GENERAL INFORMATION

Subject Coordinator

Dr Akemi Chatfield
Telephone Number: 4221 3884
Email: akemi@uow.edu.au
Location: 39.225

Dr Chatfield’s consultation times during session:
Day Time
Monday 8.30 PM – 9.30 AM; 12:30 PM – 1:30 PM
Tuesday 3.30 PM – 5.30 PM

Subject Organisation

Session: Spring Session, Wollongong Campus
Credit Points: 6 credit points
Contact hours per week: 1hr lecture, 2hr tutorial
Lecture Times & Location: Monday 9.30 AM – 10.30 AM & 3.123
Tutorial Day, Time and Location can be found at: http://www.uow.edu.au/student/sols/timetables/index.html

Students should check the subject's web site regularly as important information, including details of unavoidable changes in assessment requirements will be posted from time to time via e-Learning space http://www.uow.edu.au/student/lol. Any information posted to the web site is deemed to have been notified to all students.

Content

This subject is a group project, conducted under the supervision of an academic staff member(s). Staff members will propose real-world IT projects ranging from the selection and implementation of IT to the development and implementation of software systems. Involves: project planning, group coordination, seminars and individual presentations, research of proposed application domain, preparation of reports and, depending on the project, various system development methodologies. Students will form teams, each of which will design, implement and document a solution to one of the proposed projects. Teams will meet weekly with supervisors to discuss progress and problems.

Objectives

On successful completion of this subject, students should be able to: 1) gather necessary information about the domain of their problem, 2) develop a project plan for a small group working on an IT problem, 3) execute that plan to produce a viable solution to an IT problem, and 4) communicate effectively (both orally and in writing) the results of their investigation. 5. communicate effectively with their team members.
Attendance Requirements

It is the responsibility of students to attend all lectures/tutorials/labs/seminars/practical work for subjects for which you are enrolled.

It should be noted that the amount of time spent on each 6 credit point subject should be at least 12 hours per week, which includes lectures/tutorials/labs etc

Attendance and participation in lectures, tutorials and web-mediated activities is a requirement for the successful completion of this course. Failure to do so may result in a fail grade being recorded. A good indicator of satisfactory attendance is approximately 80% of the allocated contact hours. Attendance per se is not an assessable component of the course.

Method of Presentation

This subject consists of a 1 hr lecture and 2 hr tutorial.

Lecture Schedule

A proposed Lecture schedule for the subject is as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture</th>
<th>Tutorial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Project Profession; Review of Autumn Session assignment &amp; final examination</td>
<td>No tutorial</td>
</tr>
<tr>
<td>2</td>
<td>Strategic Options to Software Development: In-house versus outsourcing; Why outsource?</td>
<td>Briefing of Role Play Scenario Group Research for Scenario</td>
</tr>
<tr>
<td>3</td>
<td>Software Development Risks; Why IT Projects Fail?</td>
<td>Online Role Play 1 for Business Knowledge &amp; PM Skills</td>
</tr>
<tr>
<td>4</td>
<td>Developing a RFP: critical success factors and criteria</td>
<td>Online Role Play 1 for Business Knowledge &amp; PM Skills</td>
</tr>
<tr>
<td>5</td>
<td>Issuing the RFP and evaluating responses</td>
<td>Individual Reflective Report on Online Role Play 1</td>
</tr>
<tr>
<td>6</td>
<td>Service Debasement; Defining a service level agreement</td>
<td>Draft RFP Development for XYZ Insurance</td>
</tr>
<tr>
<td>7</td>
<td>Training plan</td>
<td>Draft Training Plan Development for XYZ Insurance</td>
</tr>
<tr>
<td>8</td>
<td>Managing organisational change, resistance and conflict</td>
<td>Briefing of Role Play Scenario Online Role Play 2 for Business Knowledge &amp; PM Skills</td>
</tr>
<tr>
<td>9</td>
<td>Achieving results: principles for success</td>
<td>Individual Reflective Report on Online Role Play 2</td>
</tr>
<tr>
<td>10</td>
<td>Recess</td>
<td>Group Project</td>
</tr>
<tr>
<td>11</td>
<td>Evaluating project performance</td>
<td>Group Project</td>
</tr>
<tr>
<td>12</td>
<td>Individual Contributions Assessment on Group Project</td>
<td>Group Project</td>
</tr>
<tr>
<td></td>
<td>Debriefing of Online Role Plays</td>
<td><strong>Final Project Report due 15:00, 19 October</strong></td>
</tr>
<tr>
<td>13</td>
<td>The subject &amp; final exam review</td>
<td>No tutorial</td>
</tr>
</tbody>
</table>

