



UNIVERSITY
OF TASMANIA

School of Information Systems

Faculty of Business

**BSA302
IS Project**

Semester 1, 2006

Unit Outline

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1 Unit summary

Unit code	BSA302
Unit title	IS Project
Unit description	This unit is designed to prepare students for transition from the academic environment by allowing them to complete a project in a team with a client in the workplace, to deliver an IT based solution to an industry or organisational problem.
Special notes	Students will work in teams of 4-6 students. No enrolments are permitted after Week 1 of semester 1.
Teaching staff	Dr Kristy de Salas Dr Doug Newlands Mr Malcolm Bertoni, Ms Leonie Ellis
Campus & mode	Hobart Delivery via Workshops
Unit weight	12.5%
Teaching pattern	Workshop series – 1 2 hour workshop per week (weeks 1-13)
Prerequisites	BSA301 IS Project Management
Mutual exclusions	None
Assessment	Continuous assessment – 100%
Required texts, etc.	None
Recommended reading	Material as indicated by Lecturer.
Further Learning resources	Non-text resources BSA302 IS Project Web site available via WebCT/Vista, located at: http://vista.utas.edu.au/webct/entryPage.dowebct .
	Other publications To be indicated by Lecturer throughout the program.

Access to
information
technology

Hobart, IS 222 Electronic Commerce Lab, Information Systems Building
Students will have access to these computer laboratories during the
academic year. Proximity cards have to be used to gain access to
laboratories.

In addition students will have access to the multimedia equipment available
within the School of Information Systems, bookings should be made
through IS Reception.

Faculty web
site

www.utas.edu.au/business/

2 Aim

The unit is designed to allow students to implement the theory learned in the unit BSA301 Information Systems Project Management by working in a team with a client in the workplace to develop an IT based solution to an organisational problem. Students are required to apply a range of professional skills and to employ appropriate technology and systems methodologies.

3 Learning Outcomes and Evidences

On completion of this unit, you should:

1. Have practical skills in the management, design and implementation of a substantial IS project;
2. Be aware of the needs of organisations for well managed project teams and understand the teamwork nature of project development;
3. Be able to apply systems development methodologies;
4. Have an understanding of the requirements of systems development testing and documentation experience;
5. Have developed team-based working and presentation skills.

4 Prior knowledge &/or skills

- a) Students are assumed to have knowledge of organisational practices and the management of information and communication systems within this context.
- b) Students are assumed to have knowledge of appropriate referencing and citation practices, in association with University guidelines. See section “Academic Referencing” for more detailed information.
- c) Students are assumed to have the skills to produce essays, professional business reports, memos and letters and to be able to use a variety of communication forms.
- d) Students are assumed to have the skills to undertake independent research using a variety of sources.
- e) Students are expected to have the skills associated with the successful completion of BSA301 Information Systems Project Management, and prerequisite BSA and associated units.

5 Generic graduate attributes

Knowledge – Graduates will be able to apply technical and information skills appropriate to the practice of project management in the ICT industry, develop a broad knowledge base in the application of project management principles and will be encouraged to learn both independently and co-operatively.

Communication Skills - Graduates will demonstrate strong oral and written skills through effective teamwork situations, be able to organise and present information in

well structured technical documents and through effective communication with a real world client.

Problem-solving Skills - Graduates will develop effective problem-solving skills, be able to conceptualise problems and formulate a range of solutions, work effectively with others through teamwork assignments and be able to find, acquire, evaluate and manage and use relevant information in a range of media.

Global Perspective - Graduates will be able to function in a multicultural or global context as effective project management skills are transferable.

Social Responsibility - Graduates need to be able to acknowledge the social and ethical implications of their actions and appreciate the impact of social change on organisations and individuals where new technologies are implemented.

6 Details of teaching arrangements

6.1 Workshops

All students are expected to attend one (1) 2-hour Workshop per week (weeks 1-13) in **Hobart INFOSYS 216 at 10.00am (Monday)**. Participation and the active contribution of all students in their allocated workshop will be monitored for assessment purposes (see section Assessment Summary).

