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# SISAT

School of Information Systems & Technology  
Faculty of Informatics

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## ISIT351 Information Technology Project Subject Outline Autumn/Spring Session 2009

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Head of School –Associate Professor Peter Hyland, Student Resource Centre, Tel: (02) 4221 3606

### GENERAL INFORMATION

**Subject Coordinator**

Telephone Number:

Email:

Location:

Dr Akemi Chatfield

4221 3884

akemi@uow.edu.au

39.225

Dr Chatfield's consultation times during session:

Day

Monday

Tuesday

Time

9:30-11:30

14:30-15:30; 17:30-18:30

**Lecturer**

Telephone Number:

Email:

Location:

Dr Mark Freeman

4221 3223

mfreeman@uow.edu.au

39.214

Lecturer's consultation times during session:

Day

Monday

Wednesday

Time

12:30-14:30

13:30-15:30

**Subject Organisation**

Session:

Credit Points

Contact hours per week:

Lecture Times &amp; Location:

Tutorial Day, Time and Location can be found at:

Annual (Spr/Aut) Session, Wollongong Campus

12 credit points

1hr lecture, 2hr lab

Monday 11:30 AM – 12:30 PM 67-102

<http://www.uow.edu.au/student/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/>. Any information posted to the web site is deemed to have been notified to all students.

**Subject Description**

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.

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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.

### **Subject 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
4. communicate effectively (both orally and in writing) the results of their investigation
5. communicate effectively with their team members.

### **Graduate Qualities**

This subject will continue to the following graduate qualities:

- Informed
- Independent learners
- Problem solvers
- Effective communicators
- Responsible
- Teamwork
- Innovation and Design

Further information can be found at:

<http://www.uow.edu.au/informatics/sisat/current/SubjectInformation/UOW051055.html>

### **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.

Satisfactory attendance is deemed by the University, to be attendance at approximately 80% of the allocated contact hours.

Attendance rolls will be kept for tutorials. If you are present for less than 80% and would have otherwise passed you need to apply for student academic consideration, otherwise a TF (technical fail) grade will be recorded.

Students **MUST** attend their **allocated** tutorial unless they have the written permission of the subject coordinator.

### **Method of Presentation:**

In order to maximize learning outcomes, it is strongly recommended that students attend all lectures.

**Lecture Schedule:** A proposed\* Lecture schedule for the subject is as follows:

**Autumn Lecture Schedule:**

Week	Topic	Reading
1	Introduction to IT Project annual course What is a Project? Why IT project management?	No tutorial
2	The business context: Strategy, structure, management processes, people and IT Project structures	Case Study Discussion
3	Project management competence Project team building, conflict and negotiation	Project Roles and In Class Discussion
4	Managing needs and requirements	Discussion: Case Study Objective: To understand information politics and project management skills Individual Reflective Report due
5	Scope management	Project Requirements Objective: To understand the importance of prioritizing requirements
6	Escalation of IT project scope: A major cause of IT project failure	Group Project Scope Statement: An example
	Session Break	
7	Project selection and portfolio management	Student Project
8	Risk management	Student Project
9	Resource management & Cost estimation and budgeting	Student Project Group Project Scope Statement due
10	Project scheduling	Student Project
11	Project evaluation and control	Student Project
12	Project closeout and termination	Interim Project Report due
13	Subject Review	

**Spring Schedule:**

Week	Topic	Reading
1	IT Project Profession	No tutorial
2	IT software development project strategic options: In – house versus outsourcing	Collaborative learning through online role play: Briefing
3	IT project risks, Why IT projects fail?	Online role play 1
4	Creating the business value through IT project	Online role play 2
5	Developing a RFP: Critical success factors and criteria	Individual reflective report on collaborative learning;
6	Issuing the RFP and evaluating responses; service level agreement	Review and discussion of the benchmarking project
7	Training plan	Draft training plan development
8	Managing organizational change, resistance and conflict	Student Project
9	Evaluating project performance	Student Project
10	Achieving results: principles for success	Student Project
11	Handover plan	Student Project
12	Evaluating project performance	Student Project
13	The subject and final exam review	No tutorial Group Final Report Due

\*Changes to the above schedule will be posted via e-Learning space <http://www.uow.edu.au/student/>. Any information posted to the web site is deemed to have been notified to all students.

