ISYS3207 Information Systems Project, Second Semester 2005

Credit points: 8
Prerequisite: ISYS3012
Qualifying: ISYS3015 or ARIN2000
Class Meeting: Class meeting at either 10:00, 11:00, 12:00 or 13:00 each Friday in Eastern Av. Room 404.
Team Meeting: 1 hour team meeting to be arranged with supervisor, quite likely also each Friday.
Course Website: http://www.it.usyd.edu.au/~isys3207

1. Introduction

The unit of study ISYS3027 assumes and builds on the knowledge, techniques, methodologies, attitudes and skills acquired by students who have satisfactorily completed ISYS3012 Project Management and Practice together with either ISYS3015 Analytical Methods for IS Professionals, or ARIN2000 Research Methods in Information Systems, Humanities & Sociology. Material from the units INFO3005 Organisational Database Systems, ISYS3000 Information Systems Management and ISYS3113 Arts Informatics Systems is also relevant.

The goal of unit ISYS3027 is to give students the opportunity to apply the knowledge and practise the skills acquired in the prerequisite and qualifying units, in the context of a substantial information systems research or development project and to experience in a realistic way many aspects of analysing and solving information systems problems.

Since information systems projects are often undertaken by small teams, the experience of working in a team is seen as an important feature of the course. Students often find it difficult to work effectively with others and benefit from the opportunity provided by this course to further develop this skill.

2. Objectives of the Unit

Students who successfully complete this unit will:

1. have experienced all aspects of an information system research or development project undertaken in response to a research question or problem posed by a client from the local community,
2. appreciate the problems of working effectively in a project team and the need to allocate tasks and to keep accurate records of time spent in order to manage the progress of a project,
3. be able to make effective use of information systems research techniques and/or system development methodologies and skills,
4. have taken part in oral presentations and the preparation of well-expressed and well-presented documentation of a standard appropriate to information systems professionals,
5. have applied several of tools and techniques applicable to information systems projects, including:
   - structured and semi-structured interviews
   - literature search facilities
   - surveys and other data collection instruments
   - statistical analysis and data visualisation tools
   - project management software
   - data modelling tools and techniques
   - systems analysis and system development tools.
6. be able to demonstrate a professional approach to all aspects of an information systems project, with an appreciation of the importance of meeting deadlines and an awareness of the need for quality.

3. Course Delivery

The focus of this unit is on projects undertaken by teams of six students, who set out to help answer a research question or solve an information system problem proposed by a client from the local community. A variety of learning situations will be employed during the course, including client interviews, class meetings, team meetings and oral presentations. Students will also keep a logbook of work undertaken during the project, which will assist to reflect on their experiences and to answer questions about their project in an oral examination.

Students should expect to spend an average of sixteen hours per week on work related to this unit.

Further details are made available through the course home page (http://www.ug.it.usyd.edu.au/~isys3207).
4. **Project Expectations**

Projects will be undertaken by teams of six students (some teams of five may be necessary). The projects will generally be one of the following types:

- Mid-or post implementation audit of large enterprise resource planning (ERP) systems,
- Analysis, design and development of knowledge management system,
- Research into an emerging technology to prepare a feasibility analysis and business case,
- Design and implementation of prototype information system to support a small business or enterprise.

Project teams will be finalised during the first week of semester. All students must attend at either 10:00, 11:00, 12:00 or 13:00 on Friday, 29 July in Eastern Avenue Seminar Room 404 to be allocated to a team (check course web site for details). Students will be allocated to a class meeting slot, either 10:00, 11:00, 12:00 or 13:00 Fridays, by the University Timetable system and are expected to attend at that time. Students are invited to propose their own teams from within these groups. A small amount of rearrangement may be possible. It is essential, however, that all members of a team be able to attend the same class meeting slot.

In order to form a team, all intending members of the team must sign a Team Contract (available from the course web site), agreeing to work with the team and to complete by the due dates prescribed all assignments agreed to by themselves and the team. Once a student has contracted to work with a particular team it will not be possible to switch to another team. Signed contracts to be handed to one of the course co-ordinators on or before Friday, 29 July. Students who have not already formed a team will be allocated to new or existing teams.

Teams may decide to assign specific roles to individual students, such as a project manager, design specialist, technical specialist or research coordinator. However, it should be borne in mind that the object of the course is for students to experience as many aspects of an information systems project as possible. In some cases it may be most beneficial for students to aspire to roles for which they are the least prepared.