6.2 Workshop schedule

	<i>Workshop exercise</i>	<i>Staff in Attendance</i>
Week 1 – Monday 27 February	<ul style="list-style-type: none"> • Overview of the Unit & Team Building 	KdS, LE, MB, DN
Week 2 – Monday 6 March	<ul style="list-style-type: none"> • Guidelines for working on projects • Introductions to the projects • Milestones & team meetings 	KdS
Week 3 - Monday 17 March Eight Hours Day - Holiday		
Week 4 – Monday 20 March	<ul style="list-style-type: none"> • Developing a Preliminary Project Report <ul style="list-style-type: none"> ○ Background & context ○ Requirements Analysis ○ Feasibility ○ Risk Analysis ○ Process Models 	KdS
Week 5 - Monday 27 March	<ul style="list-style-type: none"> • <i>Group/Advisory Board meeting</i> 	KdS, LE, MB, DN
Week 6 - Monday 3 April		
Week 7 – Monday 10 April	<ul style="list-style-type: none"> • <i>Group/Advisory Board meeting</i> 	KdS, LE, MB, DN
Week 8 – Monday 24 April		
Week 9 - Monday 1 May	<ul style="list-style-type: none"> • <i>Group/Advisory Board meeting</i> 	KdS, LE, MB, DN
Week 10 – Monday 8 May		
Week 11 – Monday 15 May	<ul style="list-style-type: none"> • <i>Group/Advisory Board meeting</i> 	KdS, LE, MB, DN
Week 12 – Monday 22 May	<ul style="list-style-type: none"> • Presentation Skills • Documenting your solution 	KdS, LE, MB, DN
Week 13 – Monday 29 May	<ul style="list-style-type: none"> • Practice Presentations 	KdS, LE, MB, DN

7 Specific attendance/performance requirements

Participation and the active contribution of all students in their allocated workshop and the fulfilment of required IS Project related tasks will be monitored for assessment purposes.

8 Assessment Summary

Task	Value	Due date
Project Definition and Requirements Analysis	30%	24 March 2006 (week 4)
Final Project Deliverables & Report	35%	2 June 2006 (week 13)
Project Presentation	25%	TBA
Online Team meeting reports	10%	Ongoing (weeks 2-13)

9 How your final result is determined

In order to pass a unit, the School of Information Systems expects that students:

- Fulfil **all required** assessment components, and
- Achieve a total mark of at least 50% in the total assessment of the unit.

Note: In exceptional circumstances, the School reserves the right to adjust the above assessment rule.

10 Submission of assignments

Students must submit assignments for the unit by the specified dates and times (if given), unless prior approval has been granted via an assignment extension form, at least 24 hours before the assignment is due to be submitted.

Every assessment task has a due date and method of submission. These due dates and methods of submission must be adhered to.

For each piece of assessment, there will be only one method of submission. For **BSA302** all assignments are to be submitted via WebCT/Vista. No email submissions will be accepted. Students are to name their files in the following manner: <username>_Assignment<Number>. **For example: bloggsj_Assignment1.**

Notes:

Students must take responsibility for the correct submission of their assignments.

Students are expected to adhere to the following procedure for submission:

- *Once submitted to WebCT/Vista, submitted files **MUST** be checked by the student to ensure that correct submission of the file has been undertaken.*
- *Students are expected to notify the Lecturer **WITHIN TWO HOURS** of submission if their files have not been submitted correctly.*

Students must take responsibility for safely backing up of their own files during the academic year to ensure that no files are permanently lost.

11 Requests for extensions

Extensions will be given only under the following conditions:

- Employment related issues: Arrangements for an extension must be made with the lecturer prior to the assignment due date. Documentation from your employer is required.
- Illness: A medical certificate must be presented to the lecturer either prior to the due date or as soon as possible after the due date.

The lecturer of the unit will address any extraordinary extension falling outside of these criteria.

All extensions must be applied for on the appropriate form, which is available at http://www.infosys.utas.edu.au/students/forms/asst_extension.pdf. Verbal extensions will not be accepted.

Students should not assume that all extension applications will be granted. Students must have received confirmation of the extension by the Lecturer in order for an extension to be granted.

Any extension granted will have a new submission due date and time.

Assignments that are not submitted by the due date and time will incur the following penalties.

12 Penalties

10% (of mark achieved) per day or part thereof (excluding extensions) for late submissions.

