TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO320 PROJECT IN INFORMATION SYSTEMS
ELCM320 PROJECT IN E-COMMERCE

Trimester 2, 2015

COURSE OUTLINE

Names and Contact Details

Course Coordinator: Allan Sylvester Room: RH501 Ph: 463 6813 Email (Preferred): allan.sylvester@vuw.ac.nz	Lecturer: Pedro Antunes Room: RH526 Ph: 463 5525 Email (Preferred): pedro.antunes@vuw.ac.nz

We don't have fixed office hours but please email us prior to coming to ensure we are available

Trimester Dates
The course runs from Monday 13th July to October 23rd (due date of finished portfolio)
Group presentations are scheduled in Week12.

Withdrawal from Course
1. Your fees will be refunded if you withdraw from this course on or before Friday 24th July 2015.
2. The standard last date for withdrawal from this course is Friday 25th 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*' form including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks or online.

Class Times and Room Numbers

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Weekly team meetings held in lecture space. A minimum of two team members is expected to attend every week to report progress and discuss issues.	Wednesdays GBLT2	14:40 - 16:30

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 and working in a delivery team.

Before the trimester starts, the course co-ordinators have identifies a number of projects mostly from the Wellington business and non-profit sectors. These project descriptions are published on Blackboard for students to indicate first second and third preferences. Teams need to get settled in the first week and be ready to come up to speed quickly. Please note that it is the course teaching team who make the final

decision regarding teams and project allocation. However, student preferences are taken into account as far as possible.

Course Delivery

The team meets with the sponsor, plans the project, determines and negotiates the sponsors's scope requirements, designs a set of realistic deliverables and then develops a finished system, prototype or report as agreed and tests or presents that solution with the client.

This may involves developing a technical artifact such as a software application or a databse although other types of outcomes are possible. Assessment is carried out throughout the course and culminates in a presentation of the project deliverables by each team and delivery of a portfolio that showcases the project.

This is a practicum course so 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 student led interaction with the sponsor, course instructors and construction of the deliverable. The regular class time is designed to underpin the course and offer practical advice from the oversight team in how to manage the project and relationships rather than to provide the main substance of the course. This will involve some presentations and discussions to support the project process.

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. This course requires constant attention and commitment throughout the trimester. Regular communications and meetings with sponsors may occur in evenings and weekends so you must negotiate time constraints with your team early.

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:	FCA Graduate Attributes	Major attributes
1	Agree the scope of the project idea, develop a project plan with the sponsor 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 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

Faculty 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 Content

Week	Team activities	Project Sponsor
1	• Form teams • Setup your team Wiki on Blackboard with team roles, contact information and statement of purpose. Appoint Wiki administrator from your team. • 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 (course deliverable 1)** 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 (Course deliverable 2)** on Wiki. • Project scope report posted on Wiki. (25/7)	• Receives a thank you communication for meeting. • Agrees scope of work • Given access to project Wiki
3	• Project (not the artefact) is designed and an implementation approach agreed.	• Is consulted on project approach and deliverables calendar **(Course deliverable 3)**.
4	• Artefact design work is underway and communications channels are clear. • Status report two is posted on Wiki **(Course deliverable 4)**	• Receives design communications and provides feedback.
5	• Development iterations begin	• Is kept informed.
6	• Development iterations continue • Status report three is posted on Wiki.	• Receives regular updates and demos or wireframes as necessary. • Provides feedback.
Mid-term teaching break (22 August – 6 September)		

7	• Status report four posted on Wiki.	• Receives updates and probably participates in a practical demo or activity **(Course deliverable 5).**
8	• Project progresses	• Receives updates.
9	• Status report five posted on Wiki	• Receives updates.
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, final draft report, prototype and documentation as appropriate.
12	• Final presentation **(Course deliverable 6)** and prepare portfolio for final marking. Portfolio **(Course Deliverable 7)** due end of study week at the latest.	• Expresses enormous gratitude for a job well done.

Materials and Equipment

Access to VUW computing labs and resources is available. If you are asked or expected to incur

Assessment

Item	Week		Expected workload	Marks	CLO
Deliverable 1	1	Evidence of communications with sponsor, copies of emails or conversation reports posted on Wiki.	2-3 hours	5%	1,2,4
Deliverable 2	2	Status report and team capability statements on Wiki. Wiki presentation appropriate for the project.	3-4 hours	5%	1,2,4
Deliverable 3	3	Evidence of productive consultation with sponsor.	3-4 hours	15%	1,2,3,4,
Deliverable 4	4	Evidence of design and consultative actions and effective communications using Wiki.	3-4 hours	15%	3,4
Deliverable 5	7	Evidence of sponsors taking part in a consultation activity or demonstration.	3-4 hours	20%	2,3,4
Deliverable 6	11	Presentation of project		20%	1,2,3,4
Deliverable 7	13	Project portfolio		20%	1,2,3,4
All deliverables are due on the team Wiki by 5pm on the Friday of the Week stated.					

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

The Assessment Handbook will apply to all VUW courses: see
http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf.

Penalties
In keeping with standards of professionalism appropriate to this course, 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 **beginning from 5pm Friday** of the week when the deliverable was due. 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.

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. Team Wiki's are hosted within the Blackboard environment and access to sponsors can be granted from within the Wiki tools.

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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