Aims:
The aim of this assignment is to:
- develop your problem solving skills
- develop your skills in modelling information systems processes
- develop your report writing skills
- develop your project and team skills

Value:
This assignment is worth 20% of the total assessment for the unit. This assignment will be carried out in GROUPS of 3 or 4 students.

Due Date:
Week 10 at the start of your studio session
- Tuesday Studio – 10th May, 2005
- Wednesday Studio – 11th May, 2005
- Thursday Studio – 12th May, 2005

Assessment policies:
For details regarding group assignment cover sheets, acknowledgement of sources, extensions, submission, etc… please refer to the IMS1501 unit outline.

Getting Information:
In the event that you require information not provided in the assignment, please contact (email) your tutor or studio academic with your questions. If you cannot contact your tutor or studio academic, please make the required assumptions. Be sure to document these assumptions in a separate section in your report called ASSUMPTIONS. Any information of value to all students will be posted on the ‘Assessment’ section of the IMS1501 unit web site. Please check this section regularly.

Assessment Criteria
You will be assessed on the following:

System Report
A demonstration of your understanding of the business function (7%)
- Problem and solution identification
- Completeness of process models with respect to business functionality of the new system
- Integration of business functions
Report writing capabilities (3%)
- Format, presentation standard and completeness of report
- Clarity of writing
- Appropriateness of each report section

Project Management Documentation (10%)
- Meeting Documentation – Agendas/Minutes
- Time Sheets
- Project Plan – Weekly Team Project Plans and Gantt Chart
NOTE: Each member of the team will complete a confidential Peer Review form at the end of the Assignment. (Refer to Assignment 2 Resources – Peer Review Form) This will be used to help deal with unequal contributions from team members.

Assignment Outline:
For Assignment 1 each student prepared a System Report for a single function of the MonArt System.
For Assignment 2 you will be placed in groups of 3 or 4 students and the group will prepare:

- a single **System Report** which will document your understanding of the requirements for the NEW SYSTEM for the functions represented by the group.
  (3 functions for groups of 3 and 4 functions for groups of 4)
  You will need to:
  - decide on standards to adopt for modelling the functions
  - manage possible conflict in interpreting the functions
  - integrate the various functions

- **Project Management Documentation** detailing how the team and project were managed.

Task Deliverables:
**System Report**

**Letter of Transmittal**
This is a covering letter to be addressed to the owner of the Gallery, Mr. Monty. This letter should be attached to the outside of the report and explains who has produced the report, the reason for the report, why it was written, for whom it is intended and even the main finding/outcome if it is appropriate or significant. This letter should be a maximum of one page.

**Title Page**
The title page is the cover page of the report, and includes the name of the report, the author(s), and date produced. Please DON’T mention assignment names, tutors or studio academics on this page.

**Table of Contents Page**
This must accurately identify all major sections and headings with page numbers.

**Introduction**
The introduction should include the following subsections:

  **Scope**
  Outline the boundary of the new system.

  **Problems/Opportunities**
  A brief outline of the problems in the system, and the opportunities that may exist to improve the systems´s operations.

  **Limitations**
  A discussion of the constraints that will be applicable to the new system

**System Description**
- A brief narrative overview of the NEW system and its main functions
- A graphical description of the new system’s functions using process models.

**Recommendations**
The summary will contain any conclusions and your suggested recommendations.
**Hints for preparing your System Report:**

*In preparing your joint group System Report you will need to consider:*

- the input and output flows to and from the various system functions, and resolve any discrepancies
- what you need to add or change to resolve the problems experienced by the current system
- how best to present your report so that it is well integrated and professional and does not look like a number of different people have prepared the different sections of the report.

**Project Management Documentation**

To demonstrate effective project management skills, each team is required to maintain the following project documentation which is updated regularly:

- **Project Plan**
  
  You must prepare a Plan (Gantt Chart using MS-Project) for the project (Assignment 2) which details all tasks, resources, deliverables and deadlines. A new version of the plan must be printed each time it is updated. All versions of the plan must be included as part of the documentation.

  Refer to Week 6 – Studio Activity and Resources for MS Project Notes and Gantt Chart information.

- **Weekly Team Project Plan**
  
  A Weekly Team Project plan includes tracking of the project plan, assigned tasks, resources and deliverables on a weekly basis. The project plan needs to comprise of a weekly plan which includes: Student Name, Allocated Tasks, Associated deliverables, estimate of time spent working on the task during the week, actual time spent working on the task and reasons for any variation.

  Refer to Assignment 2 Resources for Weekly Team Project Plan – Sample and Template.

- **Individual Time Sheets**
  
  Time sheets must be prepared by each member of the group for the duration of the project. These time will be used to update the project plans and monitor the student effort.

  Refer to Assignment 2 Resources for Weekly Timesheet – Sample and Template.

- **Meeting Documentation**
  
  Students are expected to have regular meetings with their team members. Each team member is expected to contribute to the meetings and attend all meetings. Each team is required to keep agendas and minutes of all their meetings.

  *Agenda –* An agenda details items to be discussed or acted upon, often listed in an order that facilitates the work of a team or committee. It is a useful plan of things to be done, which threads the previous meeting’s action items and minutes into the current meeting’s schedule. The agenda prevents action items from getting lost and maintains accountability throughout the project.
Minutes – You must keep minutes of every meeting held by the group. Minutes are a written account of the proceedings of a meeting. They often give an overview of the structure of the meeting, starting with a list of those present, a statement of the various issues before the participants, and each of their responses thereto. They are often created at the moment of the hearing by the secretary of the meeting, who may record the meeting in shorthand, and then retype the minutes and issue them to the participants afterwards. The minutes need to be verified as an accurate record of the meeting.

Refer to Assignment 2 Resources for Minutes – Sample and Template.

Assignment 2 Resources available on IMS1501 Unit Website – Assessment section, and Week 6 Studio Activity and Resources.

Hints for managing your project team and work:

About Project Teams
The students are entirely responsible for the performance of the project in both content and control terms. Each team will typically consist of three or four members. Each team must have a team leader to take on the responsibility for the smooth planning, scheduling and control of the project itself and the project team members.

Managing risk in a team:
The procedures for managing risk in a team will include:

- In the first instance, teams must take responsibility for identifying and dealing with issues that threaten progress with their team task, eg discussing the issue with the non-performer.
- Irreconcilable issues within the team should be discussed with the tutor, and where no resolution is found, consult with the studio academic.
- After reasonable efforts have been made by the team to deal with performance issues, a final course of action should be the ability to expel the non-performing member from the team, or to split the team.
- Where a team member is expelled, or a team is split, the studio academic has an important counselling role with the team and the individual concerned, to clarify any consequent assessment requirements.

Team Meetings
Meetings will be conducted by each project team. Successful meetings rely on the active involvement of all team members, and are essential to your project’s success. All members need to take an interest and become familiar with all the tasks undertaken. Meetings also have a strong educational role as through an understanding, and a greater knowledge of the project and its problems, team members will be better able to share knowledge and approach other team members for assistance with their problems.

Team meetings and client interviews are the main vehicle to gather and disseminate information. The meeting process and subsequent deliverables are critical to the project’s success, and require thorough documenting. Indicators of the quality of meetings and interviews include adequate preparation, clear identification of issues, follow up and resolution of issues, documentation and clear links with project management tools.

REMINDER: Keep reflective diary notes every week, to help you prepare your Reflective Entry 2.