Subject Materials

These readings/references are recommended only and are not intended to be an exhaustive list. Students are encouraged to use the library catalogue and databases to locate additional readings. These may be available from UniCentre Bookshop

Textbooks:

For further reading, students will find the following texts useful:

- Jack T. Marchewka (2003), Information Technology Project Management, John Wiley & Sons, USA.
- Project Management Body of Knowledge (PMBOK), http://www.projectsmart.co.uk/pmbok.html

In addition, the following books may be valuable for writing proposals, specifications and project reports; effective project group work and meetings; interviews; communication of technical information; leading project team; managing conflict in project teams:

- James P. Lewis (1998), Team-based project management, New York: American Management Association

Assessment
This subject has the following assessment components.

<table>
<thead>
<tr>
<th>Assessment Items &amp; Format</th>
<th>Percentage of Final Mark</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. IT Project Scope Statement: Group</td>
<td>5%</td>
<td>Week 6 – Autumn Session</td>
</tr>
<tr>
<td>2. Interim Project Report: Group</td>
<td>25%</td>
<td>Week 12 – Autumn Session</td>
</tr>
<tr>
<td>3. Business Knowledge &amp; PM Skills: Individual</td>
<td>5%</td>
<td>Weeks 2 – 12 Autumn Session</td>
</tr>
<tr>
<td>4. End of Autumn Session Exam</td>
<td>15%</td>
<td>Exam Week – Autumn Session</td>
</tr>
<tr>
<td>5. Business Knowledge &amp; PM Skills: Individual</td>
<td>10%</td>
<td>Weeks 2 – 12 Spring Session</td>
</tr>
<tr>
<td>6. Final Project Report: Group</td>
<td>25%</td>
<td>Week 12 – Spring Session</td>
</tr>
<tr>
<td>7. End of Spring Session Exam</td>
<td>15%</td>
<td>Exam Week – Spring Session</td>
</tr>
</tbody>
</table>

Notes on Assessment
Unless otherwise notified by the subject coordinator, all written assignments must be submitted electronically. All assignments are expected to be completed independently. Plagiarism may result in a FAIL grade being recorded for that assignment.

Late Assignments
- Penalties apply to all late work, except if special consideration been granted. Late submissions will attract a penalty.
- The final project report must be submitted online via e-learning space. In addition a hard copy is also required.
- The Final Project Report must be submitted online via e-Learning space. In addition, a hard copy is also required with a SISAT assignment coversheet by assignment due date. The coversheet must be signed by all the team members certifying submitted assignment is in accordance to the University plagiarism policy requirement.
- All assignments are expected to be completed independently. Plagiarism may result in a FAIL grade being recorded for that assignment.
- This Assessment Schedule Covers Both Autumn and Spring Sessions 2006

All assessment must be completed.
- Online role play related tasks must be completed and submitted via e-Learning space during tutorial hours.
- The Final Project Report must be submitted online via e-Learning space as well as hardcopy with SISAT coversheet by due date.
- Submitted material will be returned in tutorials.
- All assignments will include references using Harvard Referencing Guide (see the University library URL style http://www.library.uow.edu.au/helptraining/guides/citeharvard.html). Use the referencing guide consistently for all your assignments.
All written work will be graded with the following criteria in mind:

- The extent to which the question has been correctly interpreted and adequately answered;
- Originality;
- Demonstrated understanding of the main concepts of the course;
- Clarity and structure of written work and oral presentations;
- The level of communication skills demonstrated;
- The level of business knowledge demonstrated;
- The level of project management skills demonstrated;
- Awareness of the literature, which is measured in part by the quality, relevance and quantity of references included in project reports.