13 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 under with Rule of Academic Assessment 111, clause 23 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:

<http://www.admin.utas.edu.au/HANDBOOKS/UTASHANDBOOKS/RULES/RULE111.html> and

http://www.admin.utas.edu.au/ac_serv/flowchart_review_assesment.pdf

14 Academic referencing

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 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 appropriate referencing style for the School of Information Systems is Harvard Referencing. Students are expected to adhere to the School of Information System's preferred method of Referencing and Citation, as outlined in:

<http://www.utas.edu.au/library/assist/gpoa/gpoa2.html>.

For information on presentation of assignments, including referencing styles:

<http://www.utas.edu.au/library/assist/gpoa/gpoa.html>.

15 Plagiarism

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.utas.edu.au/tl/supporting/academicintegrity/index.html>.

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/universitycouncil/legislation/> "

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.utas.edu.au/tl/supporting/academicintegrity/students.html>.

16 Learning expectations and strategies

1.1 University Expectations

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

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.

- a) 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.*
- b) It is expected that students will familiarise themselves with access and use of the WebCT/Vista system operated by the University for the electronic delivery of course materials, and for various forms of communication.
- c) 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.
- d) 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.

1.2 Student Expectations of the Unit

Students enrolled in this Unit may reasonably expect the following:

- a) To have all appropriate course material available electronically (on a week-by-week basis) via the University WebCT or Vista systems.
- b) 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.
- c) Subject to availability, to be able to discuss such issues in person with the lecturer or tutor.
- d) That assignments will be marked and the marks will be returned with 3 weeks of due dates.
- e) 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.

16.1 Learning Strategies

If you need assistance in preparing for study please refer to your tutor or lecturer. For additional information refer to the Learning Development website :

<http://www.utas.edu.au/learndev/>

If you will be using WebCT/Vista for the first time and would like some information on how to use WebCT/Vista refer to the following guide:

http://www.utas.edu.au/coursesonline/docs/using_webct.pdf

Some of the units you will study use videoconferencing to deliver lectures and tutorials. To enable you to get the best out of a videoconference please refer to the following guide: <http://www.its.utas.edu.au/videoconf/vcstudentguide.pdf>.

17 Occupational health and safety (OH&S)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University's policy at:

http://www.admin.utas.edu.au/hr/ohs/pol_proc/ohs.pdf

18 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 your lecturer in the first instance.

There is a range of University-wide support services available to you including Student Services, International Services and Learning Development. Please refer to the *Current Students* homepage at: <http://www.utas.edu.au/students/>

Should you require assistance in accessing the Library visit their website for more information at <http://www.utas.edu.au/library/>

18.1 Help resolving concerns about this unit

In the first instance you should contact your lecturer. If the matter is still unresolved and you would like to know who to contact or the procedures for resolving your concern refer to the following website:

http://www.admin.utas.edu.au/ac_serv/complaints_info.html

The Hobart based Tasmanian University Union (TUU) or the Launceston/Burnie based Student Association (SA) may also be able to assist.

Appendix 1 - Assessment Details

Assignment 1 – Project Definition and Requirements Analysis (30% of Total Marks)	
<p>Task description:</p> <p>Part A:</p> <p>You have been allocated a real organisation external to the University which has identified a need for an IS-based solution. Using appropriate tools, conduct an analysis of the company and its environment in order to define the specific company requirements.</p> <p>Based on this analysis, your team is to develop a professional client-oriented report that includes the following sections:</p> <ul style="list-style-type: none"> • The organisation’s background, an overview of its strategy, including the vision and business objectives. • The problem or opportunity area for Information Systems, including both: <ul style="list-style-type: none"> ○ A Situation Analysis, and ○ A Requirements Analysis. • An overview of the agreed Project to be undertaken, including: <ul style="list-style-type: none"> ○ the project goal, ○ the project objectives, ○ the criteria by which success is to be measured, ○ a list of the Risks and Obstacles to project completion, and ○ the required resources for project fulfilment. <p><i>Note: Both textual and pictorial information may be included in this report.</i></p> <p>Part B:</p> <p>Each Team member is to submit an individual task evaluation report including the following:</p> <ul style="list-style-type: none"> • A self-assessment indicating your personal contribution to Assignment 1, • A peer-assessment of each individual team member, including an individual rating out of 10 for their contribution to Assignment 1, with justification comments to substantiate your rating. 	
Word Guide	Approximately 3000 words
Links to unit’s learning outcomes	<ul style="list-style-type: none"> • Have practical skills in the management, design and implementation of a substantial IS project; • Be aware of the needs of organisations for well managed project teams and understand the teamwork nature of project development; • Be able to apply systems development methodologies; • Have an understanding of the requirements of systems development testing and documentation experience; • Have developed team-based working and presentation skills.
Assessment guidelines	<ul style="list-style-type: none"> • The ability to gather appropriate information for the task; • The ability to gain an in-depth understanding of the client’s environment and the ability to determine the client’s needs; • The capacity to scope and design an IS-oriented solution; and • The ability to produce a professional business report that adequately reflects the company’s requirements. • The ability to actively contribute to a team.
Due Date	Friday 24 th March 2006