Each week at the Class Meeting time one member from each team will deliver a verbal progress report to the class (see “Progress Report” on page 4). This is an individual assessed task. If the nominated member is ill, another member must deliver the report. Each member of the team must present at least once.

Each week teams will meet with their project supervisors at a time to be arranged, most likely on Thursday or Friday. All members of the team must attend. This meeting may occupy up to an hour.

In addition to scheduled meetings, teams will need to arrange times when they can meet each other or their clients. Some of these meetings will need to be in computer labs so that the team can evaluate progress and plan further activities. Meetings with the client are typically at the client’s premises.

5. **Course Expectations**

1. Attendance at scheduled class meetings and team meetings is a course requirement. A mark will be awarded for attendance and participation. A record of attendance will be kept and will be used in assessing satisfactory participation. Less than 85% attendance will be considered unsatisfactory and may lead to failure in the unit. Class meetings will occur on Friday mornings. Students with work commitments please take note.

2. Students are expected to participate fully in their information systems project. All members of the team are expected to be present at meetings and/or laboratory sessions arranged by the team and as well as any consultations as arranged by the project supervisor. Team members are expected to co-operate with the requests of the team and/or nominated team leader and complete satisfactorily and on time those tasks allocated and agreed to.

3. Project teams are expected to produce each of the outputs described in the “Project Deliverables” on pages 6 - 8. Meeting deadlines set for project work is considered to be particularly important.

6. **Assessment**

6.1 **Satisfying this course**

In order to satisfy the requirements of this course each student must take part in a group project to the satisfaction of the team supervisor and meet his or her obligations to the team. These obligations entail:

- satisfactory attendance at class meetings, team meetings, and client visits (85% minimum),
- satisfactory completion of tasks allocated by the team and agreed to,
- participation in the class presentation at the appointed time,
- maintaining an individual logbook and updating effort details in the team project plan throughout the project.
The team together must meet their obligations to their client, by:

- satisfactorily completing a project proposal and presenting it to their client for confirmation,
- completing the team’s final project report and/or prototype development,
- supplying the client with a copy of the report as described in “Project Report” on page 7.

6.2 Assessment Package

Final grades for the unit will be based on the following components

<table>
<thead>
<tr>
<th>Component</th>
<th>Type</th>
<th>Due date</th>
<th>% of total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Plan</td>
<td>Group</td>
<td>Friday, 12 August</td>
<td>10%</td>
</tr>
<tr>
<td>2. Project Proposal</td>
<td>Group</td>
<td>To client Friday, 19 August</td>
<td>10%</td>
</tr>
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<td></td>
<td></td>
<td>For assessment Friday, 26 August</td>
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<tr>
<td>3. Group Presentation</td>
<td>Group</td>
<td>Friday, 14 October</td>
<td>10%</td>
</tr>
<tr>
<td>4. Project report/prototype</td>
<td>Group</td>
<td>Friday, 14 October</td>
<td>30%</td>
</tr>
<tr>
<td>5. Attendance &amp; Participation</td>
<td>Individual</td>
<td>As arranged during semester</td>
<td>10%</td>
</tr>
<tr>
<td>6. Progress Report</td>
<td>Individual</td>
<td>As arranged during semester</td>
<td>10%</td>
</tr>
<tr>
<td>7. Oral examination</td>
<td>Individual</td>
<td>Commencing Monday, 10 October</td>
<td>20%</td>
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The mark awarded for group tasks will be shared equally between members of the team except in cases where individuals have failed to contribute adequately, in which case the distribution will be decided by the supervisor in consultation with team members. Individual logs and attendance will be used as evidence of participation.

7. Details of Assessment Components

7.1 Project plan

The project plan contributes 10% towards the final mark and is a group task. During the first three weeks of semester the team is required to prepare project plan using Microsoft Project. The file is to be saved to the team’s file space on the server. All members of the team should take responsibility for its initial quality and feasibility.

The plan is then to be maintained throughout the project to reflect actual progress made compared to the original plan. The data for this task will be derived from individual logbooks of team members.

The final mark, awarded at the end of the course, will reflect the following evaluations:

1. The initial plan, which is due on Friday, 12 Aug 2005. It will be perused by the supervisor, who will provide feedback to the team on such issues as resource balancing and feasibility.
2. The final plan, which is due at the end of the project, on Friday, 14 Oct 2005. It will be perused by the supervisor at this time to confirm whether it has been fully and accurately maintained throughout.

