FIT9006
Information technology management

Unit Guide

Semester 1, 2013

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.

Last updated: 04 Mar 2013
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This unit presents IT management as a project-based activity, oriented to fulfilling corporate goals, meeting business operational requirements and delivering value for an organisation. Core concepts are established: strategic contexts of IT management, systems, information systems, systems development, business processes and modelling, and IT as support for core business processes. An overview of project management processes, tools and techniques used for software development projects follows. IT-related issues and trends posing complex challenges to management and organisation of the IT resource in contemporary organisations are explored. Ethics in IT management is a central theme.

Mode of Delivery

- Caulfield (Evening)
- Sunway (Evening)

Contact Hours

2 hrs lectures/wk, 2 hrs laboratory/wk

Workload requirements

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.

This includes:

- a two-hour lecture;
- a two-hour tutorial or laboratory (requiring preparation in advance); and
- an average of 8 hours of out-of-class time, involving reading, class preparation, assignment work, revision, computer-based activities and time for newsgroups/discussion groups.

Unit Relationships

Prohibitions

IMS9043

Chief Examiner

Dr Mahbubur Rahim

Campus Lecturer

Caulfield

Dr MD Mahbubur Rahim

Consultation hours: Wednesday 2pm to 5pm
Sunway
Tam Leong Hing

Tutors

Caulfield

Ms Nergiz Ilhan
Consultation hours: TBA

Dr Markus Belkin
Consultation hours: TBA
Academic Overview

Learning Outcomes

At the completion of this unit students will have -A knowledge and understanding of:

- the strategic contexts of IT management, including: the strategic value and impacts of IT; the strategy process; the need to effectively align business strategy and IT strategy; the value of a portfolio approach to managing IT investments and mitigating risk; the critical importance of a customer-centric approach to IT strategy; and key management roles and relationships (eg CEO-CIO);
- the more common business processes, and the role that IT can play in managing these processes and in providing information systems that are appropriate for an organisation's operational needs;
- the technical processes of a generic SDLC model, contract development, outsourcing and package purchase as alternative approaches to providing information systems;
- the project management processes related to in-house and contract software development, software outsourcing, package acquisition and implementation;
- the requirements for ongoing management of the IT infrastructure of an organisation that takes appropriate advantage of technological innovation to address the short-term and long-term objectives of the business;
- IT professional ethics, and ethical issues in the management and use of IT within organisations.

Developed attitudes that enable them to:

- have a systematic approach to IT provisioning in a business whilst maintaining a pragmatic approach to business needs;
- critically assess the worth of technological innovations for their contribution towards meeting business objectives in both the short-term and the longer term;
- recognise the management of IT infrastructure as a corporate resource, and business information as critical to meeting business objectives;
- develop a project management approach to developing information systems that are appropriate to the organisation's needs;
- maintain ethical principles and practices in IT management.

Developed the skills to:

- apply selected systems development techniques associated with SDLC-based system developments;
- model business processes using industry standard modelling conventions and a standard commercial business process modelling software package;
- determine requirements and specifying development or acquisition projects, using both traditional and innovative techniques and methods;
- apply project management techniques and using project management software.

Demonstrated the communication and teamwork skills necessary to:

- acquire understanding of the IT management and project management processes not only in terms of objective criteria like budgets, resources and software tools, but also as social activities and relationships involving individual, group and corporate-wide objectives and imperatives.
Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td>No formal assessment or activities are undertaken in week 0</td>
</tr>
<tr>
<td>1</td>
<td>Fundamentals of IS/IT &amp; IT management</td>
<td>Tutorials begin in Week 1</td>
</tr>
<tr>
<td>2</td>
<td>Strategic contexts of organisations</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>IT strategy and business strategy</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>IT strategy alignment</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>IT governance</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>IT project success and failure</td>
<td>Assignment 1 due Friday 19 April 2013</td>
</tr>
<tr>
<td>7</td>
<td>Modeling business/organisational processes</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>IT budgeting</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>IT outsourcing</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>IT provisioning</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Legal issues for IT professionals</td>
<td>Assignment 2 due Friday 24 May 2013</td>
</tr>
<tr>
<td>12</td>
<td>Review of key concepts of IT management, exam preparation and review</td>
<td>Sample exam review during Tutorial 12</td>
</tr>
<tr>
<td>SWOT VAC</td>
<td></td>
<td>No formal assessment is undertaken in SWOT VAC</td>
</tr>
</tbody>
</table>

*Unit Schedule details will be maintained and communicated to you via your learning system.