Assignment 2 – Final Project Deliverables & Report (35% of Total Marks)	
<p>Task description:</p> <p>Part A: Based on the project identified in Assignment 1, produce a client-oriented professional business report that covers the following sections:</p> <ul style="list-style-type: none"> • A review of the Project goal and objectives as defined in Assignment 1; • A detailed description of the Information System that was developed for your client; • A description of how the system fulfils the goals and objectives of your organisation; and; • User documentation for your system, as appropriate to the needs of your client. <p><i>Note: Both textual and pictorial information may be included in this report.</i></p> <p>Part B: Based on the project identified in Assignment 1, provide the required system, or other deliverables, as agreed on with your client.</p> <p>Part C: Each Team member is to submit an individual task evaluation report including the following:</p> <ul style="list-style-type: none"> • A self-assessment indicating your personal contribution to Assignment 2, • A peer-assessment of each individual team member, including an individual rating out of 10 for their contribution to Assignment 2, with justification comments to substantiate your rating. 	
Word Guide	Approximately 3500 words
Links to unit's learning outcomes	<ul style="list-style-type: none"> • Have practical skills in the management, design and implementation of a substantial IS project; • Be aware of the needs of organisations for well managed project teams and understand the teamwork nature of project development; • Be able to apply systems development methodologies; • Have an understanding of the requirements of systems development testing and documentation experience; • Have developed team-based working and presentation skills.
Assessment guidelines	<ul style="list-style-type: none"> • The capacity to develop and document an IS-oriented solution; and • The ability to produce a professional business report that adequately reflects the company's requirements. • The ability to actively contribute to a team.
Due Date	Friday June 2 nd 2006

Assignment 3 – Project Presentation (25% of Total Marks)**Task description:****Part A:**

Based on the project solution identified in Assignment 2, your team is to give a short presentation (time yet to be determined) at a session hosted by the School of Information Systems, at the end of semester 1 (date yet to be confirmed). Your presentation should include (at least) the following information:

- Project Title and Sponsors;
- Project team Members;
- Required system;
- How your system fulfils the organisation's requirements.

Note: Both textual and pictorial information may be included in this presentation.

Note: All team members are required to attend and participate in the presentation session.

Part B:

Your team is to develop a double-sided A4 handout, providing an overview of the IS project you have developed for your client in Assignment 2. These will be disseminated to participants at the session hosted by the School of Information Systems.

Links to unit's learning outcomes

- Have developed team-based working and presentation skills.

Due Date

Date of Presentation Evening TBA

Assignment 4 – Online Team meeting reports (10% of Total Marks)**Task description:****Part A:**

For each Team meeting (or at least weekly), one member of each team (this responsibility should alternate each meeting) will complete a Team Meeting Report. A copy of this team meeting report will be submitted via Vista.

Due Date

Ongoing (weeks 13)

Appendix 2 - What is academic integrity?

Academic integrity is about mastering the art of scholarship. Scholarship involves researching, understanding and building upon the work of others and requires that you give credit where it is due and acknowledge the contributions of others to your own intellectual efforts.

At its core, academic integrity requires honesty. This involves being responsible for ethical scholarship and for knowing what academic dishonesty is and how to avoid it.

Commonly used terms

Attribution: the ascribing of a work or an idea to a particular author or artist.

Citation: the act of directly quoting or giving intellectual credit to another person's work or ideas.

Collusion: “any form of joint effort, between students, or between students and other persons, intended to deceive an assessor as to who was actually responsible for producing the material submitted for assessment”. (University of Western Sydney 2000).

