KXO302 IS Project

September 2015 - January 2016
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 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

Learning expectations

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.

Attendance/performance requirements and teaching and learning strategies

This unit has been designed to simulate a workplace students might find themselves in after graduation, meaning a significant amount of the work is self-directed, and carried out in teams. The unit has minimal formal classes, however, the expectation is that students will attend all formal classes, as well as their Team's meetings. Please refer to the Project Brief and check the News section of MyLO for the date, time and location of the formal classes, and with the Team Manager for details of the Team meetings.

Communication

Communication for this unit will be through the unit's News page on MyLO. Urgent notices may be also sent to your official UTas email account.

Note regarding emails: Please use your University of Tasmania (UTas) email account when sending emails to your lecturers or UTas administration. This assists in verifying your identity, and in following up on any requests. Please include your name (in pinyin), your UTas username, UTas ID number, and the unit code.

Teaching Pattern

This unit uses a combination of lectures, workshops, and consultations 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) 26th October to 6th November; and 2) 7th to 11th December 2015.

Unit Content

Teams Structures and Roles
Client Communications
Feasibility Studies
Project Brief Skills
Project Milestone Structures
Presentation and Communication Skills
Managing a Project & Project Roles
Production of a System to Specifications
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**

Successful completion of this unit supports your development of course learning outcomes, which describe what a graduate of a course knows, understands and is able to do. The course learning outcomes for all the ICT degrees can be found via: [http://www.utas.edu.au/ict/new-courses](http://www.utas.edu.au/ict/new-courses). Course learning outcomes are developed with reference to national discipline standards, Australian Qualifications Framework (AQF), any professional accreditation requirements and the University of Tasmania's Graduate Quality Statement.

The University of Tasmania experience unlocks the potential of individuals. Our graduates are equipped and inspired to shape and respond to the opportunities and challenges of the future as accomplished communicators, highly regarded professionals and culturally competent citizens in local, national, and global society. University of Tasmania graduates acquire subject and multidisciplinary knowledge and skills and develop creative and critical literacies and skills of inquiry. Our graduates recognise and critically evaluate issues of social responsibility, ethical conduct and sustainability. Through respect for diversity and by working in individual and collaborative ways, our graduates reflect the values of the University of Tasmania.

**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.
Alterations to the unit as a result of student feedback

This unit has been developed over many years based on meaningful student feedback. Due to the positive feedback received the unit has remained essentially unchanged for the past 2 years. However, the weighting of the assessment was changed last year to reflect a greater influence of the individual's contribution to the Team's work. Feedback indicated that this change helped to achieve this goal. Additional communications with the 'Project Client' has also been built into the unit.

Your feedback through the eVALUate survey at the conclusion of this semester will be most welcome.
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>Fridays as specified - 9:00 pm (Shanghai-time)</td>
</tr>
<tr>
<td>Individual: Peer and Self Review</td>
<td>20%</td>
<td>Wed, 16th Dec. 9:00pm (Shanghai-time)</td>
</tr>
<tr>
<td>Group: Project Plans</td>
<td>10%</td>
<td>1) 29th Sep; 2) 16th Dec; 9:00pm (Shanghai-time)</td>
</tr>
<tr>
<td>Group: Prototype and Final Presentations</td>
<td>10%</td>
<td>Prototype: During Week 08. Final: During Week 13.</td>
</tr>
<tr>
<td>Group: Deliver System Components</td>
<td>30%</td>
<td>Wednesday, 16th Dec. 9:00pm (Shanghai-time)</td>
</tr>
</tbody>
</table>

Assessment Items

Item 1  
**Title:** Individual: Contribution to Team and Project  
**Type:** In-Semester - group project  
**Task Length:** As Required  
**Weighting:** 30%  
**Links to Learning Outcomes:** 1  
**Due:** Fridays as specified - 9:00 pm (Shanghai-time)  
**How To submit:** All files must be submitted electronically via the appropriate Dropbox folder on the KXO302 unit’s MyLO website.  
**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. Chair a minimum of two (2) Team meetings; complete and submit a minimum of two (2) Weekly Team reports; 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.  
*Full details are available in the Project Brief.*

Item 2  
**Title:** Individual: Peer and Self Review  
**Type:** In-Semester - group project  
**Task Length:** As Required  
**Weighting:** 20%  
**Links to Learning Outcomes:** 5  
**Due:** Wed, 16th Dec. 9:00pm (Shanghai-time)  
**How To submit:** The ePortfolio must be developed and submitted through the ePortfolio system on MyLO.  
**Description:** Using an ePortfolio provided for you on MyLO, provide an evaluation of the performance of the team as a whole, and also the members of the team, including yourself.  
*Full details are available in the Project Brief.*

Item 3  
**Title:** Group: Project Plans  
**Type:** In-Semester - individual project  
**Task Length:** As Required  
**Weighting:** 10%  
**Links to Learning Outcomes:** 1, 2, 3, 4  
**Due:** 1) 29th Sep; 2) 16th Dec; 9:00pm (Shanghai-time)  
**How To submit:** All files must be submitted electronically via the appropriate Dropbox folder on the KXO302 unit’s MyLO website.  
**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 project  
**Task Length:** As Required  
**Weighting:** 10%  
**Links to Learning Outcomes:** 4  
**Due:** Prototype: During Week 08. Final: During Week 13.
How To submit: All files must be submitted electronically via the appropriate Dropbox folder on the KXO302 unit's MyLO website.

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'. Team's will be notified of the actual dates, times, and rooms by email.

The PowerPoint presentations used in the presentations are required to be submitted to the Team's dropbox on MyLO.

Full details are available in the Project Brief.

Item 5
Title: Group: Deliver System Components
Type: In-Semester - group project
Task Length: As Required
Weighting: 30%
Links to Learning Outcomes: 1, 2, 3, 4
Due: Wednesday, 16th Dec. 9:00pm (Shanghai-time)

How To submit:
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;
Deliver final project plans;
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

Discipline of ICT, School of Engineering and ICT - Faculty of Science, Engineering, and Technology.
http://www.utas.edu.au/ict

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.
In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others, and how to 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.

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. You may also find the Academic Honesty site on MyLO of some assistance.

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 [www.utas.edu.au/__data/assets/pdf_file/0006/23991/Ordinance-9-Student-Discipline.pdf](http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/Ordinance-9-Student-Discipline.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](http://www.academicintegrity.utas.edu.au)

**Academic misconduct**

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

a. seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or

b. improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline, and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in Ordinance 9: Student Discipline [http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/Ordinance-9-Student-Discipline.pdf](http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/Ordinance-9-Student-Discipline.pdf) - Part 3 Academic Misconduct.

**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. The University library provides information on presentation of assignments, including referencing...
styles and should be referred to when completing tasks in this unit. 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 Discipline's web site [http://www.utas.edu.au/ict/resources](http://www.utas.edu.au/ict/resources).

Extensions

Assessment items will not be accepted after the due date except under the conditions stated in the Discipline 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.its.utas.edu.au/scieng/scieng/policies.asp](http://fcms.its.utas.edu.au/scieng/scieng/policies.asp) for details of the Faculty Assessment Guidelines.

Further information and assistance

If you are experiencing difficulties with your studies or assignments, have personal or life-planning issues, disability or illness which may affect your course of study, you are advised to raise these with the unit coordinator in the first instance.

There is a range of University-wide support services available to you including Student Learning Support [http://www.utas.edu.au/student-learning/](http://www.utas.edu.au/student-learning/) and more which can be found on the Student Support and Development page [http://www.utas.edu.au/students/students/support-development](http://www.utas.edu.au/students/students/support-development) of the University website.
