Unit Outline

KXO302 IS Project

September 2013 - January 2014
Shanghai, China

Unit Coordinator
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UNIT OVERVIEW

Introduction

This unit aims to provide students with the experience of developing a medium-scale information systems project in a small team. All aspects of the systems development life cycle will be considered: problem specification, requirements extraction, system design, implementation, testing, documentation and deployment. The unit provides students with the experience of working in a team and dealing with the professional issues of teamwork, contract negotiation and management, risk minimisation; group dynamics, and presentation skills.

This unit builds on the learning developed in earlier parts of the degree and provides an opportunity to apply theoretical knowledge and previous practical experience in a setting which attempts to create an environment typical of the professional world outside the University.

Each student will be placed in a team of 6-8 people, and each team will be allocated a virtual project to implement. For logistic reasons, the projects will be synthetic, with the unit coordinator acting in the role of client. They will however be projects that the student might typically encounter in their early professional life.

Prerequisites

KXO231 or KXO301

Unit Weight

12.5% of one academic year

Teaching Pattern

This unit uses a combination of face-to-face and videoed lectures, and workshops during the semester. Notification of the times and details will be made via the unit’s MyLO website. There will be two teaching visits to the Shanghai campus: 1) 21st October to 1st November; and 2) 2nd to 6th December 2013.

Unit Content

Teams structures and roles
Feasibility studies
Project Brief skills
Project Milestone structure
Presentation skills
Managing a project & project roles
Producing System Documentation & Project Reports

For more information see the section titled ‘Content’ on the unit website.

Prior Knowledge and/or Skills

Students are expected to have successfully completed the unit ICT Project Management (KXO231) or IS Project Management (KXO301).

Students are also expected to have a working knowledge of website development, project management and database management software, and to have the necessary skills to produce well formatted business reports and presentations.

Learning Outcomes

On successful completion of this unit, you will be able to:

1. work cooperatively and effectively in a systems development team;
2. determine the requirements for a given hypothetical information system, and produce a project plan to meet those requirements;
3. apply an appropriate systems development methodology to design, build and deploy an information system;
4. document both the process and the deliverables of an information system, both in writing and face-to-face to an audience;
5. reflect on the activities of an information systems development team, and identify the strengths and weaknesses of individual and team performances.

Generic graduate attributes

The university has defined a set of generic graduate attributes expected in its graduates. http://www.utas.edu.au/__data/assets/pdf_file/0003/214662/Generic-Attributes-of-Graduates.pdf Your course is designed to enable you to develop generic skills that are valued in, and expected of, graduates. These are skills that you will need to develop over time. Hence you are encouraged to look for opportunities, as you study each unit, to
reflect on and improve these skills.

**Knowledge**

1. Students will be able to apply system investigation and development skills acquired in previous units of their degree.
2. Student will develop a capability of adding to their skill and knowledge base where necessary to meet the needs of their client.
3. Student will develop an understanding that information systems are the result of teamwork, not individual effort.

**Communication Skills**

1. Students will develop the ability to interact with a client in a real-world setting
2. Students will demonstrate strong oral and written skills, both within their team, and in presentations to their client.

**Problem-solving**

1. Students will develop the understanding that project management requires them to accept total responsibility for meeting the requirements, and to develop attitudes of "can do" and "whatever it takes".
2. Students will be required to identify obstacles to their success, and find and implement effective strategies to overcome these problems.

**Global Perspective**

1. Students will be able to develop a system that they can add to a personal portfolio that can be used to demonstrate their readiness to enter the IT profession.
2. Students will be able to demonstrate to potential employers that they have an understanding of work practices in the IT industry.
3. Students will be able to demonstrate 'Business-level' competency in the English language.

