MONASH University
Information Technology

FIT4037
Case study

Unit Guide

Semester 1, 2012

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 1, 2012

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

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. The tutorial is to be used as the first point of contact for your groups and as such attendance is a necessary prerequisite.

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

Tutors

Caulfield

Anthony Wong

Consultation hours: TBA

Academic Overview

Outcomes

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 15 March, 2012
Business case document and requirements	10%	Thursday 29 March, 2012
Functional requirements and design document	15%	Thursday 19 April, 2012
Technical documents and user manuals	25%	Thursday 10 May, 2012
Presentation of project	10%	Tuesday 17 May, 2012
Presentation of working prototype	25%	Tuesday 24 May, 2012
Tutorial attendance and contribution	10%	Weekly during tutorials

Teaching Approach

Problem-based learning

Studio teaching is a facilitated active, participatory, peer learning approach. This approach is hands-on learning approach where you interact in project teams with fellow students in a laboratory workroom.

Students are encouraged to take responsibility for organising and directing their learning with support from their supervisor. As a problem based learning approach you will be presented with a web design problem and guided on how to best find solutions for the problem.

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

Students have found this unit extremely helpful in bringing together information from core units.
However students wwould like to have more help with database design, structure and management.
Unfortunately this unit is designed to facilitate the knowledge previously obtained from the core units.

To aid students with this dilemma handouts will be given regarding database design etc and more dedicated tutoring will focus on this issue.

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

Required Resources

Please check with your lecturer before purchasing any Required Resources. Prescribed texts are available for you to borrow in the library, and prescribed software is available in student labs.

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 are provided with FIT4037 survival kit. As part of your assessment requirements attendance and contribution is assessed weekly during tutorials
2	Forming teams	Working on your team project management document
3	IT Projects and Project management	Team project management document due on Thursday 15 March 2012 in your tutorial - next deliverable discussed
4	Functional requirements	Working on your next key deliverable - business case
5	Database structures	Business case document and requirements due on Thursday 29 March 2012 - next deliverable discussed
6	IT Projects and Risk management	Working on your next key deliverable - Functional documents
7	Project testing	Functional requirements and design document due Thursday 19 April 2012 - next deliverable discussed
8	Technical documents and user manuals	Working on your next key deliverable - technical docs and prototype
9	User Manuals and presentation discussion	Working on your next key deliverable - technical docs and prototype
10	Team presentations of Prototype functionality	Technical documents and user manuals due Thursday 10 May 2012 - working on next key deliverable and prototype
11	Developing prototypes	Presentation of project due Thursday 17 May 2012 - working on prototype
12	Developing prototypes	Presentation of working prototype during tutorial on Thursday 24 May 2012
	SWOT VAC	No formal assessment is undertaken SWOT VAC
	Examination period	LINK to Assessment Policy: http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html

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

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles
(http://www.infotech.monash.edu.au/resources/staff/edgov/policies/assessment-examinations/unit-assessment-hu

Assessment Tasks

Participation

Students will be assessed in tutorials on their contribution within their teams and on attendance in the tutorials. Contribution is assessed by the supervisor in the tutorial. The supervisor will assess contribution on how the student interacts in the project teams and how their contribution is valued by the project team members.

- **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

  Due date:
  Thursday 15 March, 2012

- **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

Project teams are expected to provide 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 29 March, 2012

- **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 expected to provide 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 19 April, 2012

- **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 expected to provide 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 10 May, 2012

- **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:

Tuesday 17 May, 2012

- **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.
- How well the program is documented.

Due date:
Tuesday 24 May, 2012

- **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).

Online submission

If Electronic Submission has been approved for your unit, please submit your work via the VLE site for this unit, which you can access via links in the my.monash portal.

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-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.
- 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. For Sunway see http://www.monash.edu.my/Student-services, and for South Africa see http://www.monash.ac.za/current/

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. At Sunway, visit the Library and Learning Commons at http://www.lib.monash.edu.my/. At South Africa visit http://www.lib.monash.ac.za/.

Academic support services may be available for students who have a disability or medical condition. Registration with the Disability Liaison Unit is required. Further information is available as follows:

- Website: http://monash.edu/equity-diversity/disability/index.html;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus
- Telephone: 03 9905 5704, or contact the Student Advisor, Student Commuity Services at 03 55146018 at Sunway

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