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

School of Information Management

INFO320 PROJECT IN INFORMATION SYSTEMS

Trimester 2, 2016

COURSE OUTLINE

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 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.	1,2,3,4,5	1,2,3,4,5,6,7
2	Interact with the sponsor and others on progress and quality issues.	1,2,3,4,5	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.	1,2,3,4,5	1,2,3,4,5,6,7
4	Work constructively as part of a team.	1,2,3,4,5	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 (show evidence of communications with sponsor, copies of emails or conversation reports in Status Report 1).	Receives initial meeting request from team and team introduction document.
2	• Identify problems and causes of problems • Define the scope • Write up scope meeting • Begin requirements gathering for the project plan. • Agree scope of work. • **Project scope report posted on Wiki (Course deliverable 1) (22 July)** • **Status Report 1 posted (Course deliverable 2).**	• Receives a thank you communication for meeting. • Agrees scope of work **(Scope report - Course deliverable 1)** • Given access to project Wiki
3	• Project (not the artefact) is designed and an implementation approach agreed. • Team capability and risk assessment. • Requirements statements prepared • **A report on project planning posted (Course deliverable 3) (29 July).** • **Status Report 2 posted (Course deliverable 2).**	• Is consulted on project approach, risks, and deliverables calendar **(Course deliverable 3)**.
4	• Artefact design work is underway and communications channels are clear. • Design brief posted **(Course deliverable 4) (5 August).** • **Status Report 3 posted (Course deliverable 2).**	• Receives design communications and provides feedback **(Course deliverable 4)**.
5	• Development iterations begin • **Status Report 4 posted (Course deliverable 2).**	• Is kept informed.
6	• Development iterations continue • **Status Report 5 posted (Course deliverable 2).**	• Receives regular updates and demos or wireframes as necessary. • Provides feedback.
Mid-term teaching break (22 August – 4 September)		
7	• Building and testing • **Status Report 6 posted (Course deliverable 2).** • **Evidence of sponsors taking part in a consultation activity or demonstration (Course deliverable 5) (9 September).**	• Receives updates and probably participates in a practical demo or activity **(Course deliverable 5).**
8	• Building and testing • **Status Report 7 posted (Course deliverable 2).**	• Receives updates
9	• Solutions delivered or demonstrated o sponsor • **Status Report 8 posted (Course deliverable 2).**	• Receives updates.
10	• Adjustments and testing issues resolved. • **Status Report 9 posted (Course deliverable 2).**	• Receives test summary
11	• Final solutions and documentation delivered • **Status Report 10 posted (Course deliverable 2).**	• Receives system artefacts, final draft report, prototype and documentation as

		appropriate.
12	• Final presentation **(Course deliverable 6) (TBD)** and prepare portfolio for final marking. Portfolio **(Course Deliverable 7)** (21 October) due end of study week at the latest.	• Expresses enormous gratitude for a job well done.

Trimester Dates

Monday 11th July – Friday 14th October

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 22nd July 2016.

2. The standard last date for withdrawal from this course is Friday 23rd September 2016. 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 or online.

Names and Contact Details

	Staff	Contact Details	Room	Office Hours
Course Coordinator	Dr Yi-Te Chiu	yi-te.chiu@vuw.ac.nz Phone: 04-463-5689	RWW208	by appointment
SIM Undergraduate Support Team	Anette Klaassen Duncan Inkster	simstudents@vuw.ac.nz 04 463 6998	RH521	Mon-Fri 10am-4pm or by appointment

Class Times and Room Numbers

Time: Wednesday 15:40 - 17:30
Location: Government Buildings GBLT3

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 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 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 system development, database design, process design, 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. 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.

Assessment

Item (due)	Week	Description	Marks	CLO
Deliverable 1	2	A project scope report that clearly defines what can be achieved	5%	1,2,4
Deliverable 2	2-11	A regular status update from week 2 to week 11 that briefly summarize weekly achievements.	15%	1,2,4
Deliverable 3	3	Evidence of productive consultation with sponsor (project plan).	15%	1,2,3,4,
Deliverable 4	4	Evidence of design and consultative actions and effective communications using Wiki.	Not Assessed	3,4
Deliverable 5	7	Evidence of sponsors taking part in a consultation activity or demonstration.	20%	2,3,4
Deliverable 6	11	Presentation of project	20%	1,2,3,4
Deliverable 7	13	Project portfolio	25%	1,2,3,4
All deliverables are due on the team Wiki by 5pm on the Friday of the Week stated.				

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

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

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.

Extensions

Personal extensions are granted only in special circumstances and supporting evidence such as a medical certificate may be requested by the course coordinator or SIM undergraduate support team.

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.

Materials and Equipment

Access to VUW computing labs and resources is available.

Student feedback

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

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 notified on Blackboard.

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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