TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI
VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

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

Trimester 2, 2014

COURSE OUTLINE

Names and Contact Details

Course Coordinator and Lecturer: Allan Sylvester Room: RH524 Ph: 463 6813 Email (Preferred): allan.sylvester@vuw.ac.nz	Tutors: Tutorials will be arranged according to need and will be advised in class or on Blackboard.

Trimester Dates

Trimester starts on Monday 14 July 2014 and finishes on Friday 17th October 2014 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 25th July 2014.

2. The standard last date for withdrawal from this course is Friday 26th 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

Class Times and Room Numbers			
Weekly class meetings	Friday: GBLT2	10:30	12:20
Team meeting rooms – These rooms are available for your team meetings or to work on your project deliverables.	Wednesday: RWW125 Thursday: RWW223 Thursday: RWW125	14:40 14:40 15:40	15:30 15:30 16:30

Course Content

Week	Team activities	Project Sponsor
1	• Form teams • Setup team Wiki on Blackboard with team roles and statement of purpose. • Make initial contact with your sponsor introducing the team and meet the client. Or, at least schedule the meeting for early in Week 2.	Receives initial meeting request from team and team introduction document.
2	• Write up scope meeting and begin requirements gathering for the project plan. • Agree scope of work. • First status report posted on Wiki. • Project scope report posted on Wiki. (25/7)	• Receives a thank you for meeting communication. • Signs off scope report
3	• Statement of requirements is prepared and posted on project Wiki. • Begin design brief • Second status report posted on Wiki. • Project Plan posted on Wiki. (1/8)	• Signs off project plan
4	• Statements of work prepared (posted on Wiki) and team tasks including testing allocated. • Complete the design brief. • UAT testing and acceptance plan on Wiki. • Third status report posted on Wiki. • Design brief posted on Wiki. (8/8)	• Receives design brief and provides feedback.
5	• Development iterations begin • Fourth status report posted on Wiki.	• Signs off design brief • Agrees testing criteria.
6	• Development iterations continue • Fifth status report posted on Wiki.	• Receives regular updates and demos or wireframes as necessary. • Provides feedback.
Mid-term teaching break (23 August – 7 September)		
7	• Building and testing • Sixth status report posted on Wiki.	• Receives updates and demos or wireframes as necessary. • Gives feedback.
8	• Build and testing • Seventh status report posted on Wiki.	• Receives updates and demos or wireframes as necessary. • Gives feedback
9	• System delivered or demonstrated to sponsor • Eighth status report posted on Wiki.	• UAT tests or feedback from demo's provided.
10	• Adjustments and testing issues resolved. • Ninth status report posted on Wiki.	• Receives test summary
11	• Systems delivered and final documentation delivered • Final status report posted on Wiki.	• Receives system artefacts and documentation
12	• Final presentation and prepare Wiki for final marking.	• Do a happy dance

Group Work

Most real-world information systems projects are undertaken in teams and are managed using project management tools and techniques. This course provides students with practical 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.

The objectives of the paper include providing students with experience of team work in a real world situation. Students submit their preferences for project via the discussion forums on Blackboard. No guarantee is made 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 no more than four people. The team plans the project, determines the sponsors's requirements, designs a solution and then builds either a finished system or a practical prototype and tests that solution with the client.

This may 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.

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. The team maintains a fair-share table on their wiki acknowledging the contributions of each team member.

Expected Workload

Students are expected to invest 150 hours of effort in this 15-point course. There will be tasks that have to be completed each week and workload may vary a lot.

Prescription

This course provides students with an opportunity to apply their theoretical knowledge to a practical problem in the area of information systems. Students work in teams on real projects for real clients. The projects are identified by the course coordinator.

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:	FCom Graduate Attributes	Major attributes
1	Agree the scope of the project idea, develop a project plan with the sponsor and identifying 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 scope report, 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

FCom 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

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, 7th 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).

Assessment

From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses: see http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf.

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

The following grading schema now applies:

Pass/fail	Grade	Normal range	Midpoint	Indicative characterisation
Pass	A+	90%–100%	95	Outstanding performance
	A	85%–89%	87	Excellent performance
	A-	80%–84%	82	Excellent performance in most respects
	B+	75%–79%	77	Very good performance
	B	70%–74%	72	Good performance
	B-	65%–69%	67	Good performance overall, but some weaknesses
	C+	60%–64%	62	Satisfactory to good performance
	C	55%–59%	57	Satisfactory performance
	C-	50%–54%	52	Adequate evidence of learning
Fail	D	40%–49%	45	Poor performance overall, some evidence of learning
	E	0–39%	20	Well below the standard required
	K	Fail due to not satisfying mandatory course requirements, even though the student's numerical course mark reached the level specified for a pass, usually 50%. A student whose course mark is below 50 should be given a D (40–49) or E (0–39), regardless of whether they met the mandatory course requirements.		

Assessment Items

Item (due)	*Description*	*Weight*	*Objectives*
Scope of project report (5pm Friday 25th July)	A report summarising initial consultation with the sponsor (signed off) and clearly defines what can be achieved.	5%	1-4
Project plan (5pm Friday 1st August)	Clearly describes how the project work is going to proceed and be managed, including what contributions team members will make. Will include measurable milestones, resources, and meeting places and times.	10%	1-4
Design brief (5pm Friday 8th August)	A design brief developed in consultation with the sponsor (signed off).	10%	1-4
Weekly status reports (5pm each Friday)	A regular status update from week 2 to week 11 that indicates the project health using green, amber or red status and a brief summary of the weeks achievements.	10%	1-4
Delivery of a finished system to the sponsor that matches the system described in the project plan. Assessed in Week 12.	Delivery of the finished artefact, either: • A system running in its final environment or on a test platform • Or, in the case of prototyping; a prototype evaluation report.	45%	1-4
Delivery of a 30-minute presentation of evidence (including project Wiki) to the lecturer at a time arranged in Week 12	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.	20%	1-4

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 available marks per calendar day late. Unusual or unforeseeable circumstances (e.g. documented 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.

Practicum Arrangements

Overall 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 correctly 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.

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

The official channel for all resources and information is *Blackboard*. All students should check the Announcements section regularly and must stay in regular communication with their team.

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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