Common Knowledge: can be defined as facts known by a large number of people. These "facts" do not have to be cited.

Group work: can be described as “a formally established project to be conducted by a number of students in common, resulting in a single piece of assessment or a number of associated pieces of assessment”. (Newcastle University 2002).

Legitimate collaboration: Newcastle University describes legitimate collaboration as “any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students”.

Paraphrasing:

1. A restatement of a text or passage in another form or other words, often to clarify meaning.
2. The restatement of texts in other words as a studying or teaching device.

Plagiarism: the stealing or passing off as one's own (the idea or words of another); use (a created production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source (*Webster's Third New International Dictionary of the English Language, Unabridged, p. 1728*).

Quoting: to place an excerpt from a source word for word into one's paper. The source must be cited, giving credit to the original author.

Summarising: to put someone else's concept or main ideas into one's own words.

Appendix 3 - Common forms of academic dishonesty

- Cheating in an exam either by copying from other students or using unauthorised notes or other aids.
- Submitting, as your own, an assignment that another person has completed.
- Downloading information, text, computer code, artwork, graphics or other material from the Internet and presenting it as your own without acknowledgment.
- Quoting or paraphrasing material from a source without acknowledgment.
- Preparing a correctly cited and referenced assignment from individual research and then handing part or all of that work in twice for separate subjects/marks.
- Copying from other members while working in a group.
- Contributing less, little or nothing to a group assignment and then claiming an equal share of the marks.
-

From: James R, McInnis, C and Devlin, M (2002)
Assessing Learning in Australian Universities
Centre for the Study of Higher Education - University of Melbourne
Viewed 29 December 2002
<<http://www.cshe.unimelb.edu.au/assessinglearning/03/plagMain.html>>

Using words, ideas, computer code, or any work by someone else without giving proper credit is academic dishonesty. Academic dishonesty is often referred to as plagiarism or cheating.



When you use information from a source, you must cite it.

Appendix 4 - How to achieve and maintain academic integrity

Utilise the right sources

In order to articulate your ideas, defend your own argument and refute counter-arguments, you will need to identify the most appropriate sources of material to help you. In order to identify the most appropriate material you will need to evaluate your research results.

Start writing

The next step in the process is to document the validity of your position, and crediting those whose work you have used to establish your position. To do this you will need to apply the appropriate referencing style for your discipline to your work. If you are not sure what style you should be using check with your tutor or your unit outline.

The University also provides a list of preferred text referencing system for undergraduate students at

http://www.utas.edu.au/staff/tl/policies/School_referencing_system_table.htm

When you begin writing your assignment/project report you must give credit to the sources for the ideas you are using. There are standard ways to properly integrate sources into your assignment. They include:

- *Direct quotes* – This is when you place an excerpt from your source word for word into your paper. The source must be cited, giving credit to the original author.
- *Paraphrasing* – This means to restate a passage from your source in your own words. The source and author of the passage you paraphrase must be cited.
- *Summarising* – When you summarise the key concept or main idea from someone else's work in your own words, you must give credit for summarised ideas to the original source.

More information on writing skills

Developing your own writing style is an important part of good scholarship. For information and assistance on essay writing go to the Learning Development website at <http://www.utas.edu.au/learndev/essays.html>



Remember that when you use a direct quote, paraphrase or summarise to not only provide the in-text reference but also provide a full reference in your reference list.

Appendix 5 - What happens if I don't maintain academic integrity?

While studying at University you are expected to submit work that is your own. This does not mean that you can't use other people's ideas to support your own or to enhance your argument. What it does mean is that you are required by the University to acknowledge the source of those ideas as in text references in your assignments and the setting out of a list of references or a bibliography at the end of your assignment, acknowledging all sources utilised.

The academic tradition, on which Australian universities are founded expects that all scholarly efforts undertaken be done so in keeping with the rules of attribution. This means that all material that is submitted or presented for assessment that contains work other than your own, must be attributed to its source.

Failure to do so constitutes academic dishonesty (plagiarism). It is important that students understand how to correctly refer to the work of others and maintain academic integrity.

Ordinance 58: Student Discipline outlines the process for initiating formal discipline procedures for academic/general misconduct matters.

<http://www.utas.edu.au/universitycouncil/legislation/ord58.pdf>

You should also refer to any policies and procedures specific to your Faculty/School.