Detailed requirements for preparing your team’s project plan are given below under “Project Plan” on page 5.

7.2 Project Proposal

During the first four weeks of semester the team is required to prepare a project proposal. This proposal will be worth 10% of the final mark. It is a group task. All members of the team must take responsibility for its content and quality. In week four the proposal should be submitted to the supervisor for comment before being presented to the client for confirmation. The client will confirm the proposal by signing the confirmation statement (see example in the sample proposal document available from course web page). The proposal will then be handed to the supervisor for assessment.

Detailed requirements for preparing your team’s proposal are given below under the heading “Project Proposal” on page 6. It is finally due on Friday, 26 Aug 2005 and is to be handed to the supervisor at the class meeting.

7.3 Group Presentation

The group presentation will take place during normal scheduled Friday class meeting times in either Week 11 (Friday 14 October), Week 12 (21 October) or Week 13 (28 October). All teams must be ready to present in Week 11. The group presentation contributes 10% towards the final mark. Actual presentation times will be drawn on the day. All members of a team must take an active role in some aspect of the presentation in order to qualify for marks awarded. Each team will be allowed 20 minutes for their presentation. In addition, each team should arrange to make a similar presentation to their client when they deliver the clients’s copy of the report.

Detailed requirements for preparing your team’s presentation are given below under the heading “Group Presentation” on page 3.
7.4 Project Report/prototype
At the class meeting in Week 11 (Friday 14 October) a bound hard copy of the final report is to be handed to the supervisor for assessment. A mark of out of 30% will be awarded. It is a group task. The task of proof reading is just as important as writing the text. All members of the team must take responsibility for its content and quality. Expression is considered to be especially important and it is expected to be of a standard which would be acceptable among information industry professionals. In some cases a prototype system may be included with the report and reviewed by the supervisor as a part of the team’s final report.

Detailed requirements for preparing your team’s final project report are given below under the heading “Project Report” on page 7.

7.5 Attendance and Participation
A mark out of 10 will be awarded to each individual based on his/her record of attendance and participation in team activities. The mark will be made up of two components:

1. A mark out of 5 based on actual attendance at class and team meetings, provided the minimum figure of 85% is reached. To be marked ‘present’ a student must be present and on time. No ‘special consideration’ is granted for lateness, illness or misadventure. ‘Participation’ means being there.

2. A mark out of 5 assessed by the team supervisor reflecting the quality of participation and contribution to the project of individuals in the team.

7.6 Progress Report
Each week one member of the team will present a Progress Report during the scheduled class meeting. For each week of the project a particular theme has been assigned (see “Topic of the Week and Assessment Schedule” on page 10) and the presentation should focus on this theme. As well, the presentation should review the current project plan and highlight any variance in the team’s progress. The presenter should explain any such variance and suggest what changes will need to be made to the project plan to take this variance into account.

Team members will take turns to present the weekly report. Each member of the team must present at least once. The individual assessment will be based on this presentation. The time allowed per presentation will be seven minutes. Each presenter must adhere to this limit. In the case where a student presents twice, the better score will count.

The Progress Report is an individual component of assessment and contributes 10% to the final mark.

7.7 Oral Examination
The Oral Examination will take place during the scheduled team meeting times during weeks 11 (commencing Monday, 11 October), 12 (commencing Monday, 18 October) and 13 (commencing Monday, 25 October) of the semester. The oral examination will be held during scheduled team meeting times. Details will be announced nearer the time. Attendance requirements for the oral examination are the same as for normal University examinations. Each oral examination will be limited to fifteen minutes.

In order to prepare for the oral examination the candidate should reflect on their experiences throughout the group project, with particular attention to such matters as the strategies and techniques employed, significant outcomes, aspects of team dynamics and their individual contribution. Candidates will be permitted to bring their Individual Logbook into the examination room for reference. No other materials will be permitted.

The following are examples of the type of question that will be asked. Each candidate will be asked about three such questions, followed by supplementary questions exploring the in-depth knowledge of the candidate.

1. Give a brief overview of the research question or information system problem which your client asked the team to deal with. Suggest which you see as the key elements of the project and why this is so.

2. Outline the objectives which your team set out to achieve and describe the steps you took in order to achieve these objectives.

