



**MONASH** University  
Information Technology

**FIT4037**  
**Case study**

**Unit Guide**

**Semester 2, 2011**

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

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# **FIT4037 Case study - Semester 2, 2011**

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 (Evening)

## **Contact Hours**

1 hr seminar/wk, 3 hrs tutorials/wk

## **Workload**

Workload commitments per week are:

- one-hour seminar
- three-hour studio

You are expected to spend 12 hours per week on various activities including reading, communication with other students and unit lecturers, and preparation for learning tasks and formal assessments

## **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**

Ms Susan Foster

## **Campus Lecturer**

## **Caulfield**

**Sue Foster**

# Academic Overview

## 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%

<b>Assessment Task</b>	<b>Value</b>	<b>Due Date</b>
Team project management document	5%	Thursday 11 August
Business case document and requirements	10%	Thursday 25 August
Functional requirements and design document	15%	Thursday 8 September
Technical documents and user manuals	25%	Thursday 6 October
Presentation of project	10%	Thursday 13 October
Presentation of working prototype	25%	Thursday 20 October
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.

This is freely available from:<http://get.adobe.com/uk/reader/>

Access to Microsoft Office software (PowerPoint, Word, and Excel) for document preparation.

These software programs are available for use in University computer labs.

## Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Introduction to Case Study	Students provided with FIT4037 survival kit; Tutorial attendance and contribution assessed weekly during tutorials
2	Forming teams	
3	IT Projects and Project management	Team project management document due on Thursday 11 August
4	Functional requirements	
5	Database structures	Business case document and requirements due on 25 August
6	IT Projects and Risk management	
7	Project testing	Functional requirements and design document due 8 September
8	Technical documents and user manuals	
9	User Manuals and presentation discussion	
10	Team presentations of Prototype functionality	Technical documents and user manuals due Thursday 6 October
11	Developing prototypes	Presentation of project due Thursday 13 October
12	Developing prototypes	Presenting of working prototype due Thursday 20 October
	SWOT VAC	No formal assessment is undertaken SWOT VAC
	Examination period	LINK to Assessment Policy: <a href="http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html">http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html</a>

\*Unit Schedule details will be maintained and communicated to you via your MUSO (Blackboard or Moodle) learning system.

# Assessment Requirements

## 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.

The criteria for assessing this project management document is to:

identify the actual team members and their roles

establish appropriate roles for each team members

create a functional project management document that can be used throughout the life of the project by all team members

No hurdle requirements are expected to be handed in with this first deliverable.

**Due date:**

Thursday 11 August

#### • 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.

The criteria for development a business document is:

to ensure the working prototype is developed in line with the specifications of the case study

to ensure this is seen as a working document that can be used by all team members over the life of the project



## Assessment Requirements

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 25 August

### • 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.

The criteria for assessment is to:

Develop functional requirements for the working prototype

Develop an appropriate design for the working prototype

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 8 September

### • 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.

Teams will be assessed on:

the preparation of their technical specifications

the preparation of a detailed test plan

the clarity and appropriateness of their user manual

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 6 October

• **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

appropriateness and clarity of their screen shots

How well the presentation meets the objectives and criteria of the system

Students may be individually assessed on the level and standard of their contributions where applicable.

**Due date:**

Thursday 13 October

• **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. For all Assessments a broad criteria should be provided as a list, for example -

Criteria for assessment:

- The degree to which programs meet the problem specification.
- The level of testing demonstrated.
- How well the code is written and how easy it is to understand and be maintained.

## Assessment Requirements

- How well the program is documented.

**Due date:**

Thursday 20 October

• **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

It is a University requirement

(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html>) for students to submit an assignment coversheet for each assessment item. Faculty Assignment coversheets can be found at <http://www.infotech.monash.edu.au/resources/student/forms/>. Please check with your Lecturer on the submission method for your assignment coversheet (e.g. attach a file to the online assignment submission, hand-in a hard copy, or use an online quiz).

### 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.

## Other Information

### 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-p>)
- 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>)
- Codes of Practice for Teaching and Learning  
(<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-tea>)

### 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](http://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](mailto: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

## Other Information

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