



UNIVERSITY
OF TASMANIA

School of Information Systems

Faculty of Business

BSA302
Information Systems Project

Semester 1, 2007

IEN Institute, Shanghai Fisheries University

Unit Outline

Mr Malcolm Bertoni

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CRICOS Provider Code: 00586B

Contact details

Unit web site URL: www.utas.edu.au/infosys/
Unit coordinator/lecturer: Malcolm Bertoni
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Consultation hours: Consultation times for the UTAS staff visits will be advised to students in the first lecture.

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Unit summary

Unit code	BSA302
Unit title	Information Systems Project
Unit description	Unit is designed to prepare students for transition from the academic environment by allowing them to complete a virtual project in a team to deliver a solution to an IT/IS industry/organisational problem.
Special notes	Students will work in teams of 10 students.
Teaching staff	Mr Malcolm Bertoni
Campus & mode	IEN Institute, Shanghai Fisheries University, lecture & workshop
Unit weight	12.5%
Teaching pattern	4 hours of lectures, rest of content is workshop based
Pre and Corequisites	BSA301 Information Systems Project Management
Assessment	Internal continuous assessment based on completion of set project tasks throughout the semester and the delivery of the completed project.
Required texts, etc	No prescribed text, use the BSA301 text for reference
Faculty web site	www.utas.edu.au/business

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 to develop an IS/IT based solution to an organisational problem. Students are required to apply a range of professional skills and to utilise appropriate technology and systems methodologies to produce a final project report.

Learning outcomes and Evidences

On completion of this unit, you should:

1. Have practical skills in the management, design and implementation of a substantial 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 presentation skills.

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.

Prior knowledge &/or skills

Students are expected to have successfully completed the unit BSA301 Information Systems Project Management. Students are expected to have a working knowledge of the software Microsoft Project. Students are expected to have the necessary skills to produce a well formatted business report.

Details of teaching arrangements

Lectures

There will be 4 hours of formal lectures, 2 hours in the first teaching visit and 2 hours in the second teaching visit.

Workshops/seminars

There will be a number of two hour workshops Students are advised that

ATTENDANCE IS COMPULSORY AT ALL WORKSHOPS

Failure to attend all workshops will result in an automatic penalty of -10% off the individual final mark for the unit.

Practicum

Students will be assigned a virtual project with a virtual client.

Students will work in teams of 10 students.

Each member of the team will be assigned one of the following roles:

- A Project Leader & a Vice Project Leader
- An Information Manager & a Vice Information Manager
- A Technical Director & Vice Technical Director
- A Financial Manager & Vice Financial Manager
- Publicity & Communication Manager & Vice Manager

It is essential that students choose team members from their tutorial groups.

The teams must consist of both male and female students.

Lecture/Workshop schedule

Sessions	Topic	Readings / Resources	Further information
1st Teaching Visit			
Monday: Workshop 1 (all workshops are 90 mins with a 5 minute break)	<ol style="list-style-type: none"> 1. Assigning of projects 2. Allocation of team roles 3. Client Interviews 	Dwyer, J <i>Business Communications Chap 5</i>	<ol style="list-style-type: none"> 1. Each student group will be assigned a specific project & will conduct an interview with the client. 2. Practical Communication Exercise – paper tearing <p>Students MUST be in teams to commence this workshop</p>
Tuesday: Workshop 2	<ol style="list-style-type: none"> 1. Project Briefs & Feasibility Reports 2. Financial Briefing 3. Meeting Skills 	Dwyer, J <i>Business Communications Chap 12</i>	<ol style="list-style-type: none"> 1. Templates will be provided for project briefs & feasibility reports 2. Client financial briefing with Financial Managers from teams. 3. Information Manager's briefings.
Tuesday: Workshop 3	<ol style="list-style-type: none"> 1. Leadership & Conflict Negotiation 2. Presentation Skills 3. Milestones 	Dwyer, J <i>Business Communications Chaps 6 & 11</i>	<ol style="list-style-type: none"> 1. Negotiation Practical exercise 2. Preparation for Milestone Report
Wednesday: Lecture 1 (45 mins)	Introduction to the course	Schwalbe Chapter 1	Working through the unit outline, including assessment requirements and virtual projects
Wednesday: Lecture 2 (45 mins)	<ol style="list-style-type: none"> 1. Assignment of teams and projects 2. Working in teams 	Schwalbe Chapter 10	Students are required to organise themselves into teams of 10 students, more information will be provided during this lecture
Thursday/Friday: Workshop 4	Milestone Report 8-10 minutes maximum	Peer evaluation –an assessment form will be provided	To be presented by the Project Leader & Vice Leader – please note presentation must be prepared by the Communications & Presentation Manager & Vice Manager
Friday:	Revision lecture		