3. Identify what you see as the most difficult aspect(s) of the project your team undertook. What factors contributed to its being difficult. Was there any way in which the impact of this/these factors could be minimised?

4. Describe the strategies, techniques and/or tools utilised by your team in overcoming this or some other difficulty encountered. How effective were these measures?

5. To what extent did your team achieve its objectives or help solve the problem posed by the client? What criteria have you used in evaluating your success?

6. What was your major personal contribution to the team project. What facts allow you to make this assertion? How were you able to assess your individual contribution?
7. If you were required to carry out a similar investigation/system development in the future what aspects of the project would you do the same/differently? What factors lead you to this decision?

8. How do you assess the worth to your client of the outcome of this project? What criteria do you use in reaching this conclusion? What direct benefits does your client receive from the results of your work?

8. Project Deliverables

The following sections specify the deliverables D1 - D6 to be completed as part of the information systems project. Due dates are summarised in the “Topic of the Week and Assessment Schedule” on page 10. Deliverables may be returned for re-working and re-submission where the quality is considered unsatisfactory.

D1 Individual Logbook

For the duration of the project each student is required to keep a **individual logbook**. Ideally this should be pocket sized so that data can be entered at anytime the student finds himself/herself involved in activities to do with the project. This sort of record is essential in business and industry both for being able to recall accurately what has been done, and for billing clients for the work.

Entries for each week should contain a summary of dates times summarising effort spent on the project during the week, under the headings **Activity**, **Hours** and **Comment** as shown below. Since the unit carries a loading of 8 credit points students should expect to spend up to 16 hours per week working on some aspect of the project. This summary should then be followed by a few lines of **Observations** relating to the student’s own personal contribution to the project, any particular problems encountered and how they were dealt with and the effectiveness with which the project team has functioned during the week. You should have your logbook with you at all times. Your supervisor may ask to see it at team meetings and it will be essential for maintaining the team's project plan.

The logbook will also provide a valuable resource for preparing for the oral examination. The following entry illustrates the nature and extent envisaged for logbook entries and observations

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting with client</td>
<td>3.5</td>
<td>At client’s premises, Campsie</td>
</tr>
<tr>
<td>Team discussion: identifying problem definition and objectives</td>
<td>4.0</td>
<td>Extra meeting at 4:00pm on Tuesday. I am to prepare draft document by then.</td>
</tr>
<tr>
<td>Attempted to produce data model using PowerDesigner</td>
<td>3.0</td>
<td>Found some problems. Will need to get some help with recursive data structure</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10.5</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Observations:**

Mr Pete (our client) seems to have a fixed opinion about how we should tackle the problem. We all feel there is a better way of solving the problem. John missed the meeting again, so the first draft of the proposal is not finished. I spent a lot of time struggling with PowerDesigner, but I understand it better now. I feel that some of the team are not sure what they are supposed to be doing. It would help if Ingrid (project leader) was more definite about allocating tasks. We need to keep a detailed record of who is supposed to doing what.

D2 Project Plan

The project plan is to be developed by the team using Microsoft Project. This software is available in all computer laboratories within the School of IT. The plan must be saved to the team’s project area on the School server, where it is available to the supervisor, and maintained there throughout the duration of the project.

The project plan sets out all the tasks that will need to be accomplished by the team in order to complete the project on time. Judgment should be exercised in arriving at an appropriate level of granularity for the tasks. For each task identified the plan should specify:

- the title or a brief description of task to be accomplished,
- name of the person responsible and names of any other people involved,
- expected start date or latest completion date,
- an estimate of the duration of the task (person hours).
Once all the tasks have been identified it should be a simple matter to draw up a schedule of tasks and assignments for each member of the team and to monitor progress of the project throughout its duration. When a task has been completed the actual time taken should be entered and note taken of any variance.

At the end of each week, each member of the team will, making use of data from their personal logbook, update the Project Plan with the actual time spent on tasks allocated to them. Comparison of the project plan with actuals forms part of the Progress Report each week at the class meeting.

D3 Project Proposal

The proposal should be no more than six (6) pages in length. It should be well expressed and well presented. A Word document 3207SampleProposal.doc, which provides a skeleton for your proposal, is available from the course web page. You should make use the document template 3207docs.dot, also available through the web, which should be attached to the proposal document to facilitate consistent layout and good typography.