Tutorial Structure
Some tutorials will have assigned reading tasks, online role play and online discussions. The remaining tutorials will be allocated to group project work and group presentations. Each group will have an appointment with the tutor/the executive project sponsor every second week starting in Week 3. This time (approximately 20 minutes) will be used for asking questions and to present progress reports. The last 15 minutes of each tutorial will be allocated as open time for general discussion. Each role requires the student to work on different tasks. Although these roles vary, the success of the project will depend upon your ability to cooperate with group members in order to achieve the common goal. In particular, you must ensure that the executive project sponsor is aware of progress on the project. Business knowledge sharing and effective communication with group members and stakeholders including the project sponsor are a salient part of business knowledge and project management skills development in this annual subject.

During the session, you may choose to manage this process with regular project reviews (e.g., held each fortnight with the project sponsor), after each meeting you might decide to prepare and post to UOW e-Learning space the “Minutes of Meeting”. Students should ensure that this role is shared evenly. The complete set of “Minutes” must be appended to Interim Project Report and Final Project Report.

Business Knowledge & PM Skills
As partial requirements of the Business Knowledge and Project Management Skills learning, students will also be required to participate in online role play, to post their analyses and views, and to provide two written Individual Reflective Reports. Reflection is a process of considering aspects of one’s learning and how they impact on future personal and professional development. A Reflective Report promotes a deeper level of thinking about the theoretical issues that underpin authentic professional actions and facilitates the integration of knowledge into professional practice. Quality and timeliness of the online role play postings and the two Reflective Reports are assessed and given ten marks.

Final Project Report
In Spring session, students are required to complete the Final Project Report which includes an RFP (Request for Proposal) and a Training Document. An RFP is a document commonly written by a company seeking bids from potential vendors on a project. As with any complex project, an RFP requires clear communication between the client and vendors in order for the client to receive accurate bids. The RFP serves as a baseline of project requirements on which competing vendors may price their services.

RFP
Proposals shall contain, but are not limited to, the following sections:

- Project Scope
  - A brief background of your company
  - A brief description of this project
  - Budget and time frame
- Target audience
  - Demographics
  - Comfort level with technology
  - Audience level
- Design requirements
- Technical infrastructure requirements
- Functionality/programming requirements
- Production/systems integration requirements
- Project management

Training Document
A Training Document will be required to support implementation. Details of the format and contents of the Training Document will be provided in lectures and tutorials in Spring session. All work completed in Autumn and Spring sessions should be aggregated and integrated into the final report. Additionally, it is critical that the final report communicates how the project will be evaluated against its original business case, project scope statement, project plan, budget, time-scale and tolerances.
Individual Contribution Assessment Report
As partial requirements of the Group Final Project Report, each individual student is asked to assess confidentially relative contributions made by group members including self. This Individual Contribution Assessment Report is required in order to receive the Final Project Report assessment marks. For the Final Project Report assessment, individual students will receive marks that reflect the individual Contribution Assessment Reports compiled by group members.

End of Spring Session Exam
The Spring session final exam will comprise multiple choice and short answer questions. The multiple-choice questions will test for knowledge, comprehension, and application of terms, concepts and facts that are essential for IT project management. The short answer questions will be concerned with your ability to analyse and evaluate the IT project risks facing modern organizations.

Special Consideration Policy
The School recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students need to apply for special consideration in order to complete all assessable work.

The University applies strict criteria to the granting of special consideration. Before applying for special consideration students should carefully read the University’s policy. The policy can be found at: http://www.uow.edu.au/handbook/courserules/specialconsideration.html

As an example: If a student requires an extension of time for the completion of an assignment this may be granted in certain circumstances. A request for an extension must be made to the Subject Coordinator via SOLs before the due date.

