**FIT4037
Case study**

Unit Guide

Semester 1, 2011

Last updated: 01 Mar 2011

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The Case study provides the opportunity for students to focus their skills of system analysis and development, software design and development, documentation development and quality, system and software quality, interpersonal relationships and formal and quality documentation in the development of a solution to the Case Study project. Working as members of supervised teams, students undertake the analysis, design, documentation and implementation of an appropriate software system to assist with the resolution of a realistic business problem. As part of their success, teams will decide their methodology, and demonstrate quality planning and project planning skills.

Mode of Delivery

Caulfield (Day)

Contact Hours

1 hr seminar/wk, 3 hrs tutorials/wk

Workload

Workload commitments per week are:

- one-hour seminar
- three-hour studio
- a minimum of 2-3 hours of personal study per one hour of contact time in order to satisfy the reading and assignment expectations.
- You will need to allocate up to 5 hours per week in some weeks, for use of a computer, including time for newsgroups/discussion groups.

Unit Relationships

Prohibitions

CSE3900, CSE9020, FIT3015, FIT3048, GCO9800,GCO3500

Prerequisites

FIT9017, FIT9018, FIT9019 and FIT9030
Must be enrolled in course 3309, 0366, 0539, 0360 or 1772

Chief Examiner

Sue Foster

Campus Lecturer

Caulfield

Sue Foster

Learning Objectives

At the completion of this unit students will be able to:

- Implement system analysis skills;
- Implement quality planning and project planning skills;
- Provide resolution of a realistic business problem;
- Implement software design and development skills;
- Implement software implementation skills;
- develop documentation.

Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:

a. engage in an internationalised world
b. exhibit cross-cultural competence
c. demonstrate ethical values

critical and creative scholars who:

a. produce innovative solutions to problems
b. apply research skills to a range of challenges
c. communicate perceptively and effectively

Assessment Summary

Practical work: 100%

Assessment Task	Value	Due Date
Team project management document	5%	Thursday 10 March 2011
Business case document and requirements	10%	Thursday 24 March 2011
Functional requirements and design document	15%	Thursday 14 April 2011
Technical documents and user manuals	25%	Thursday 12 May 2011
Presentation of project	10%	Thursday 19 May 2011

| Presentation of working prototype | 25% | Thursday 26 May 2011 |
| Tutorial attendance and contribution | 10% | Weekly during tutorials |

Teaching Approach

Studio teaching

Studio teaching is a facilitated active, participatory, peer learning approach.

Feedback

Our feedback to You

Types of feedback you can expect to receive in this unit are:

- Informal feedback on progress in labs/tutes
- Graded assignments with comments
- Interviews
- Other: We will also provide feedback to each group member or group where appropriate

Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through SETU, Student Evaluation of Teacher and Unit. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, and on student evaluations, see:
http://www.monash.edu.au/about/monash-directions/directions.html
http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html

Previous Student Evaluations of this unit

If you wish to view how previous students rated this unit, please go to
https://emuapps.monash.edu.au/unitevaluations/index.jsp

Required Resources

You will need Adobe Acrobat reader to access weekly lecture / class materials, and access to Microsoft Office software (PowerPoint, Word, and Excel) for document preparation. These software programs should be available for use in University computer labs.

Unit Schedule

Week	Date*	Activities	Assessment
0	21/02/11		No formal assessment or activities are undertaken in week 0
1	28/02/11	Introduction to Case Study	Students provided with FIT4037 survival kit; Tutorial attendance and contribution assessed weekly during tutorials
2	07/03/11	Forming teams	Team project management document due Thursday 10 March 2011
3	14/03/11	IT Projects and Project management	
4	21/03/11	Functional requirements	Business case document and requirements due Thursday 24 March 2011
5	28/03/11	Database structures	
6	04/04/11	IT Projects and Risk management	
7	11/04/11	Project testing	Functional requirements and design document due Thursday 14 April 2011
8	18/04/11	Technical documents and user manuals	
		Mid semester break	
9	02/05/11	User Manuals and presentation discussion	
10	09/05/11	Team presentations of Prototype functionality	Technical documents and user manuals due Thursday 12 May 2011
11	16/05/11	Developing prototypes	Presentation of project due Thursday 19 May 2011
12	23/05/11	Developing prototypes	Presenting of working prototype due Thursday 26 May 2011
	30/05/11	SWOT VAC	No formal assessment is undertaken SWOT VAC

*Please note that these dates may only apply to Australian campuses of Monash University. Off-shore students need to check the dates with their unit leader.

Assessment Policy

To pass a unit which includes an examination as part of the assessment a student must obtain:

- 40% or more in the unit's examination, and
- 40% or more in the unit's total non-examination assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 40% or more in the unit examination or the unit non-examination total assessment, and the total mark for the unit is greater than 50% then a mark of no greater than 49-N will be recorded for the unit

Assessment Tasks

Participation

- **Assessment task 1**

   Title:
   Team project management document
   Description:
   A team project management document will be assessed from a marking criteria prepared by the unit leader.
   Weighting:
   5%
   Criteria for assessment:
   Specific tasks and marking criteria will be distributed at the beginning of the semester.

   No hurdle requirements are expected to be handed in with this first deliverable.
   Due date:
   Thursday 10 March 2011

- **Assessment task 2**

   Title:
   Business case document and requirements
   Description:
   Project teams are expected to develop a business case document. Templates are provided for ease of use. The business case will be assessed from a marking criteria developed by the unit leader.
   Weighting:
   10%
   Criteria for assessment:
   Specific tasks and marking criteria will be distributed at the appropriate time.