The proposal should be aimed at your client and worded appropriately. It should make it clear early, why your client should be interested in reading this proposal. The Project Proposal should be structured using the following ten headings:

1. Introduction and motivation: the motivation for solving the problem or dealing with the issues that you are investigating. This section is intended to demonstrate your appreciation of the nature and significance of the problem to your client. In this introduction you should:
   a) establish the general field of the problem you are tackling,
   b) identify the particular focus of the problem within the field,
   c) identify any specific parameters of interest to your client.

2. Research question / Problem definition: define the research question or information system problem that you believe your client wishes you to tackle.
   A research question will usually be motivated by some ‘desire to know’ or ‘find out’ something and will necessarily assume some context. In stating a research question, the proposal should make both of these aspects clear. The task of the project team is to help find one or more answers to this question.
   A problem may be defined as ‘some obstacle preventing an organisation from achieving one or more of its objectives’. To solve a problem is to remove this obstacle. The problem should be stated from the point of view of the client. The task of the project team is to help solve this problem.

3. Objectives: set out your objectives for the project. Word them in such a way that, in principle, your client could assess the success or otherwise of the project by testing the achievement of these objectives.

4. Review of literature and related work: identify and describe briefly the results of any published work related to your proposal. A key element of a good proposal is that you understand what has already been done so that you can be working to extend that body of work. In the case of a system development project the review should include details of available commercial software.

5. Proposed methodology: describe in general terms your team’s methodology for solving the problem. State exactly what you intend doing, what methods you will use to do it, what data you expect to collect or what sort of prototype system you expect to build, and how you intend to process the data or test the prototype.

6. Access to resources required: specify what access to resources (computer software or hardware, business data, documentation, personnel to interview, etc.) you will need for the project (if any), why you need them and how you plan to use them. Any prototypes will be built using University equipment only.

7. Project schedule: include a summary of the project schedule extracted from the team project plan, indicating the expected timeline for the project.

8. Summary: a brief summary of the problem, objectives, methodology and expected outcomes.

9. References: properly formulated references to published work or other material that you have cited (see 3207SampleProposal.doc for the format to be used).

10. Confirmation statement: to be signed by the client, indicating that the information contained in the proposal is correct and complete and that the problem defined reflects the needs of the client (see 3207SampleProposal.doc for the format to be used).

D4 Progress Report

These reports give students an opportunity to improve their individual presentation skills. Supervisors will give a mark for each presentation (see Marking Guidelines on course web site) and will comment on the presentations and give guidance on how they might be improved. There will be about six presentations of 7 minutes each during each class so there should be a short time left for commentary and general discussion of the issues.
Each member of the team must present at least once. Where a student presents twice, then the higher score will count. The time allowed per presentation is strictly limited to seven minutes.

Each presenter is to report on the progress of his/her team with specific reference to the topic of the week (see list below). Since the progress report may take no more than 7 minutes, the number of transparencies presented should probably be only three or four. The presenter must choose carefully and make good use of any slide shown. The following guidelines specify what is required for a satisfactory progress report.

8.1 A clear statement of the research question or information system problem [1 minute]

It will help the audience to hear what the problem is before hearing the report. It is also necessary for each student to be able to enunciate the question or problem that he/she is working on.

The problem definition or research question should be clearly stated. It should not preempt the solution. There should be no direct criticism of the client or the client’s business practice.

8.2 An evaluation of current progress against the original or modified project plan [2 minutes]

Each group will have prepared a project plan using MS Project and will be required to keep the plan up to date by inserting actual times and revising the allocation of task so that deadlines will continue to be met. The presenter each week should summarise what progress has been made, highlighting any variance from the plan that is apparent, whether progress is in line with the plan and if not, how the plan will be modified and what other actions will be taken in order to meet the fixed deadlines.

Give some thought to this step. Can only take one or two minutes, so it will need to be highly summarised, focusing on variances from the current plan and any remedial action that has been necessitated. Avoid simply ‘flashing up’ a slide of the output from MS Project! This does not convey any useful information to the audience.

8.3 Discussion of the ‘topic of the week’ as it relates to the project and team activities. [4 minutes]

A particular theme has been specified for each week of the project (see “Topic of the Week and Assessment Schedule” on page 10). The object of this section is for the presenter to examine the activities of the team and their progress on the project with specific reference to the topic for the week. Each topic suggests a number of headings but there may be others. The presenter should try to demonstrate insight and understanding of the particular research question or problem in hand as well as the problems associated with managing a team of individuals working on such a task, relating experiences in the project to the literature and coursework from prerequisite units. Above all, make the presentation interesting and informative.