**Spring session details regarding this project work will be referred to in the e-Learning subject site at the appropriate time.**

### Subject Materials:

Any 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

### Textbook(s):

There is no compulsory textbook for this subject. However, one of the recommended books is: Hartley, S. (2003). Project Management: A Competency-Based Approach. Australia: Pearson Education Australia.

- Marchewka J. (2003), Information Technology Project Management, John Wiley & Sons, USA.
- Schwalbe K (2004), Information Technology Project Management, 4th Edition, Thomson Course Technology, Canada.
- Kapur G (2005), Project Management for Information Technology, Business and Certification, Prentice Hall New Jersey, Columbus, Ohio.
- 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:

- Lewis, J. (1998), Team-based project management, New York: American Management Association
- Davies, J (2001), Communication skills: a guide for engineering and applied science students, Upper Saddle

### Other Resources:

#### Assessment:

This subject has the following assessment components.

ASSESSMENT ITEMS & FORMAT	% OF FINAL MARK	GROUP/INDIVIDUAL	DUE DATE
1. Individual Reflective Report	10%	Individual	Week 4 – Autumn Session
2. Group IT Project Scope Statement	10%	Group	Week 9 – Autumn Session
3. Interim Project Report: Team	20%	Group	Week 12 Autumn Session
4. Business Knowledge & PM Skills: Individual	10%	Individual	Weeks 2 – 12 Autumn Session
5. Business Knowledge & PM Skills: Individual	5%	Individual	Weeks 2 – 12 Spring Session
6. Reflective Report	10%	Individual	Week 5 due by the end of the tutorial session. Soft copy by 17:30 Monday Week 5
7. Final Project Report: Group	15%	Group	Week 13 – Spring Session. Soft copy by 17:30 Monday Week 13
8. End of Spring Session Exam	20%		Exam Week – Spring Session

#### Notes on Assessment:

All assignments are expected to be completed independently. Plagiarism may result in a FAIL grade being recorded for that assignment.

### **Electronic Submission of Assessment Items:**

Unless otherwise notified by the subject coordinator, all written assignments must be submitted electronically.

- All assignments will need to be submitted online via the e-Learning space.
- In addition, a hard copy is also required with a SISAT assignment coversheet in your assigned tutorial 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

**To be eligible for a Pass in this subject a student must achieve a mark of at least 40% in the final exam held in Spring session. Students who fail to achieve this minimum mark & would have otherwise passed will be given a TF (technical fail).**

**All assessment must be completed.**

- All assignments will include references using Harvard Referencing Guide (see the University library URL style <http://www.library.uow.edu.au/helprtraining/guides/citeharvard.html>). Use the referencing guide consistently for all your assignments.
- Submitted material will be returned in tutorials.

**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 ;
- 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 team assignments.

### **Tutorial Structure**

Some tutorials will have assigned reading tasks and online discussions.

A 'Project Scope Statement' template will be provided.

### **Tutorial Readings – will be advised.**

Any additional requirements/details will be advised in tutorials and on the e-Learning website

### **Procedures for the return of assessment items:**

#### **Penalties for late submission of assessment items:**

Penalties apply to all late work, except if student academic consideration has been granted. Late submissions will attract a penalty of 10% of the assessment mark. This amount is per day including weekends.

Work more than (5) days late will be awarded a mark of zero.

#### **Tutorial/Lab Closure Policy**

If for any reason, the number of students in a tutorial or lab falls below a sustainable enrolment level, as determined by the Head of School, tutorials/labs offered for that subject may be collapsed or deleted.

You will have to attend the new tutorials/lab if this closure affects the one you are attending.

We will endeavour to make this decision no later than Week 4 of session.

## **Supplementary Exams**

Supplementary Exams will be dealt with in accordance with student academic consideration policy (<http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf>) 9.2 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 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, be aware that your results will not be processed in time to meet the graduation deadline.**

## **Student Academic 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 student academic consideration in order to complete all assessable work.

The University applies strict criteria to the granting of student academic consideration. Before applying for student academic consideration, students should carefully read the University's policy which can be found at: <http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf>.

## **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.

Students must remember that:

Plagiarism will not be tolerated.

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 University Handbook under University Policy Directory 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. (<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 judgment of the lecturer and can only review the grievance to ensure proper procedure has been followed.