Scaling
Final results in this subject may be scaled. The scaling method that may be used in this subject is as follows. If E is the student exam mark, and A is the student assignment mark, the student final mark will be determined as follows:

- If $E \geq 40\%$ of the maximum exam mark: then student final mark is $E + A$;
- If $35\% \leq E < 40\%$ of the maximum exam mark: then student final mark is $\min\{E+A, 47\}$
- If $E < 35\%$ of the maximum exam mark: then student final mark is $\min\{E+A, 42\}$

Additional Information
Students must refer to the Faculty Handbook or online references which contain a range of policies on educational issues and student matters.

Supplementary Exams
Supplementary Exams will be dealt with in accordance with Special Consideration Policy (http://www.uow.edu.au/handbook/courserules/specialconsideration.html ) 6.2 Timing of Supplementary Exams.

While the School normally grants supplementary exams when the student does not sit the standard exam for an acceptable reason, each case will be assessed on its own merit and there is no guarantee a supplementary exam will be granted. If a supplementary exam is granted, you will normally be notified via SOLs Mail of the time and date of this supplementary exam. You must follow the instructions given in the email message.

Please note that if this is your last session and you are granted a supplementary exam, that your results will not be processed in time to meet the graduation deadline.

Plagiarism
When you submit an assessment task, you are declaring the following

1. It is your own work and you did not collaborate with or copy from others.
2. You have read and understand your responsibilities under the University of Wollongong's policy on plagiarism.
3. You have not plagiarised from published work (including the internet). Where you have used the work from others, you have referenced it in the text and provided a reference list at the end of the assignment.
4. Plagiarism will not be tolerated.
5. Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s policies on Plagiarism as set out in the Calendar under University Policies, and in Faculty handbooks and subject guides. Plagiarism has led to the expulsion from the University.
Student Academic Grievance Policy

The School aims to provide a fair, equitable and productive learning environment for all its students. The Student Academic Grievance Policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving student academic grievances.

Any student who has a grievance over a result should obtain a Faculty of Informatics Appeal Against Decision or Action Affecting Academic Experience form from the Informatics Student Enquiry Centre or http://www.uow.edu.au/content/groups/public/@web/@inf/@faculty/documents/doc/uow017433.pdf. The student should firstly take the form to the marker/lecturer to discuss the matter and, if the student is still not satisfied, s/he should take the next step as outlined on the form.

Once the grievance has been considered by the Faculty, if the student still feels the situation has not been fully resolved s/he may consult the Dean of Students. However, the Dean of Students can have no input into the academic judgement of the lecturer and can only review the grievance to ensure proper procedure has been followed.

For more information, please consult the UOW policy in full at http://www.uow.edu.au/handbook/courserules/studacgrievpol.html

This outline should be read in conjunction with the following documents:

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<thead>
<tr>
<th>Code of Practice - Teaching and Assessment</th>
<th>Key Dates</th>
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<tr>
<th>Code of Practice - Students</th>
<th>Information Literacies Introduction Program</th>
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<tr>
<th>Acknowledgement Practice</th>
<th>Student Support Services:</th>
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</thead>
<tbody>
<tr>
<td>Plagiarism will not be tolerated</td>
<td><a href="http://www.uow.edu.au/student/services/">http://www.uow.edu.au/student/services/</a></td>
</tr>
<tr>
<td><a href="http://www.uow.edu.au/handbook/courserules/plagiarism.html">http://www.uow.edu.au/handbook/courserules/plagiarism.html</a></td>
<td>Informatics Faculty SEDLO (Student Equity and Diversity Liaison Officers) Virginie Schmelitschek, phone 4221 3833, <a href="mailto:virginie@uow.edu.au">virginie@uow.edu.au</a></td>
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<thead>
<tr>
<th>Code of Practice-Honours</th>
<th>Intellectual Property Policy</th>
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<tr>
<th>Non-Discriminatory Language Practice and Presentation</th>
<th>Occupational Health and Safety</th>
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<thead>
<tr>
<th>SCSSE SISAT Student Guide</th>
<th>SCSSE SISAT Subject Outlines</th>
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