To gain full marks the presenter must deal adequately with the topic for the week and be able to demonstrate

- some insight into team processes, research methods, system development methods
- the ability to reference the literature, coursework from prerequisite units or other sources
- the ability to relate the experiences of the team to the references cited
- some attempt to identify ‘lessons learned’ in relation to the topic of the week.

Students in past years have complained that the presentations became ‘boring’. This is because the presenters allowed them to. Make sure your presentation is ‘snappy’ and interesting to your audience. The ability to make short presentations that have an impact is extremely important. This is your chance to acquire/improve this skill.

D5 Project Report

The project report is intended to give the client as much possible of the information gathered by the team relating to the research question or information system problem proposed and possible answers or solutions arrived at. The length of the report may vary, depending on the nature of the project and the client’s requirements, but 10 - 20 pages should suffice. The document should make use of the 3207docs.dot document template to ensure consistent layout and good typography. The front page must clearly show the team identifier, client’s name, project name and supervisor’s name.

A second copy of the report is to be presented to the client by the team at a mutually convenient time.

The structure of the Project Report must include all of the following headings, plus others if required:

1. Introduction and motivation: Probably substantially the same as the project proposal.
2. Research question / Problem definition: Should be similar to the project proposal, but may have been modified in light of subsequent events or requests by the client.
3. Objectives: Should be substantially the same as the project proposal, but may have been modified.
4. Review of literature and related work: Will be similar to the project proposal but probably extended.
5. Methodology: Details of how the problem was actually tackled. Should make clear any changes from the original system proposal and the reasons for them.
6. **The Research / Prototype Development:** This will be the major section of the report; it may be subdivided. Depending on the nature of the project it will include the bulleted items listed below. In order to improve the coherence of the report some of these items may be included as appendices.

**Either The Research:**
- Source documents, mission statement of the organisation.
- Survey instruments, questionnaires etc.
- Sample selection.
- Raw data listings. If substantial these should be placed in an appendix.
- Treatment of data/information (graphs, statistical analysis and output).

**Or Prototype development:**
- Source documents and required output. A CD containing the prototype system may be included.
- System documentation (conceptual data model, data dictionary, data flow diagrams, class diagrams, etc. as appropriate)
- Issues arising during prototype development
- Selected screens/output from prototype. If substantial these should be placed in an appendix.
- Prototype testing and confirmation of requirements.

7. **Summary of findings:** A summary that the client should find useful.

8. **Recommendations:** Indicates how the client can proceed to answer the research question posed or solve the information system problem specified.

9. **References:** Will be similar to the project proposal but extended in the light of subsequent research.

**D6 Group Presentation**

Duration: 20 minutes per team. The order of presentations will be decided on the day.

Teams should attempt to make their presentation both entertaining and informative. It can be based loosely on the structure of the Project Report described above but should be modified to highlight aspects of particular interest.

The first task is to explain the motivation for the project and to define clearly the problem being tackled. It should be assumed that the audience knows nothing of the details of the project. Next the methodology employed should be described and the data or information obtained illustrated. Some discussion of aspects of team dynamics or client characteristics may be interesting. Where a working prototype has been developed as part of the problem solution a brief walk through a series of scenarios corresponding to critical use cases identified could be informative. Finally, a summary of the findings or recommendations should be given.

Materials such as overhead transparencies or PowerPoint or video presentations may be used as appropriate. Teams are required to provide their own computer equipment for presentations. It is important that equipment and presentations be thoroughly tested in the actual class room environment to avoid technical hitches.

Each of the supervisors present will award a mark for the presentation and the final mark will be arrived at by averaging these. High marks will be awarded only where the material is well prepared and the presentation is clearly and effectively delivered and pitched at an level appropriate for an “intelligent client”. Good timing and allocation of tasks to members of the team will be considered important aspects of the presentation. Time over-runs will not be permitted. Some time for questions from the class will be allowed at the conclusion.

In 2004 a prize of $1000 was awarded by Accenture for the best team project, as adjudged by a company representative based on the team’s presentation and project report. The five teams making the best class presentations will be invited to repeat their presentation for judging by an Accenture representative on Tuesday 1st November starting at 9:00 am. All team members must be present for the team to qualify for the award.

