
School of Information Management

INFO320/ELCM320
PROJECT IN INFORMATION SYSTEMS
PROJECT IN E-COMMERCE

Trimester 2 2012

COURSE OUTLINE

Names and Contact Details

Course Coordinator and Lecturer: Allan Sylvester Room: RH524 Ph: 463 6813 Email (Preferred): allan.sylvester@vuw.ac.nz	Tutor: Tara Ryan ryantara@myvuw.ac.nz
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Trimester Dates

Trimester starts on Monday 16 July 2012 and finishes on Friday 19th October
Project delivery period: Monday 16 July – Friday 19 October
Final presentations are scheduled in week 12.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 27 July 2012.
2. The standard last date for withdrawal from this course is Friday 28 September. 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.

Class Times and Room Numbers

Weekly team meetings in class with Allan and Tara.	Tuesday: RHLT3	11:30	12:20
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Course Content

Week	Team activities	Client
1	<ul style="list-style-type: none"> Form teams and setup team Wiki on Blackboard. Make initial contact with client and send document introducing the team. Preferably have the initial meeting, at least schedule the meeting for early in Week 2. Team roles posted on project Wiki along with team statement of purpose 	Receives initial meeting request from team and team introduction document.
2	<ul style="list-style-type: none"> Write up requirements meeting and begin statement of requirements. Negotiate scope of work. Status report 1 emailed to your programme managers (Tara and Allan) 	Receives <i>thank you for meeting</i> communication.
3	<ul style="list-style-type: none"> Statement of requirements is prepared and posted on project Wiki. Begin design brief Status report 2 	Signs off statement of requirements
4	<ul style="list-style-type: none"> Statements of work prepared (posted on Wiki) and team tasks including testing allocated. Complete design brief. UAT testing and acceptance plan on Wiki Status report 3 – Includes mid-term report 	Receives design brief overview.
5	<ul style="list-style-type: none"> Development iterations 	Signs off design and UAT testing criteria.
Mid-term teaching break		
6	<ul style="list-style-type: none"> Construction iterations Status report 4 	Receives updates and demos or wireframes as necessary. Gives feedback
7	<ul style="list-style-type: none"> Build and test Status report 5 	Receives updates and demos or wireframes as necessary. Gives feedback.
8	<ul style="list-style-type: none"> Build and test Status report 6 	Receives updates and demos or wireframes as necessary. Gives feedback
9	<ul style="list-style-type: none"> System artefact delivered or demonstrated to client 	UAT tests or feedback from demos sought.
10	<ul style="list-style-type: none"> Adjustments and testing issues resolved. Status report 8 	
11	<ul style="list-style-type: none"> Systems artefact delivered and final documentation delivered 	
12	<ul style="list-style-type: none"> Final presentation 	Does a happy dance

Course Learning 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.

Objective	On completion of this course, students should be able to:	FCA Graduate Attributes	Major attributes
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.	1,2,4,5,3.	1,2,3,4,5,6,7
2	Interact with the client and others on progress and quality issues.	1,2,4,5,3.	1,2,3,4,5,6,7
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.	1,2,4,5,3.	1,2,3,4,5,6,7
4	Work constructively as part of a team.	1,2,4,5,3.	1,2,3,4,5,6,7

FCA Graduate Attributes (FGA)

- 1: Critical and Creative Thinking: Our graduates will demonstrate application of critical and creative thinking skills to practical and theoretical problems.
- 2: Communication: Our graduates will be effective communicators.
- 3: Global and Multicultural Perspective: Our graduates will have a global and multicultural perspective.
- 4: Leadership: Our graduates will recognise, support and display leadership.
- 5: Major attributes: Our graduates will develop specific knowledge and skills in at least one business, economics or public policy discipline area.

INFO Major Attributes (IMA)

- 1: Understand and manage the interplay between people, technologies and organisations that underlies information systems
- 2: Demonstrates a sound understanding of IT and related organisational processes
- 3: Analyse, design, develop, test, implement and maintain information strategies, systems, processes and applications for organisations
- 4: Exploit opportunities created by technology innovations
- 5: Communicate the technical and managerial aspects of information systems
- 6: Understand, manage and control IT risks and security
- 7: Explain the impact of IT in either social, economic, legal or ethical issues in organisations and society

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 from the Wellington business and non-profit sectors and publishes the project descriptions on Blackboard.

Students then submit their preferences for team-mate and project via the discussion forums on Blackboard. 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 involve students working in teams of up to four people. 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 (suits ELCM320) or a database (suits INFO320) although other types of projects also arise. Assessment is carried out throughout the course and culminates in a presentation of the project deliverables by each team.

This is a practicum course and there are no formal lectures. Learning takes place through interaction with the client and construction of the deliverable. The regular class time is designed to underpin the paper and offer practical advice from the oversight team in how to manage the project rather than to provide the main substance of the paper. This will involve some presentations and discussions to support the project process.

Teams need to be settled before the first class. 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 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, student preferences are taken into account as far as possible.

Expected Workload

Students are expected to invest 150 hours of effort in this 15-point course.

Group Work

Learning style / Team Work

Why is working in a team an essential part of this paper?

In the real world, IS projects are undertaken in teams and managed according to defined project management processes. The purpose of this course is to provide students with experience of this environment. That means working as part of a team and learning how to make the team effective through the use of project management and effective communications techniques.

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

The objectives of the paper include providing students with experience of team work in a real world situation.

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

The success of the project depends on the contributions of each team member and combinations of team members. 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.

Readings

There are no assigned readings for this course.

Materials and Equipment

You are not allowed to incur expenses on the part of the university or client without prior written permission to do so. Please read and make sure you understand the clients expectations in the project sponsors guide on Blackboard.

Attendance: Attendance at the first class time is mandatory. You are strongly advised to attend the weekly class time and use it as your weekly team meeting.

Assessment Requirements

<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 Reports	10%	A regular status update that indicates the project health using green, amber or red status.	1-4
Delivery of a 30-minute presentation of evidence (including project Wiki) 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: - The standard of the deliverables as demonstrated (major item) - The standard of testing - 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 - The project Wiki.	1-4
TOTAL		100%	

Quality Assurance 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 FCom programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Examinations

There is no examination for this 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 10% of the deliverables grade per day 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.

Practicum Arrangements

Grades for the projects are determined by the course co-ordinator. All assessment is done by the course co-ordinator. However, input from the course tutor and the client is used as evidence of quality.

The outcome will be a standard letter grade (A+ to E).

Mandatory Course Requirements

Projects will only be offered to those students who are enrolled, who submit their preferences on time and who attend the first lecture.

All students, working in teams, must secure the completion of six Quality Checklists by the project owner including his or her signature as necessary 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.

To pass the course, you must have completed all of the assessments listed in the “Assessment” section of this Course Outline.

Participation in the final presentation is mandatory.

Class Representative

A class representative will be elected in the first class, and that person’s name and contact details made 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*. All students should check the Announcements section regularly.

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.

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 Office

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

Te Putahi Atawhai

Maori and Pacific Mentoring Programme

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