
School of Information Management

MMIM 513 – MANAGING IT-RELATED CHANGE

Trimester One 2012

COURSE OUTLINE

Contact Details

	Staff	Room	Email & Telephone
Course Co-ordinator & Lecturer	David Johnstone	RH 431*	david.johnstone@vuw.ac.nz Ph. 463-5877
MIM Programme Support	Usha Varatharaju	RH 521*	Usha.varatharaju@vuw.ac.nz Ph. 463-5309

* NB: "RH" refers Rutherford House on the Pipitea Campus.

Class Times and Room Numbers

Lecture Time: Wednesdays, 5:40 – 7:30pm

Lecture Room: GB 117 (Old Government Building)

Trimester Dates

Teaching Period: Monday 5 March – Friday 8 June, 2012

Course Withdrawal

1. Your fees will be refunded if you withdraw from this course on or before Friday 16 March 2012.
2. The standard last date for withdrawal from this course is Friday 18 May. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an *'Application for Associate Dean's Permission to Withdraw Late'* including supporting documentation

The application form is available from either of the Faculty's Student Customer Service Desks.

Course Schedule & Content

Week	Lecture	Topic	Assessments
1	7 March	Managing IT-related change – an introduction	
2	14 March	Strategic IT-related change	On-line discussion forum
3	21 March	Governance & control	On-line discussion forum
4	28 March	Planning: pre-project preparation	On-line discussion forum
5	4 April	Development and project management	On-line discussion forum
Mid-Trimester Break			
6	25 April	ANZAC DAY – NO LECTURE!	Change proposal due 4:00pm on Tuesday, 24 April
7	2 May	Implementation, post-implementation & benefit realisation	On-line discussion forum
8	9 May	Risk and its management	On-line discussion forum
9	16 May	Outsourcing & external involvement	On-line discussion forum Take home test provided
10	23 May	Organisational politics & culture	On-line discussion forum
11	30 May	GUEST TOPIC: The change implications of adopting Web 2.0 technology	On-line discussion forum Take home test due 4:00pm on Tuesday, 29 May
12	6 June	Conflict and its resolution	On-line discussion forum

****NOTE: This schedule is subject to change*

Course Learning Objectives

The course objectives are expressed in the table below. Note that they are also linked to **graduate attributes** (those attributes that a graduate with a MIM should possess).

Objective	On completion of this course, students will be able to:	Graduate Attributes
a	Assess, analyse and evaluate concepts, ideas and situations related to information management.	LG 1
b	Assess the utility of relevant theoretical concepts to their workplace, to provide creative solutions, and to recommend appropriate implementation strategies.	LG 1
c	Apply specific theories and principles of information management to the business and government environment.	LG 5

Course Delivery

There will be weekly lectures throughout the course (see the Course Schedule above). There is no textbook set for this course. Instead, readings will be made available either electronically (on Blackboard) or in hard copy form in class. *Either way, students are expected to have read the readings before the relevant lecture for that week.*

Blackboard will be used to communicate course information and materials, including course announcements. Students are expected to check Blackboard on a regular basis.

Blackboard online discussion forums will be used by students each week to discuss questions related to the readings as a basis for assessment (see below).

Expected Workloads

A total of 150 hours of work is expected from students in this course. That consists of 24 hours of classes, ten hours per week outside classes during teaching weeks spent reading, providing on-line discussion commentary, and studying and writing assignments.

Readings

There is no textbook for this course. Readings will be provided on a weekly basis, either physically (hard copies) or electronically through Blackboard.

Assessment Requirements

Course assessment will be based on the following:

	<u>VALUE</u>	<u>DUE</u>	<u>Course learning Objectives</u>
1. Change proposal assignment	40%	Tues, 24 April, 4:00pm	b, c
2. Take home test	30%	Tues, 24 May, 4:00pm	a, c
3. Weekly on-line discussion	30%	Tues, 10am each week	a, c
TOTAL	100%		

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.

Details of each assessment will be provided in separate documents.

IMPORTANT: Students are required to submit all assessment work electronically, either through email (change proposal & take home test) or Blackboard (online discussion contributions).
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1. Change Proposal Assignment (40%)

Students will be asked to construct a proposal for an IT-related change initiative in an organisation they know (typically their workplace). Generally the change initiative would not be real – rather it would be a change that *could* happen. Emphasis will be placed on a discussion of how best to manage the change, applying different frameworks from the literature.

2. Take home test (30%)

Students will be provided with questions (relating to the readings set for the course) at the start of the test period. The test period will be for two weeks. The questions will be based on the topics covered over the duration of the course.

3. On-line discussion (30%)

Every week (except for weeks 1 and 6), two readings will be set that relate directly to the corresponding weekly topic. In any given week, students are expected to respond to questions provided using an on-line forum. Each student will be graded (up to 3%) according to both the quality of their contributions to the threads on the on-line forum, and the earliness of the contributions.

NOTE: This course is entirely internally assessed – there is no formal examination at the end of the course.

Penalties

1. Change Proposal

In fairness to other students, work submitted after the assessment deadline will incur a 10% penalty (of the marks achieved for the assessment) for each weekday late.

In the event of bereavement or prolonged illness affecting your ability to meet the deadline, discuss your situation with the Course Coordinator – preferably sooner than later. You will need to verify your claim, e.g., produce a medical certificate. Deadline extensions can be negotiated in these cases.

2. Take Home Test

Although two weeks are provided to complete the test, the conditions are those of a test, not an assignment. That is, there is to be no discussion about the test between students, and the answers must be returned to me by the due date and time – regardless of degree of completion.

Failure to meet the test deadline will incur a 10% penalty (of the marks achieved for the test) for each weekday late.

Once again, in the event of bereavement or illness, contact the Course Coordinator as soon as you can.

3. Discussion

Each week students are expected to read the readings and become involved in discussions on the on-line forum. As a general rule, early contributions will be rewarded more than late ones.

Mandatory Course Requirements

To pass this course, students must attain a C grade or higher for the combined assessments in the course. There are no other requirements for this course beyond correct enrolment.

NOTE: An attendance register will be kept. Although it is not mandatory, all students are expected to attend classes and participate in discussion.

Communication of Additional Information

Communication between lecturers and students can be conducted in a variety of ways:

Course Outline:

This document (in your hand!) is the primary source of course-related information. If you have a query about the conduct or administration of the course, first check to see if it is not already covered here.

Blackboard: <http://blackboard.vuw.ac.nz>

Blackboard is software set up to provide electronic services for the administration and conduct of a course. This is an essential repository and communication tool, and students will be expected to ensure they have access to the Blackboard site for this course. In particular, please note:

Announcements: These represent the first thing you see when accessing the course blackboard site. From the time you have enrolled until the time the course has ended, these typically brief communications are critical for keeping up with changes and other important issues as they crop up. *Students are expected to check for announcements on a regular basis.*

Repository: As well as readings and administrative material, additional material will be made available as required. Normally, the addition of material to the Blackboard site, once the course has begun, would be signalled by an announcement.

Contacting the Course Coordinator:

There are several ways you can contact the course coordinator: email, telephone, or face-to-face. The latter is best organised through an appointment. Contact information is given in the table on the first page of this course outline.

Remember, it is never a good idea to let a problem go unresolved for too long, as this can result in a larger problem that may be more difficult to deal with later on.

Use of Turnitin:

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

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. 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.

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at <http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University's statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the Calendar webpage at <http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx

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

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce and Administration Offices

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

Te Putahi Atawhai

Maori and Pacific Mentoring Programme

<http://www.victoria.ac.nz/tpa/>