**9. Teaching Team**

**Course Co-ordinators (also Project Supervisors):**

<table>
<thead>
<tr>
<th>Liaquat Hossain</th>
<th><a href="mailto:lhossain@it.usyd.edu.au">lhossain@it.usyd.edu.au</a></th>
<th>Room G82C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Byounggu Choi</td>
<td><a href="mailto:choi@it.usyd.edu.au">choi@it.usyd.edu.au</a></td>
<td>Room G84</td>
</tr>
</tbody>
</table>

**Project Supervisors:**

<table>
<thead>
<tr>
<th>Joseph Davis</th>
<th><a href="mailto:jdavis@it.usyd.edu.au">jdavis@it.usyd.edu.au</a></th>
<th>Room G38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanjay Chawla</td>
<td><a href="mailto:chawla@it.usyd.edu.au">chawla@it.usyd.edu.au</a></td>
<td>Room G21</td>
</tr>
<tr>
<td>Simon Poon</td>
<td><a href="mailto:spoon@it.usyd.edu.au">spoon@it.usyd.edu.au</a></td>
<td>Room G24C</td>
</tr>
<tr>
<td>Uwe Roehm</td>
<td><a href="mailto:roehm@it.usyd.edu.ay">roehm@it.usyd.edu.ay</a></td>
<td>Room G12</td>
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<tr>
<td>Ying Zhou</td>
<td><a href="mailto:zhouy@it.usyd.edu.au">zhouy@it.usyd.edu.au</a></td>
<td>Room G89</td>
</tr>
</tbody>
</table>
10. **Recommended Reading**

1. The following book is highly recommended and there are several copies available in the University library: Phillips, Joseph (2004), *IT Project Management*, New York, McGraw-Hill Osborne

2. The following texts used in ISYS3012, ISYS3015 and ISYS3113 are all relevant and could be referenced where appropriate in both *Progress Reports* the *Final Project Report*:

3. The following readings provide some ideas for working with teams on collaborative projects. They are available from the course web site http://www.it.usyd.edu.au/~isys3207:
     - Article: “Working in a Team”
     - Article: “Surviving the Group Project: A Note on Working in Teams”

4. The following readings provide some ideas and guidelines for giving oral presentations. They are available from the course web site http://www.it.usyd.edu.au/~isys3207:
   - “Preparing and Making a Quality Presentation”, Georgia Basin/Puget Sound Research Conference
   - “Oral Presentation Guidelines”, 2001 Foundation Coalition
   - Radel, Jeff, “Oral Presentations”, University of Kansas Medical Center
   - Niklander, Tiina, “Guidelines for participants”, based on material by Timo Alanko
   - Burns, Mark, “Guidelines for Oral Presentations”, HA Program/Political Science Department, Auburn University
   - “Communication in the IT workplace: presenting information”
   - “Oral Presentations” Learning Centre, University of Sydney