**Social Responsibility**

1. Students will be expected to behave at all times during the unit in accordance with acceptable professional and ethical standards.
2. Students will develop an ability to empathise with their end users and to understand the impact their system will have on these people.
UNIT ASSESSMENT

Assessment Pattern

Internal (100%)

Assessment Summary

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual: Contribution to Team and Project</td>
<td>30%</td>
<td>Timesheets: Weekly. ePortfolio: 13th Dec. 2013</td>
</tr>
<tr>
<td>Individual: Peer and Self Review</td>
<td>10%</td>
<td>Friday, 13th Dec. 2013</td>
</tr>
<tr>
<td>Group: Prototype and Final Presentations</td>
<td>10%</td>
<td>Prototype: Week 08. Final: Week 13</td>
</tr>
<tr>
<td>Group: Records of Group Activities and Meetings</td>
<td>10%</td>
<td>Weekly</td>
</tr>
<tr>
<td>Group: Deliver System Components</td>
<td>30%</td>
<td>Wednesday, 11th Dec. 2013</td>
</tr>
</tbody>
</table>

Assessment Items

Item 1  
**Title:** Individual: Contribution to Team and Project  
**Type:** In-Semester - group assignment  
**Task Length:** As Required  
**Weighting:** 30%  
**Links to Learning Outcomes:** 1  
**Due:** Timesheets: Weekly. ePortfolio: 13th Dec. 2013  
**Description:** Keep records that accurately reflect your individual activities and progress towards the team goals; Assist and advise other team members where possible and where necessary in order to help achieve team goals; Accept and complete a reasonable share of the tasks and activities necessary to achieve team goals. Your contributions are to be documented by submitting a 'timesheet' form each week to your Individual dropbox on MyLO.  
**Plus** you are to keep a 'diary' documenting your experiences in being a part of the project team, using an ePortfolio provided for you on MyLO. *Full details are available in the Project Brief.*

Item 2  
**Title:** Individual: Peer and Self Review  
**Type:** In-Semester - group assignment  
**Task Length:** As Required  
**Weighting:** 10%  
**Links to Learning Outcomes:** 5  
**Due:** Friday, 13th Dec. 2013  
**Description:** Provide an evaluation of the performance of the team as a whole, and also the members of the team, including yourself. Submission will be to your Individual dropbox on MyLO. *Full details are available in the Project Brief.*

Item 3  
**Title:** Group: Project Plan  
**Type:** In-Semester - group assignment  
**Task Length:** As Required  
**Weighting:** 10%  
**Links to Learning Outcomes:** 1, 2, 3, 4  
**Due:** Initial Plan: 27th Sep. Final Plan: 11th Dec. 2013  
**Description:** Produce two versions of the Project Plan: 1) An Initial Project Plan purporting to meet the project requirements; 2) A Final Project Plan which is a revised and updated version of the Initial Project Plan. The revision and updating will be the result of monitoring team progress and activities in response to changes in the Team’s understanding of the requirements. The Project Plans are to be submitted to the Team’s dropbox on MyLO. *Full details are available in the Project Brief.*

Item 4  
**Title:** Group: Prototype and Final Presentations  
**Type:** In-Semester - group assignment  
**Task Length:** As Required  
**Weighting:** 10%  
**Links to Learning Outcomes:** 4  
**Due:** Prototype: Week 08. Final: Week 13.  
**Description:** Prototype Presentation: To demonstrate the progress made the team must produce a 5 minute PowerPoint presentation that demonstrates their prototype systems to their client. This will provide an opportunity for the client to comment and possibly make useful suggestions.  
**Final Presentation:** The team is to demonstrate their completed project and documentation to the client in a 10 minute Live System and PowerPoint presentation. Both presentations are to be given in front of the client (Dean) and his invited guests (other Teams). The Prototype components are to be presented during the week of 28th Oct, and the Final components are to be presented during the week of 2nd December. Team’s will be notified of the actual dates,
times, and rooms by email.
The PowerPoint presentations are to be submitted to the Team's dropbox on MyLO. Full details are available in the Project Brief.

**Item 5**

**Title:** Group: Records of Group Activities and Meetings  
**Type:** In-Semester - group assignment  
**Task Length:** As Required  
**Weighting:** 10%  
**Links to Learning Outcomes:** 2, 3, 4  
**Due:** Weekly  
**Description:** Keep records that accurately reflect individual and team activities and progress towards the team goal. This will include providing pre-published agendas and keeping minutes of the weekly Team meetings.
Meeting agendas and minutes are to be submitted each week to your Team's dropbox on MyLO. Full details are available in the Project Brief.