   Project teams are required to provide hurdle requirements in the form of minutes of meetings, and individual timesheets as well as confidential peer reviews. These are assessable items. Students may be individually assessed on the level and standard of their contributions where applicable.
   Due date:
   Thursday 24 March 2011

- **Assessment task 3**

    Title:
    Functional requirements and design document
    Description:
    Project teams are expected to develop a functional requirements and design document.
    Weighting:
    15%
    Criteria for assessment:
    Specific tasks and marking criteria will be distributed at the appropriate time.

    Project teams are required to provide hurdle requirements in the form of minutes of meetings, and individual timesheets as well as confidential peer reviews. These are assessable items. Students may be individually assessed on the level and standard of their contributions where applicable.
    Due date:
    Thursday 14 April 2011

- **Assessment task 4**

    Title:
    Technical documents and user manuals
    Description:
    Project teams are to prepare technical documents, including a test plan as well as a user manual. These are to be handed in, to their supervisor on the due date in their labs.
    Weighting:
    25%
    Criteria for assessment:
    Specific tasks and marking criteria will be distributed at the appropriate time.

    Project teams are required to provide hurdle requirements in the form of minutes of meetings, and individual timesheets as well as confidential peer reviews. These are assessable items. Students may be individually assessed on the level and standard of their contributions where applicable.
    Due date:
    Thursday 12 May 2011

- **Assessment task 5**

    Title:
    Presentation of project
    Description:
    Each project will be presented using power point slides. The slides will include screen shots of the partially developed prototype.
    Weighting:
    10%
    Criteria for assessment:
    Specific tasks and marking criteria will be distributed at the appropriate time.

    Students are marked on presentation skills as well as the appropriateness and clarity of their screen shots. Students may be individually assessed on the level and standard of their contributions where applicable.
    Due date:
    Thursday 19 May 2011

- **Assessment task 6**

    Title:
    Presentation of working prototype
    Description:
    Project team members will present their prototypes to the student cohort on the due date.
    Weighting:
    25%
    Criteria for assessment:
    Specific tasks and marking criteria will be distributed at the appropriate time.

    The prototypes will be assessed by the unit leader and supervisor from a marking criteria designed by the unit leader at the time project teams present their prototype.

    Project teams will be given this marking guide closer to the time of their presentation. Project teams are required to also provide hurdle requirements in the form of minutes of meetings, individual timesheets as well as confidential peer reviews. These are assessable items. Students may be individually assessed on the level and standard of their contributions where applicable.
    Due date:
    Thursday 26 May 2011

- **Assessment task 7**

    Title:
    Tutorial attendance and contribution
    Description:
    Students are required to attend all tutorials for group meetings and to be interviewed by their supervisor and client.
    Weighting:
    10%
    Criteria for assessment:
    Tutorial attendance and group contribution. To ensure all group members attend and contribute in the tutorials, students will be allocated a mark out of 10. This will be assessed over the 12 weeks.
    Due date:
    Weekly during tutorials

Examinations

Assignment submission

Assignment coversheets are available via "Student Forms" on the Faculty website:
http://www.infotech.monash.edu.au/resources/student/forms/
You MUST submit a completed coversheet with all assignments, ensuring that the plagiarism declaration section is signed.

Extensions and penalties

Submission must be made by the due date otherwise penalties will be enforced.

You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process:
http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html.

Returning assignments

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later

Resubmission of assignments

Assignments in this unit cannot be resubmitted.

Referencing requirements

Students are required to be aware of the referencing requirements for creating assignments. All assignments in this unit are required to be referenced where a contribution to the assignment has come from a source other than the student themselves.

The following link will provide you with an appropriate array of referencing requirements:

http://www.monash.edu/lls/llonline/quickrefs/19-styles.xml

If you are unsure about the appropriate reference style to use, please talk with your supervisor.

Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:
http://policy.monash.edu.au/policy-bank/academic/education/index.html

Key educational policies include:

- Plagiarism
  (http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html)
- Assessment
  (http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-po
- Special Consideration
  (http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.h
- Grading Scale
  (http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html)
- Discipline: Student Policy
  (http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html)
- Academic Calendar and Semesters (http://www.monash.edu.au/students/key-dates/);
- Orientation and Transition (http://www.infotech.monash.edu.au/resources/student/orientation/); and
- Academic and Administrative Complaints and Grievances Policy
  (http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy.

Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at www.monash.edu.au/students The Monash University Library provides a range of services and resources that enable you to save time and be more effective in your learning and research. Go to http://www.lib.monash.edu.au or the library tab in my.monash portal for more information. Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis

- Website: http://adm.monash.edu/sss/equity-diversity/disability-liaison/index.html;
- Telephone: 03 9905 5704 to book an appointment with a DLO;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus.

Reading List

Yardley, D. (2002) '*Successful IT Project Delivery*', Addison-Wesley, UK. ISBN 0-201-75606-4

Schwalbe, K. (2004) '*Information Technology Project Management'*, Thomson Course Technology – 3rd (or 4th) Edition. ISBN 0-619-15984-7

Curry, J. & Stanford, P. (2005) '*Practical System Development: A Project-based Approach*', Pearson SprintPrint, Australia. ISBN 0-7339-7336-1