FIT4037
Case study

Unit Guide

Semester 2, 2013

Last updated: 11 Jul 2013

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FIT4037 Case study - Semester 2, 2013

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 requirements

Workload commitments per week are:

- one-hour seminar
- three-hour studio

You are expected to spend an additional 8 hours per week on various activities including reading, communication with other students and unit lecturers, and preparation for learning tasks and formal assessments.

Tutorials are 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

To be advised

Academic Overview

Learning 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.

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 their assessment requirements attendance and contribution is assessed weekly during tutorials and is referred to as assessment Task 7: Tutorial participation and team contribution.
2	Forming teams	Working on Team project management document.
3	IT Projects and Project management	Assessment Task 1: Team project management document due. Next key deliverable, Business case is discussed.
4	Functional requirements	Assessment Task 2: Business case document and requirements due. Next key deliverable, Functional documents are discussed.
5	Database structures	Working on Functional documents.
6	IT Projects and Risk management	Assessment Task 3: Functional requirements and design document due. Next key deliverable discussed.
7	Project testing	Working on Technical documents and user manuals.
8	Technical documents and user manuals	Working on Technical documents and user manuals.
9	User Manuals and presentation discussion	Assessment Task 4: Technical documents and user manuals due. Working on next key deliverable.
10	Developing prototypes	Working on prototype.
11	Team presentations of Prototype functionality	Assessment Task 5: Presentation of project due. Working on prototype.
12	Presentation of working prototype	Assessment Task 6: Presentation of working prototype due in tutorial.
	SWOT VAC	No formal assessment is undertaken in 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 learning system.

Assessment Summary

Practical work: 100%

Assessment Task	Value	Due Date
Team project management document	5%	Tuesday 13 August 2013
Business case document and requirements	10%	Tuesday 20 August 2013
Functional requirements and design document	15%	Tuesday 3 September 2013
Technical documents and user manuals	25%	Tuesday 24 September 2013
Presentation of project	10%	Tuesday 15 October 2013
Presentation of working prototype	25%	Tuesday 22 October 2013
Tutorial participation and contribution	10%	Weekly during tutorials

Teaching Approach

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

Assessment Requirements

Assessment Policy

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

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

Assessment Tasks

Participation

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

- **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:
   Tuesday 13 August 2013

- **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:
Tuesday 20 August 2013

• 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:
Tuesday 3 September 2013

• 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 the 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:

Tuesday 24 September 2013

- **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 15 October 2013

- **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.

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

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:
Tuesday 22 October 2013

- **Assessment task 7**

Title:
Tutorial participation and contribution
Description:
Students are required to attend all tutorials for group meetings, participate in all activities within the team, and to be interviewed by their supervisor and client.
Weighting:
10%
Criteria for assessment:
Tutorial and group contribution.

To ensure all group members participate in tutorials, students will be allocated a mark out of 10.

This will be assessed over the 12 weeks of the semester.
Due date:
Weekly during tutorials

Learning resources

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

Monash Library Unit Reading List
http://readinglists.lib.monash.edu/index.html

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

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.monash.edu.au/exams/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.

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). Please note that it is your responsibility to retain copies of your assessments.

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.

Assessment Requirements

You will need Adobe Acrobat reader to access weekly lecture and 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.

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:

- Aademic integrity;
  http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-policy.h
- Assessment in Coursework Programs;
  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.ht
- 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/
- Academic and Administrative Complaints and Grievances Policy;
  http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy.h
- Code of Practice for Teaching and Learning;
  http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-teac

Graduate Attributes Policy

http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.ht

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.htmlTelephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Commuity Services at 03 55146018 at SunwayEmail: dlu@monash.eduDrop 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

Students have found this unit intellectually stimulating, with sufficient resources and support to complete the learning objectives.

Students have found the pace and structure of this unit sufficiently appropriate to complete the tasks required of them in a timely manner.

Students have found this unit extremely helpful in bringing together information from core units. However, they have also indicated they would 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 provide database design etc, and more dedicated tutoring will focus on this issue.

Students did mention issues regarding group involvement and support. To provide teams with the opportunity to communicate team member concerns or issues they are supplied with Confidential Peer Review forms that are completed and given to their supervisor confidentially. This is an opportunity for the supervisor and client to view issues within the team that may not be evident in the weekly tutorial meetings. These forms are an important opportunity for each team member to have their say and to have the information they provide to their supervisor and client acknowledged and assessed. This form when compared to other team members' forms can influence a mark differential for team members.

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