**Item 6**

**Title:** Group: Deliver System Components  
**Type:** In-Semester - group assignment  
**Task Length:** As Required  
**Weighting:** 30%  
**Links to Learning Outcomes:** 1, 2, 3, 4  
**Due:** Wednesday, 11th Dec. 2013  
**Description:** Deliver system components required to meet user requirements; Deliver such documentation as is required to allow the client to use and to maintain the delivered system.
All system components and documentation are to be submitted to the Team's dropbox on MyLO. Full details are available in the Project Brief.

See the 'Assessment' section in unit website for more detailed information about assessment items.

**How your Final Grade will be determined**

Overall assessment will be based on the student's performance throughout the semester. In order to achieve a pass (or better) result, a student must obtain:

1. at least 45% of the marks for the **Individual component**;  
2. at least 45% of the marks for the **Team component**;  
3. at least 50% of the overall mark.

**Attendance Requirements**

It is a requirement of your Chinese university that you attend all classes. UTAS supports this principle. It is our belief that attendance in class leads to better engagement with the subject matter and therefore to better results. Please attend all classes.
UNIT RESOURCES

Unit Web Site

This unit is Web Dependent: content & communication. This means that you will need to use the Web for this unit. The unit website contains unit information and resources. The unit website is accessed from http://www.utas.edu.au/coursesonline/. You will need to use your University of Tasmania email pop account username and password to log on to the MyLO system. Once authenticated by the system your personalised MyLO Learning Online area will be displayed. It contains links to the websites that you have permission to access - including the website for this unit. If you are not able to access the unit website, please contact the technical staff at SOU.

Prescribed Text

None

Software

The software that you will need to access the unit website and to study this unit, including general purpose software such as word processors, is provided on the computers in the computing labs. If you intend to use software on other computers please check that the versions are compatible.

Other Resources

A comprehensive Project Brief, which describes the basic requirements of the KXO302 IS Project and project Teams, is available from the KXO302 unit's MyLO website.
GENERAL RESOURCES

School Website
School of Computing and Information Systems - Faculty of Science, Engineering, and Technology. http://www.utas.edu.au/cis

Faculty Website
Information and Resources for Faculty of Science, Engineering and Technology students are available on the faculty website at: http://www.utas.edu.au/scieng

University Website
Information and Resources for 'Current Students' are available on the university website at: http://www.utas.edu.au/students/
GENERAL ASSESSMENT

Approach to Learning

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

The University's Code of Conduct for Teaching and Learning states:

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

You are expected to spend about 130 hrs studying in this unit - this includes attendance at scheduled teaching sessions. (For a 13 week semester this is, on average, 10 hr/wk.) This is the amount of study time that the 'typical' student will need to reach the level of competence and understanding required to fulfil the unit objectives. You are expected to:

- attend all scheduled teaching sessions, unless otherwise notified by the unit coordinator
- prepare for, and actively participate in all scheduled teaching sessions
- complete the assigned learning tasks
- review what has been learnt
- complete assessment items and submit them on time
- access and be familiar with the information and resources available on the unit website
- seek help from teaching staff if you have any questions or difficulties in studying this unit

You are encouraged to read the university's Code of Conduct for Teaching and Learning. Part A describes the 'Responsibility of the University to Students' and part B describes the 'Responsibilities of Students to the University'.


It is expected that students will familiarise themselves with access and use of the MyLO system operated by the University for the electronic delivery of course materials, and for various forms of communication.

It is expected that students will consult email sent to their University email address at least twice a week for notices relating to the administration of the unit, and for notification of the results of assignments.

It is expected that students will read the background material specified in the course curriculum, will actively attend and participate in tutorials, and be prepared to discuss relevant issues arising with tutors, lecturers and fellow students.

Student Expectations of the Unit

Students enrolled in this Unit may reasonably expect the following:

1. To be able to contact a lecturer or tutor by electronic mail, to raise issues arising in the unit, either relating to content or student performance within the unit.
2. Subject to availability, to be able to discuss such issues in person with the lecturer or tutor.
3. That assignments will be marked and the marks will normally be returned within 3 weeks of due dates.
4. That all relevant notices regarding the administration of the unit, including any necessary changes, will be communicated to all students enrolled in the unit via email.

