on time** and **who attend the first lecture**.

## **Course Objectives**

By the end of this course, students should be able to:

1. Negotiate a project plan with a client about a project and identify 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.
2. Interact with the client and others on progress and quality issues.
3. Complete the design and production of the project deliverable 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.
4. Work constructively as part of a team.

## **Course Delivery**

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.

## **Course Content**

Teams need to be settled before the first lecture. Therefore, as stated above, 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.

## Schedule

Week 1	Preferences	Submit Preferences for project and team	Before 5pm Tuesday, 13 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 who are absent).	At 12 noon, Friday 16 July
		<b>Hand in Quality Checklist #1 (QC#1)</b>	Before 4pm, Tuesday 20 July
Week 2	Plan & Analyse	<u>Lecture</u> : Writing a Statement of Requirements (SOR)	At 12 noon, Friday 23 July
Week 3	Plan & Analyse	(Teams continue development of Plan/SOR)	
Week 4	Plan & Analyse	<b>Hand in Project Plan and QC#2</b> <b>Hand in SOR and QC#3</b>	Before 11:55am, Friday 6 August
	Design	<u>Lecture</u> : Developing a Design	At 12 noon, Friday 6 August
Week 5	Design	(Teams continue design work)	
Week 6	Design	<b>Hand in Design Report and QC #4</b>	Before 11:55am, Friday 20 August
	Build	<u>Lecture</u> : The Build, Test, Document stage	At 12 noon, Friday 20 August
<i>Mid Semester</i>		<i>Break</i>	
Week 7	Build, Test, Document	<b>Mid-course progress report</b>	One hour within 11am-2pm, Friday 10 September
Week 8	Build, Test, Document	<u>Lecture</u> : Testing	At 12 noon, Friday 17 September
Week 9	Build, Test, Document	(Teams continue with build, test & document)	
Week 10	Build, Test, Document	<b>Hand in Test Results and QC#5</b>	Before 4pm, Friday 1 October
Week 11	Transition	<b>Final handover and presentation of project deliverables to client.</b>	Before 4pm Friday 8 October
		<b>Hand in Quality Checklist #6</b>	Before 4pm, Friday 8 October
Week 12	Final Presentation	<b>Delivery of a 30-minute presentation of evidence (including project workbook) to the course lecturer</b>	One hour within Tuesday – Thursday, 12-14 October. (Exact time and venue: tba.)

## Group Work

### 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 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.

## **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; the actual workload will vary from week to week through the trimester.

## **Attendance:**

Attendance at the first lecture is mandatory. Attendance of other lectures is expected and failure to do so will be noted. An attendance register will be in effect.

## **Recommended Readings**

Refer to Blackboard for recommended readings.

## **Materials and Equipment**

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

## **Assessment Requirements**

Students are expected to work as a team and, as therefore 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:

<i>Item</i>	<i>Weight</i>	<i>Description</i>	<i>Objectives</i>
Project Plan and Statement of Requirements	25%	A project plan developed in consultation with the client and approved by the client, set out using the template provided. A statement of requirements (SOR) developed in consultation with the client and approved by the client, set out using the template provided.	1-4
Design Report	15%	A design report developed in consultation with the client and approved by the client, set out using the template provided.	1-4
Progress Report (mid course)	10%	A short presentation to the class of the teams progress to date.	1-4
Delivery of a 30-minute presentation of evidence (including project workbook) to the lecturer	50%	Each project team is required to make a 30-minute presentation of their project to the course assessor in the final week. The assessment will normally cover the following items: <ul style="list-style-type: none"> <li>- The standard of the deliverables as demonstrated (major item)</li> <li>- The standard of testing</li> <li>- Client satisfaction (major item).</li> <li>- Project management</li> <li>- Risk management</li> <li>- Issue management</li> <li>- Communications management</li> <li>- Professionalism in the conduct of the project</li> <li>- Quality of final presentation</li> <li>- Ability to work constructively as part of a team</li> <li>- The project workbook: a lever arch A4 folder containing project docs.</li> </ul>	1-4
<b>TOTAL</b>	<b>100%</b>		

Refer to the Schedule on the previous page for the due dates.

*Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.*

## **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 time and date will incur penalties for lateness. The penalty is up to 20% of the assignment's grade per day (or part thereof) late. Unusual or unforeseeable circumstances (e.g. serious illness, family bereavement) may lead to a waiver of this penalty but needs to be discussed with the course coordinator as soon as possible.

Penalties will be applied for non-attendance at presentations or scheduled meetings with the course co-ordinator.

## **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.

## **Mandatory Course Requirements**

- a) Projects will only be offered to those students who are enrolled, who submit their preferences on time and who attend the first lecture.
- 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 above). 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.
- d) Participation in the final presentation is mandatory.

## **Class Representative**

A statement that a class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

## **Communication of Additional Information**

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

## **General University Policies and Statutes**

<http://www.victoria.ac.nz/home/about/policy>

## **AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support**

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

## **Faculty of Commerce and Administration Offices**

<http://www.victoria.ac.nz/fca/studenthelp/>

## **Manaaki Pihipihinga Programme**

[http://www.victoria.ac.nz/st\\_services/mentoring/](http://www.victoria.ac.nz/st_services/mentoring/)

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