TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 322: INFORMATION SYSTEMS IMPLEMENTATION

Trimester 1, 2014

COURSE OUTLINE

Names and Contact Details

Course Coordinator:	Name:	Professor Pak Yoong
	Room:	RH 510, Rutherford House, Pipitea Campus
	Tel:	463 5878
	Email:	pak.yoong@vuw.ac.nz
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Office hours:	By appointment	

Tutor:	Name:	Rhys McIlwaine
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Office hours:	By appointment	

Trimester Dates

Teaching Period: Monday 3rd March – Friday 6th June
Study Period: Monday 9th June – Thursday 12th June
Examination Period: Friday 13th June – Wednesday 2nd July (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 14th March 2014.
2. The standard last date for withdrawal from this course is Friday 16th 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.

Class Times and Room Numbers

Lectures:	Tuesday, 10:30 am – 12.20 pm; Venue: RH LT3
Tutorials:	Fortnightly (weeks 2 - 12). Times and venues will be announced in class and on Blackboard.

Course Delivery

Lectures

Lectures will complement the readings but will NOT necessarily cover exactly the same material. The lecture sessions will offer a range of experiences including some or all of: discussions, case studies, web examples, guest speakers, critiques and alternative viewpoints on the topics. Lecture material will not necessarily be published in Blackboard and lecture slides will not necessarily be available.

Tutorials

Tutorials will consist of discussions of the readings, case studies and group presentations. Your tutor is there to help organise the tutorial sessions, and to facilitate both the full tutorial group and smaller groups to work proactively and independently on the tutorial exercises. All tutorial material is assessable including group presentations.

Expected Workload

In Trimester 1, there are 12 weeks of lectures and 6 weeks of tutorials, a 2 week mid-term break, and a study week before the examination period. The workload expectation in Trimester 1 is about 10 hours per week, comprising:

2 hours	attending class (1 x 2-hour classes)
1 hours	attending your tutorial session (1 x 1-hour session)
2 hours	background reading and pre-class preparation
3 hours	assignments
2 hours	post-class review and final examination revision

This is an average workload—actual workload will vary both with individuals and from week to week during the trimester.

Prescription

An examination of the implementation process for business information systems. Emphasis is on understanding implementation, project planning, risk management and strategies for the successful transition from the status quo to production status.

Course Learning Objectives

Objective	On completion of this course, students will be able to:	Graduate Attributes	Major Attributes
1	summarise and discuss the current literature relevant to information systems implementation	LG1	MA2, MA5
2	describe the key components and process of information systems implementation	LG1	MA5
3	deploy an appropriate framework for the implementation of an information system	LG5	MA3
4	anticipate potential human and organisational problems and plan for appropriate solutions should they be needed.	LG5	MA3, M5

Course Content

Week	Dates	Topics covered	Article # in Blackboard	Comments
1	Tue 4 Mar	Course details and arrangements Introduction - IS implementation: From status quo to production status Tutorial arrangements Discuss Assignment 1		Allocation to tutorials commences during this week
2	Tue 11 Mar	Theories and stages of IS implementation Academic writing requirements	Article 1	Tutorials commence
3	Tue 18 Mar	Risks management and IS implementation: ERP projects	Article 2	No tutorials
4	Tue 25 Mar	Risks management and IS implementation: Supply chain management projects	Article 3	Tutorials
5	Tue 1 Apr	IT governance and IS implementation Change management and IS implementation Discuss Assignment 2	Article 4 Article 5	No tutorials Assignment 1 is due (by 10.30 am, Tuesday, 1 April, 2014)
6	Tue 8 Apr	The politics of IS implementation Stakeholder management	Article 6 Article 7	Tutorials
7	Tue 15 Apr	Implementation champions management Influencing implementation processes	Article 8 Article 9	No tutorials
		--Mid Trimester Break—		
8	Tue 6 May	Building coalitions for IS implementation Boundary spanning and IS innovations	Article 10 Article 11	Tutorials
9	Tue 13 May	Aspects of project management (project leadership)	Article 12	No tutorials Assignment 2 is due (by 10.30 am, Tuesday, 13 May, 2014)
10	Tue 20 May	User training	Article 13	Tutorials
11	Tue 27 May	IS implementation – An Integration of Key Concepts	No assigned readings	No tutorials
12	Tue 3 Jun	Professional development for IS implementation leaders Summing up	Article 14	Tutorials

Readings

The required readings for each lecture will be available in Blackboard.

Materials and Equipment

Lab Access

Information Systems and Electronic Commerce students have access to a range of computer lab facilities. This means that you can still undertake this course even if you don't have a computer at home.

Like all university students you are able to use any ITS Student computer lab throughout the University (this includes labs in the Railway West Wing building, the Library and in the Law School) as long as you have a current ITS Student account. If you don't have a current ITS Student account, contact the ITS helpdesk in the Library or via telephone.

In addition, INFO and ELCM students have access to the purpose built school labs MY201, MY219, RWW401 and RWW415. Please note that specialist software found in the SIM labs is not available in all the ITS Student labs.

Ad-hoc Lab Access

MY 201 and MY219 have access from 8am to 8pm via student ID cards unless booked for another class. Access to RWW401 and RWW415 matches the Commerce Library hours. Please check the booking schedules on the lab doors before entering a laboratory to ensure that you are not interrupting a class, and you can finish your work before the next scheduled class.

You may be asked to leave the lab by a supervisor if the machine you are using is required for a scheduled class. Please pack-up and leave the lab promptly if asked to do so.

If you are sharing the lab with a scheduled class please use machines furthest away from the projection screen first and avoid interrupting the taught class with noise.

The food and drink ban in the labs will be enforced, please respect this in order to keep the facilities clean and in good working order for everyone.

Assessment

(a). Internal assessment (70%)

Assignment #	Testing Objectives	Due Date	% of final mark
Assignment 1	1 and 2	10.30 am, Tuesday, 1 April, 2014	30
Assignment 2	3 and 4	10.30 am, Tuesday, 13 May, 2014	40

Details of the assessment requirements will be specified within each assignment document.

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.

(b).   2-hour final examination (30%) – will assess Objectives 1 to 4

This will be a 2 hour closed book examination held in the external examinations period. Selected material from the lectures (including guest lectures), tutorials and course readings will be assessable. The examination will consist of a combination of short answer and essay type questions.

Penalties
In fairness to other students, assignment work submitted after the deadline will incur a 10% penalty for each actual day (prior to 10.30 am) late. In the event of bereavement or prolonged illness affecting your ability to meet the deadline, discuss your situation with the Course Co-ordinator. You must verify your claim, e.g., produce a medical certificate. In doing so, you consent to your supporting documentation being checked by the Course Co-ordinator. Extensions will only be granted under these conditions.

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 submitted to Turnitin. A copy of submitted materials will be retained 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.

Examinations
Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period. The final examination for this course will be scheduled at some time during the following period:

Friday 13th June – Wednesday 2nd July (inclusive)

Mandatory Course Requirements
In addition to obtaining an overall course mark of 50 or better, students must have attended at least five tutorials.

If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

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
Additional information or information on changes will be conveyed to students via lectures.

Student feedback

Student feedback on University courses may be found at
www.cad.vuw.ac.nz/feedback/feedback_display.php

Link to general information

For general information about course-related matters, go to
http://www.victoria.ac.nz/vbs/studenthelp/general-course-information

Note to Students

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

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