

School of Information Management

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

Trimester 2 2013

**COURSE OUTLINE**

**Names and Contact Details**

Course Coordinator and Lecturer: Allan Sylvester Room: RH524 Ph: 463 6813 Email (Preferred): <a href="mailto:allan.sylvester@vuw.ac.nz">allan.sylvester@vuw.ac.nz</a>	Tutors: Tutorials will be arranged according to need and will be advised in class or on Blackboard.
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**Trimester Dates**

Trimester starts on Monday 18 July 2013 and finishes on Friday 19<sup>th</sup> October 2013 with final presentations scheduled in Week 12.

**Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before Friday 26 July 2013.
2. The standard last date for withdrawal from this course is Friday 27 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.

<b>Class Times and Room Numbers</b>			
Weekly class meetings – the class will be divided into two groups – you will be told which day you need to attend class and the list will be posted on Blackboard.	Monday <u>or</u> Tuesday: RHLT3	11:30	12:20
Team meeting rooms – Will not be instructor-led unless specifically arranged sessions are organised. These rooms are available for your team meetings or to work on your project deliverables.	Wednesday: RWW125	14:40	15:30
	Thursday: RWW126	14:40	16:30

## Course Content

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

## Course Learning Objectives

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

Objective	On completion of this course, students should be able to:	FCA Graduate Attributes	Major attributes
1	Develop a project plan with a sponsor about a project idea and identify deliverables that both the sponsor wants and the team can deliver in the given timeframe and with the given resources. This agreement will be reflected in a signed-off project plan and statement of requirements.	1,2,4,5,3.	1,2,3,4,5,6,7
2	Interact with the sponsor 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 sponsor and course coordinator.	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

Information systems projects are undertaken in teams and are managed using structured project management. This course provides students with an experience of delivering a systems project.

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 typically four people. The team plans the project, determines the sponsors'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, although some ideas and checklists are presented and discussed in the initial weeks of the course. Learning takes place through interaction with the sponsor 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 in the first week. Please note that it is the course co-ordinator who makes the final decision regarding teams 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?*

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 though the use of project management and effective communications techniques and tools.

*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. The following books are recommended:

*Adrenaline Junkies and Template Zombies: Understanding Patterns of Project Behavior* by Tom DeMarco; Peter Hruschka; Tim Lister; Steve McMenamin.

*Information Technology Project Management*, 7<sup>th</sup> edition by Kathy Schwalbe

I have several copies of each of these books that you can borrow short term to look up tools and techniques.

## Materials and Equipment

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

**Attendance:** You are strongly advised to attend the weekly class time and use it as your weekly team meeting it provides a regular means for getting feedback and discussing challenges.

## Assessment Requirements

<i>Item</i>	<i>Weight</i>	<i>Description</i>	<i>Objectives</i>
Project Plan and Statement of Requirements (due on your team Wiki site for marking by midday Friday 2 <sup>nd</sup> August)	15%	A project plan developed in consultation with the sponsor and signed off by the sponsor. A statement of requirements (SOR) developed in consultation with the sponsor and approved by the sponsor. The output of this stage is a signed-off project plan and a statement of requirements.	1-4
Design Report (due on your team Wiki site for marking by midday Friday 23 <sup>rd</sup> August)	25%	A design report developed in consultation with the sponsor and approved by the sponsor, set out using the template provided. The output of this stage will be a signed off design brief.	1-4
Progress Reports (due on your team Wiki site for marking by midday Friday of each week)	10%	A regular status update that indicates the project health using green, amber or red status.	1-4
Delivery of a finished system to the sponsor that matches the system described in the project plan. Assessed in Week 12.	20%	Delivery of the finished artefact, either running in its final environment or on a test platform.	1-4
Delivery of a 30-minute presentation of evidence (including project Wiki) to the lecturer at a time arranged in Week 12	30%	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 - Sponsor 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
<b>100%</b>			

### 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 sponsor 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.

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 (if applicable)**

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](http://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](http://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](http://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](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/>