

Systems Requirements and Procurement 8067

Unit Outline 2009

Faculty of Information Sciences and Engineering University of Canberra

*Australian Government Higher Education (CRICOS)
Registered Provider number: #00212K*

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This Unit Outline must be read in conjunction with:

- a) *Studying at the University of Canberra: A Guide to Policies and Procedures*, which sets out University-wide policies and procedures, including information on matters such as plagiarism, grade descriptors, moderation, feedback and deferred exams, and is available at <http://www.canberra.edu.au/student-services>
- b) *Guide to Student Services at the University of Canberra*, and is available at <http://www.canberra.edu.au/student-services>
- c) Any additional information specified in section 6f.

1: General Information

- 1a **Unit title** Systems Requirements and Procurement
- 1b **Unit number** 8067
- 1c **Semester and year offered** First Semester 2009
- 1d **Credit point value** 3
- 1e **Unit level** PG
- 1f **Unit Convener** Charles Palmer, Room: 11C19,
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Unit Moderator Charles Pfohl, Room: 11A22
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- 1g **Administrative Contact:** School of Information Sciences and Engineering
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2: Academic Content

2a Unit description

This unit examines the methods and issues in the management of informatics projects. It is based in standards for project management and quality assurance. Topics include techniques of project scope and success criteria, work breakdown analysis and monitoring, task estimating and scheduling; resource, risk and cost management and project closure and review. Interpersonal and group facilitation skills to focus IT and business teams on identifying and solving the right problem are addressed.

Technology that supports project and quality management is an integral part of the unit. The social and ethical environment of systems and their development is discussed.

2a Learning Outcomes

This unit develops you as a project manager. It considers the following:

- Project management in the context of organisational and business objectives;
- Requirements discovery, determination and management;
- Requirements articulation using instruments such as GITC4.1, Expressions of Interest (EOI) and briefing management;
- Procurement articulation, scoring, weighting, determination and recommendation;
- Personal selection criteria and procurement;
- Implementation management and development;
- Negotiation and facilitation skills for project managers in a vendor environment;
- Evaluation of project outcomes; and
- Ethics.

2b Prerequisites and/or co-requisites

You must have completed Systems Project Quality Management (SPQM) 6678 or 7173 UG *or* equivalent before you can enrol. If you believe that you can demonstrate industry experience or a similar unit, then you should contact the unit convenor.

3: Delivery of Unit and Timetable

3a Delivery mode

This unit will be delivered on campus as a 3 hour lecture/workshop each week. The location and timing is advertised on the unit website:
<http://learnonline.canberra.edu.au/studentSupport.php>.

3b Schedule of lectures and tutorials

The weekly contact session comprises a 3 hour workshop and discussions with visiting professionals (as available).

Students should regularly consult the unit website for a more detailed schedule of activities. The order and emphasis of some activities may change.

4: Unit Resources

4a Lists of required texts/readings

There is no required text but the following recommended texts should be consulted for research:

The unit is based on the Project Management Body of Knowledge (PMBOK) with reference to Prince 2™, Sigma 6™, 10 Step™ and ITIL©.

Some sources for this unit include:

Heerkens, G. 2002, *Project Management*, Briefcase Books
Schwalbe, K. 2006, *Information Technology Project Management* 4th ed. Thomson Course Technology, Boston, MA
Baca, C. 2007, *Project Management for Mere Mortals*, Addison-Wesley
Yourdon, E, 2004, *Death March*, 2nd ed. Prentice Hall Professional Reference

Various papers and relevant articles will be made available through the unit web site.

Training sessions are offered by the UC Library:

See <http://www.canberra.edu.au/library/research-gateway/research-skills-training> for details

4b Materials and equipment

No special requirements.

4c Unit website

<http://learnonline.canberra.edu.au/studentSupport.php>

5: Assessment

Assessment Item (including exams held in the exam period)	Assignments Due	Weighting (total to equal 100%)
1. Assignment 1 - Outline Presentation for Assignment 2	Week 5	5%
2. Assignment 2 – Presentation	Week 7	10%
3. Assignment 3 – System Requirements and Articulation	Week 7	35%
4. Assignment 4 – Outline Presentation for Assignment 6	Week 12	5%
5. Assignment 5 – Final Presentation	Week 15	10%
6. Assignment 6 – Procurement and Project Management	Week 15	35%
TOTAL		100%

5b Details of each assessment item*1. Assignment 1 - Outline Presentation for Assignment 3*

This is a brief presentation that allows students to present and discuss the chapter and section components of their assignment 3 paper.