Assessment Summary

Examination (3 hours): 60%; In-semester assessment: 40%

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1: IT Strategy &amp; Business Strategy - An Investigation</td>
<td>20%</td>
<td>Friday 19 April 2013</td>
</tr>
<tr>
<td>Assignment 2: Investigating an Instance of IT Project Failure</td>
<td>20%</td>
<td>Friday 24 May 2013</td>
</tr>
<tr>
<td>Examination 1</td>
<td>60%</td>
<td>To be advised</td>
</tr>
</tbody>
</table>

Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach provides facilitated learning, practical exploration and peer learning.
Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

Academic Integrity - Please see the Demystifying Citing and Referencing tutorial at
http://lib.monash.edu/tutorials/citing/

Assessment Tasks

Participation

• Assessment task 1

  Title:
  Assignment 1: IT Strategy & Business Strategy - An Investigation

  Description:
  This assignment is designed to test students' understanding about the importance of IT strategy and its alignment with business strategy in organisations.

  Weighting:
  20%

  Criteria for assessment:
  This assignment will be evaluated in terms of the following criteria:

  ♦ completeness (contents addressing the key areas)
  ♦ correctness (demonstrating research skills by identifying and using relevant sources)
  ♦ presence of relevant information (showing cognitive skills: analysis, evaluation)
  ♦ and clarity of expression (showing writing skills: structure, expression, presentation).

  Due date:
  Friday 19 April 2013

• Assessment task 2

  Title:
  Assignment 2: Investigating an Instance of IT Project Failure

  Description:
  This assignment is designed to test students’ understanding about how various key factors contribute to the failure of IT systems projects in organisations.

  Weighting:
  20%

  Criteria for assessment:
  This assignment will be evaluated in terms of the following criteria:

  ♦ completeness [contents (e.g. factors) addressing the key areas]
  ♦ correctness (demonstrating research skills by identifying and using relevant sources)
  ♦ presence of relevant information (showing cognitive skills: analysis, evaluation of the process concepts)
Assessment Requirements

♦ and clarity of expression (showing writing skills: structure, expression, presentation).

Due date:
Friday 24 May 2013

Examinations

• Examination 1

Weighting:
60%

Length:
3 hours

Type (open/closed book):
Closed book

Electronic devices allowed in the exam:
None

Remarks:
Examination paper will have three parts: multiple choice questions, mini-cases, and discussion questions.

Learning resources

Reading list

There is no single prescribed textbook for this unit. Each week, a list of useful references (including journal articles) will be cited. However, parts of the following textbooks are useful:


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
- Solutions to tutes, labs and assignments

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:

Returning assignments

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

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 learning system for this unit, which you can access via links in the my.monash portal.

Required Resources

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

To access weekly lecture and tutorial materials, students will need access to Adobe Acrobat Reader, and Microsoft Office software.
Microsoft Project will be the project management software used, and Microsoft Visio will be used for preparing charts and diagrams for tutorials and assignments. Students may also use other relevant drawing or other software they have access to, e.g. SmartDraw.

This software is available in the University computer labs. OCL students can submit requests (via the online service desk) to get a copy of the software sent to them as outlined on the link below.


Alternatively, software may be purchased at academic prices at good software retailers on provision of evidence of enrollment (your current student card).

**Recommended Resources**

A list of recommended reading material is given at the commencement of each lecture. Additional material may be found by students in the Library, and by visiting the Scopus research database.
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: www.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
- Special Consideration; http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.html
- 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/dates/
- Orientation and Transition; http://intranet.monash.edu.au/infotech/resources/students/orientation/
- Graduate Attributes Policy http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.html

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 http://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/.

Monash University Library

The Monash University Library provides a range of services, resources and programs that enable you to save time and be more effective in your learning and research. Go to 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/.
Disability Liaison Unit

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://www.monash.edu/equity-diversity/disability/index.html
Telephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Community Services at 03 55146018 at Sunway
Email: dlu@monash.edu
Drop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus

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 the Student Evaluation of Teaching and Units (SETU) survey. 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, see:

www.monash.edu.au/about/monash-directions and on student evaluations, see:
www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html

Previous Student Evaluations of this Unit

Ongoing changes and refinements in the lecture schedule, lecture notes, tutorial materials and assignments have been made in response to student feedback.

The first lecture of the series has been introduced to service student comments that they require more coverage of information technology terms, with common language explanations of these terms, and the functionalities they refer to. An introduction to Enterprise Resource Planning (ERP) systems is also included in Lecture 1 in response to feedback.

If you wish to view how previous students rated this unit, please go to