5. The following readings provide some further ideas relating to system design and project management. They are available from the course web site http://www.it.usyd.edu.au/~isys3207:
### 11. Topic of the Week and Assessment Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Friday</th>
<th>Topic of the Week</th>
<th>Suggested reference material</th>
<th>Deliverables due at class meeting</th>
</tr>
</thead>
</table>
| Week 1   | 29 Jul 05| Administration: Finalising Projects, Teams and Supervisors | Chapter 1 and chapter 6 (Phillips, J. 2004)  
Chapter 3 (Schwalbe, 2004)  
See readings on working in teams. | Completed Team Contract |
| Week 2   | 5 Aug 05 | **Topic 1:** Interviewing the Client: strategies, methods, difficulties, good and bad experiences, outcomes. | Page 11, page 21-25 (Chapter 1, Phillips, 2004)  
Chapter 2 (Phillips, J. 2004)  
Chapter 5 (Schwalbe, 2004) | Individual Progress Report (10%)  
Individual logbook |
| Week 3   | 12 Aug 05| **Topic 2:** Defining the Problem: key issues, focus, exact formulation, objectives, team acceptance, client approval. | Chapter 2 (Phillips, J. 2004)  
Chapter 5 (Schwalbe, 2004) | Project Plan (Initial)  
Individual Progress Report  
Individual logbook |
| Week 4   | 19 Aug 05| **Topic 3:** Deciding on a Methodology: using the literature, tools, techniques and technologies, selection criteria, evaluation. | Chapter 7 ((Phillips, J. 2004)  
Chapter 4 (Schwalbe, 2004) | Project Proposal to client  
Individual Progress Report  
Individual logbook |
| Week 5   | 26 Aug 05| **Topic 4:** Confirmation of Project Proposal: selling the idea, negotiation, compromise, agreement, signing off. | Chapter 3 (Phillips, 2004) | Project Proposal to supervisor (10%)  
Individual Progress Report  
Individual logbook |
| Week 6   | 2 Sep 05 | **Topic 5:** Data Collection and Analysis/Prototype Development: specifics of the task - what, how, problems encountered, strategies adopted, execution, selection of tool/resources. | Chapter 8 (Phillips, 2004) | Individual Progress Report  
Individual logbook |
| Week 7   | 9 Sep 05 | **Topic 6:** Progress and Findings: progress, literature cited & evaluation, products/tools selected & why, research/development strategies, methods of recording/documenting. | Chapters 9, and 10 (Phillips, 2004) | Individual Progress Report  
Individual logbook |
<table>
<thead>
<tr>
<th>Week</th>
<th>Friday</th>
<th>Topic of the Week</th>
<th>Suggested reference material</th>
<th>Deliverables due at class meeting</th>
</tr>
</thead>
</table>
| Week 8  | 16 Sep | Topic 7: *Team Dynamics & the Group Culture*: team work, strategies, problems, solutions, making use of individuals, team culture, comparison with theory. | Chapter 11 (Phillips, 2004)  
Chapter 9 (Schwalbe, 2004)  
Chapter 10 (Schwalbe, 2004) | Individual Progress Report  
Individual logbook |
Individual logbook |
|         |        |                                                    |                                                                   | **Mid-semester break: week commencing Monday, 27 September 2004** |
Chapter 8 (Schwalbe, 2004) | Individual Progress Report  
Individual logbook |
| Week 11 | 14 Oct | Group Presentations                                | See readings on oral presentations | **Project Report to supervisor (30%)**  
**Project Plan (Final) (10%)**  
**Group Presentation (10%)**  
Oral examinations begin (20%) |
| Week 12 | 21 Oct | Group Presentations                                |                                                                   | Group Presentations (continued)  
Oral examinations (continued) |
| Week 13 | 28 Oct | Group Presentations                                |                                                                   | Group Presentations (continued)  
Oral examinations (continued) |

Final presentations for Accenture Prize: Tuesday 1st November starting at 9:00 am
## Workload and Assessment Schedule

### Workload Expectations

<table>
<thead>
<tr>
<th>Component</th>
<th>Ass%</th>
<th>Expected Workload (hours)</th>
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<tbody>
<tr>
<td>Week commencing</td>
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</tr>
<tr>
<td>Class meeting</td>
<td>1</td>
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<tr>
<td>Team meeting with supervisor</td>
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<td>1</td>
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<td>D1: Individual Logbook (Individual)</td>
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<tr>
<td>Topic 1: Interpreting the Client</td>
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<tr>
<td>D2: Project Plan (Group)</td>
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<td>8</td>
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<tr>
<td>Topic 2: Defining the Problem</td>
<td>Topic 2</td>
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<tr>
<td>Topic 3: Deciding on a Methodology</td>
<td>Topic 3</td>
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<tr>
<td>Topic 4: Confirmation of Project Proposal</td>
<td>Topic 4</td>
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<tr>
<td>D3: Project Proposal (Group)</td>
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<td>4</td>
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<tr>
<td>Topic 5: Data Collection and Analysis</td>
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<td></td>
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<tr>
<td>or Prototype Development</td>
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<td>Topic 6: Progress and Findings</td>
<td>Topic 6</td>
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<td>Topic 7: Team Dynamics &amp; the Group Culture</td>
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<td>Topic 8: Testing and Evaluation</td>
<td>Topic 8</td>
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<tr>
<td>Topic 9: Achievement of Objectives</td>
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<td>D4: Progress Reports (Individual)</td>
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<td>D5: Project Report (Group)</td>
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<td>6</td>
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<tr>
<td>D6: Group Presentation (Group)</td>
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<tr>
<td>Oral Examination (Individual)</td>
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<tr>
<td>Attendance and Participation</td>
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<tr>
<td>Individual/Team work on project</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td>16</td>
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