2. Assignment 2 - Presentation

This is a brief presentation that summarises their first assignment as a board level presentation.

3. Assignment 3 - System Requirements and Requirements Articulation

This is a written assignment that has been outlined in Assignment 1 and describes the requirements analysis framework and requirements articulation.

4. Assignment 4 – Outline Presentation for Assignment 6

This is a brief presentation that allows students to present and discuss the chapter and section components of their assignment 6 paper.

5. Assignment 5 – Final Presentation

This is a presentation that summarises the two written assignments as a board level presentation.

6. Assignment 6 – Procurement and Project Management

This is a written assignment that has been outlined in Assignment 4 and describes the requirements analysis framework and requirements articulation. This assignment is expected to complement Assignment 3.

5c Special assessment requirements

You must achieve a mark of 50% or greater for the assessment items as a whole. Higher grades will be awarded on the basis of the total mark being ≥ 65 for a credit, \geq for a distinction and ≥ 85 for a high distinction.

In all submitted written and presented work, the author-date or 'Harvard' system, should be used for referencing as outlined in the University Library Citation Guide available online at:

5d Supplementary assessment

Students are not eligible for supplementary assessment in this unit.

5e Text-matching software

Text-matching software (such as Turnitin and/or an internet text matching package) may be used to check for plagiarism. The lecturer reserves the right to conduct verbal examination where work is considered to be at risk of plagiarism.

Graphics, Pictures and Diagrams

If graphics, pictures or diagrams are used in assignments, then they must be appropriately cited and referenced.

6: Student Responsibility

6a Workload

The amount of time you will need to spend on study in this Unit will depend on a number of factors including your prior knowledge, learning skill level and learning style. Nevertheless, in planning your time commitments you should note that for a 3cp Unit the total notional workload over the fifteen week semester is assumed to be 150 hours or an average of 10 hours per week. These hours include time spent in classes.

The following table is a guide that may help you plan your semester's effort levels:

Activity	Hours per week	Semester Total
Research	4	48
Lectures and workshops	3	42
Presentation Preparation	1	12
Assignment Preparation	4	48
TOTAL		150

6b Special needs

Students who need assistance in undertaking the unit because of disability or other circumstances should inform their Unit Convener or the Disabilities Office as soon as possible so the necessary arrangements can be made.

6c Attendance requirements

You are strongly advised to attend all lectures and to fully participate in all tutorials. There is recurring and ongoing group work throughout the unit. The lecture slides and other material are published on Moodle (<http://learnonline.canberra.edu.au/>). These slides should not be considered a substitute for attending the lectures.

Announcements made in lectures or published using Moodle are deemed to have been read by all students in the unit.

6d Required IT skills

You are expected to be a competent computer user and familiar with word processing, presentation software and project packages (such as Microsoft project) or similar in this unit. It is expected that you will teach yourself how to use the packages by working

through the exercises in the software's tutorials and/or studying examples supplied with the software.

6e Costs

There are no unusual costs.

6f Additional information

Sources of other information will be announced in lectures and the unit website.

7: Student Feedback

All students enrolled in this Unit will have an opportunity to provide anonymous feedback on the Unit at the end of the Semester via the Unit Satisfaction Survey which will be presented to you on OSIS. Your lecturer or tutor may also invite you to provide more detailed feedback on their teaching through an anonymous in-class questionnaire administered through the University's Teaching and Learning Centre (TLC).

8: Authority of this Unit Outline
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Any change to the information contained in Section 2 (Academic content), Section 3 (Delivery of Unit and timetable) and Section 5 (Assessment) of this document, will only be made by the Unit Convener if the written agreement of staff and a majority of students has been obtained; and if written advice of the change is then forwarded to each student enrolled in the Unit at their registered term address. Any individual student who believes him/herself to be disadvantaged by a change is encouraged to discuss the matter with the Unit Convener.

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