2nd Teaching Visit			
Monday: Workshop 5	<ol style="list-style-type: none"> 1. Project Risk Management 2. Team Meeting 		<ol style="list-style-type: none"> 1. Risk Practical Exercise 2. Conduct a formal team meeting for observation by unit coordinator
Tuesday: Workshop 6	<ol style="list-style-type: none"> 1. Allocation of resources to a project 2. Documentation of Projects – including format of final reports & posters 		<ol style="list-style-type: none"> 1. Resource Practical Exercise 2. Examples from previous projects will be provided for analysis & discussion
Wednesday: Workshop 7	Team Meetings & Team Evaluation session		Each team will meet with the Unit Coordinator for analysis of their work schedule and compliance with project requirements Discuss Workshop 8 presentations
Thursday: Workshop 8	Presentation on project progress and final solution to the IT/IS problem		To be presented by the Communications & Presentation Manager & Vice Manager 10 to 12 minutes maximum
Friday: Lecture 3	What is needed to do from this point to complete this project		
Friday: Lecture 4	<ol style="list-style-type: none"> 1. Question and answer session 2. Revision 		

Note:

The Unit Co-ordinator reserves the right to alter the lecture and/or tutorial arrangements. Students will be advised of changes to the program via their University email account and it remains the responsibility of the student to check their email for such changes.

Learning expectations and strategies

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.

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 workshops, 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 have all appropriate course material supplied by the Unit Co-ordinator.
2. To be able to contact the Unit Coordinator by electronic mail, to raise issues arising in the unit, either relating to content or student performance within the unit.
3. During UTAS teaching visits, to be able to discuss such issues in person with the Unit Co-ordinator.
4. That assignments will be marked and the marks released in accordance with the schedule as outlined in the Section of this document headed *Assessment Summary*.
5. 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.

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/>

Specific attendance/performance requirements

Participation and the active contribution of all students in their allocated workshop will be monitored for assessment purposes and an attendance role will be maintained. Students must advise the tutor prior to workshops if they are unable to attend due to illness or other exceptional circumstance.

NOTE IMPORTANT - Failure to demonstrate a satisfactory level of attendance and participation in the projects may result in a -10% deduction of the final individual mark for this unit

NOTE IMPORTANT – Failure to communicate effectively and regularly with the Unit Coordinator and respond in a timely manner to emails from the Unit Coordinator may result in a -10% deduction of the final project mark for all members of the team

Assessment Details

Criteria	Value	Task	Due date
Criteria 1	10%	Feasibility Report – team report. 2 pages	Friday 12 th October
Criteria 2	5%	Project Brief – team report. ½ page	Friday 19 th October
Criteria 3	5%	Microsoft Project	Ongoing throughout project, assessed upon completion of project Friday 7 th December
Criteria 4	10%	Milestone Report	As per workshop schedule – Friday 1 st teaching visit
Criteria 5	25%	Delivery of final project	Friday 7 th December
Criteria 6	20%	Documentation of final project	Friday 7 th December
Criteria 7	5%	Final Presentation (workshop 8)	As per workshop schedule - 2 nd teaching visit
Criteria 8	10%	Poster	To be presented in the final presentation
Criteria 9	10%	Personal evaluations of project – individual mark 1 page	No later than Friday 30 th November
Criteria 10	No weight assigned	Maintenance of work log, meeting minutes and communication with Unit Coordinator	Ongoing throughout semester – failure may mean penalties will apply

How your final result is determined

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

- Will successfully complete a virtual project to the client specifications;
- Complete all assignments as outlined above;
- Attend all workshops, unless there are medical grounds or exceptional circumstances approved by the tutor prior to the delivery of the workshop;
- Attend the final presentation and all milestone presentations even if you are not presenting yourself;
- There is no examination for this unit

Note:

In exceptional circumstances, the School reserves the right to adjust the above assessment rules.

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 email application to the Unit Coordinator at Malcolm.Bertoni@utas.edu.au 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. However in recognition of the fact that sometimes projects do not run to a timetable, please approach the Unit Co-ordinator regarding submission dates if you experience exceptional circumstances. The proximity of other assignments in other units is not a valid excuse for extensions.

For each piece of assessment, there will be a method of submission which must be followed strictly.

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 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.

Requests for extensions

Extensions will be given only under the following conditions:

- 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.
- Other exceptional circumstances which must be advised in writing by email to the Unit Coordinator.

All extensions must be applied for via email using your UTAS email account. 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 Unit Coordinator which will be sent to your UTAS email account, 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:

Penalties

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

-10% (of individual mark) for lack of attendance

-10% (of team mark) for inadequate or late response to communications with the Unit Coordinator

Review of assessment and appeals

It is expected that students will adhere to the following policy for review of any piece of continuous assessment.

- Within 5 days of the release of the assessment result, the student should request an appointment with the Unit Coordinator. **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.**
- 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.

Under the Rule of Academic Assessment 111, clause 23 students may also request a review of the final result in a unit. The request 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>

Academic referencing

In your written work you may need to support your ideas by referring to scholarly literature, including journals and textbooks. 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>

Please read the following statement on plagiarism. Should you require clarification please see your Unit Coordinator.

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 detection software is currently being tested by the University of Tasmania.

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 reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

For further information on this statement and general referencing guidelines, see <http://www.utas.edu.au/plagiarism/>

Further information and assistance

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues or illness which may affect your course of study, you are advised to raise these with your Unit Coordinator in the first instance. Students should also refer problems to the IEN Student Counsellor's Office.

The School reserves the right to alter the details contained in this Unit Outline. Students will be advised of changes to the outline via their University email account and it remains the responsibility of the student to check their email for such changes.