These expectations are in addition to those specified in relevant University regulations.
Plagiarism

Unless specifically stated in the specification of the assessment item provided on the unit website, it is required that:

- work submitted by a student is the work of that student alone OR
- where the assessment item is to be completed by a group of students, the work submitted by the group of students is the work of that group of students alone.

While students are encouraged to discuss the assignments in this unit and to engage in active learning from each other, it is important that they are also aware of the University's policy on plagiarism. Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example downloading an essay wholly or in part from the internet, copying another student's work or using an author's words or ideas without citing the source.

"Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at http://www.academicintegrity.utas.edu.au.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline - Part 3 Academic Misconduct, see http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/ord91.pdf.

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed."

It is important that you understand this statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer. Useful resources on academic integrity, including what it is and how to maintain it, are also available at: http://www.academicintegrity.utas.edu.au

Referencing

The preferred text referencing systems for the School is the Harvard system (also referred to as the author-date system). In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. For information on presentation of assignments, including referencing styles: http://utas.libguides.com/referencing

It is important that you understand how to correctly refer to the work of others and maintain academic integrity. Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence. The university document on plagiarism contains information about referencing the work or ideas of others (see http://www.utas.edu.au/plagiarism/).
Submissions

The details of the submission method (paper, electronic or other) for each assignment will be supplied in a separate assignment specification sheet. All in-semester assignment submissions (including electronic submissions) are to include an Assignment Cover Sheet which includes a statement confirming that the submission is your own work. If this undertaking is not signed, the assignment will not be marked. The Assignment Cover Sheet is available on the School's web site [http://www.utas.edu.au/computing-information-systems/resources](http://www.utas.edu.au/computing-information-systems/resources).

Extensions

Assessment items will not be accepted after the due date except under the conditions stated in the School policy on late assessment. [http://www.utas.edu.au/__data/assets/pdf_file/0003/231960/ExtensionPolicy.pdf](http://www.utas.edu.au/__data/assets/pdf_file/0003/231960/ExtensionPolicy.pdf) (PDF - 100KB).

Review of Assessment and Appeals

1. It is expected that students will adhere to the following policy for review of any piece of continuous assessment.
   a. Within 5 days of the release of the assessment result, the student should request an appointment with the Lecturer. The student should be prepared to discuss specifically which section of the marking criteria they are disputing and why they consider the mark is inappropriate.
   b. Following this discussion, students may request a formal remark of the original submission (in accordance with Rule of Academic Assessment 111, clause 22.1). This remark will be undertaken, where practicable, by an alternative assessor.
2. Students may also request a review of the final result in a unit. The request and payment must be made within 10 days from the date of the result notification. Students are referred to Rule of Academic Assessment 111, clause 23 at [http://www.utas.edu.au/university-council/university-governance/rules](http://www.utas.edu.au/university-council/university-governance/rules) and [http://www.studentcentre.utas.edu.au/examinations_and_results/results/result_review_results.htm](http://www.studentcentre.utas.edu.au/examinations_and_results/results/result_review_results.htm).

Complaints Procedure

It is expected that students will adhere to the following policy for making any complaint or grievance directly related to a Unit:

a. In the first instance, students are to approach the Lecturer or Unit Coordinator concerned and arrange a time to speak with them about their concern.

b. If an issue remains unresolved, the student should approach the Head of School and arrange a time to speak with them about their concern.

If the School's internal policy of complaints is unable to resolve an issue, students should consult Ordinance 8 Student Complaints for further direction, see [http://acserv.admin.utas.edu.au/complaints_info.html](http://acserv.admin.utas.edu.au/complaints_info.html).

Final Grade

Passing grades will be awarded based on the AVCC guidelines:

- PP at least 50% of the overall mark but less than 60%
- CR at least 60% of the overall mark but less than 70%
- DN at least 70% of the overall mark but less than 80%
- HD at least 80% of the overall mark

In order to comply with the benchmarks set by the Faculty of Science, Engineering & Technology for distribution of grades in units, both the in-semester and examination marks that students obtain may be adjusted either upwards or downwards. See [http://fcms.lts.utas.edu.au/scieng/scieng/policies.asp](http://fcms.lts.utas.edu.au/scieng/scieng/policies.asp) for details of the Faculty Assessment Guidelines.