## **Relevant University Policies, procedures and students services:**

For more information students must refer to the Faculty handbook, online references or consult the UOW policy in full at <http://www.uow.edu.au/handbook/courserules/studacgrievpol.html> which contains a range of policies on educational issues and student matters.

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

Code of Practice - Teaching and Assessment <a href="http://www.uow.edu.au/handbook/codesofprac/teaching_code.pdf">http://www.uow.edu.au/handbook/codesofprac/teaching_code.pdf</a>	Code of Practice - Students <a href="http://www.uow.edu.au/handbook/codesofprac/cop_students.html">http://www.uow.edu.au/handbook/codesofprac/cop_students.html</a>
Code of Practice-Honours <a href="http://www.uow.edu.au/handbook/CodeofPractice-Honours.pdf">http://www.uow.edu.au/handbook/CodeofPractice-Honours.pdf</a>	Acknowledgement Practice <b>Plagiarism will not be tolerated:</b> <a href="http://www.uow.edu.au/handbook/courserules/plagiarism.html">http://www.uow.edu.au/handbook/courserules/plagiarism.html</a>
Key Dates <a href="http://www.uow.edu.au/student/dates.html">http://www.uow.edu.au/student/dates.html</a>	Student Academic Consideration Policy: <a href="http://www.uow.edu.au/about/policy/studentacademicconsideration_policy.pdf">http://www.uow.edu.au/about/policy/studentacademicconsideration_policy.pdf</a>
Course Progress Requirements: <a href="http://www.uow.edu.au/student/mrp/index.html">http://www.uow.edu.au/student/mrp/index.html</a>	Graduate Qualities Policy: <a href="http://www.uow.edu.au/about/teaching/qualities/index.html#_The_new_UOW">http://www.uow.edu.au/about/teaching/qualities/index.html#_The_new_UOW</a>
Academic Grievance Policy (Coursework and Honours students) <a href="http://www.uow.edu.au/handbook/courserules/studacgrievpol.html">http://www.uow.edu.au/handbook/courserules/studacgrievpol.html</a>	Non-Discriminatory Language Practice and Presentation <a href="http://staff.uow.edu.au/eed/nondiscrimlanguage.html">http://staff.uow.edu.au/eed/nondiscrimlanguage.html</a>
Occupational Health and Safety <a href="http://www.uow.edu.au/about/policy/ohs.html">http://www.uow.edu.au/about/policy/ohs.html</a>	Ownership of Work & Intellectual Property Policy: <a href="http://www.uow.edu.au/handbook/generalcourserules/UOW028651.html">http://www.uow.edu.au/handbook/generalcourserules/UOW028651.html</a>
Human Research Ethics Committee: <a href="http://www.uow.edu.au/research/rso/ethics/human/">http://www.uow.edu.au/research/rso/ethics/human/</a>	Rules for student conduct: <a href="http://www.uow.edu.au/handbook/generalrules/StudentConductRules.pdf">http://www.uow.edu.au/handbook/generalrules/StudentConductRules.pdf</a>
Independent Learners' Introductory Program <a href="http://www.uow.edu.au/student/attributes/ilip/">http://www.uow.edu.au/student/attributes/ilip/</a>	Informatics Faculty Librarian, Ms Annette Meldrum, phone: 4221 4637, email: <a href="mailto:ameldrum@uow.edu.au">ameldrum@uow.edu.au</a>
Student Support Services: <a href="http://www.uow.edu.au/student/services/">http://www.uow.edu.au/student/services/</a> Informatics Faculty SEDLO ( <b>Student Equity and Diversity Liaison Officers</b> ) Virginie Schmelitschek, phone 4221 3833, <a href="mailto:virginie@uow.edu.au">virginie@uow.edu.au</a>	SISAT Internet Access & Student Resource Centre <a href="http://www.uow.edu.au/informatics/sisat/current/uow024466.html">http://www.uow.edu.au/informatics/sisat/current/uow024466.html</a>
SISAT Computer Usage Rules <a href="http://www.uow.edu.au/informatics/sisat/current/uow024457.html">http://www.uow.edu.au/informatics/sisat/current/uow024457.html</a>	SISAT Subject Outlines <a href="http://www.uow.edu.au/informatics/sisat/current/UOW055502.html">http://www.uow.edu.au/informatics/sisat/current/UOW055502.html</a>