

INSTRUCTOR: Assoc. Professor Nora Braun, Office 314A Memorial Hall

OFFICE HOURS: By appointment; also available by email or phone

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E-MAIL: braun@augsborg.edu. Class site in Moodle.

TEXT: The text from MIS 475, Systems Analysis & Design, 7th Edition by Shelly Cashman Rosenblatt will be used as your reference for the analysis and design activities.

OBJECTIVES: The student who successfully completes this course:

1. Uses skills developed in this and other courses and work experiences to work on a "real" MIS project
2. Plans, analyzes, develops, tests, and implements an information system, emphasizing the phases most needed for the particular project
3. Works closely with the customers and users of the information system
4. Learns to work as a part of a team in project development
5. Prepares a project notebook to document all work on the project
6. Practices their skills at using software tools such as MS Access, the Web, etc.
7. Develops communication, technical writing, and presentation skills
8. Develops an awareness of the many skills required to do good systems analysis and design, and the value of the Augsburg liberal arts education in developing them.

APPROACH:

Students will select/be assigned projects to work on for the whole term. Students will work in groups for projects (3-4 people). Projects from employers are acceptable, but there must be a real "customer" and "product" for the project. Most projects involve software development and database construction. A number of potential projects are currently being evaluated, so if you have a work project you would like considered, please submit a proposal to the instructor prior to the first class meeting.

EVALUATION:

- | | |
|-----------------------------------|-----|
| 1. Project Notebook/Software | 65% |
| 2. Presentations | 10% |
| 3. Customer/Instructor Assessment | 15% |
| 4. Learning reflections | 10% |

Team members will be given the same grade for the project notebook/deliverables and presentations. Team leaders can earn extra credit at the discretion of the instructor (up to 5%) for leading the team and preparing thorough and timely status reports.

HONESTY:

In accordance with Augsburg's new academic honesty policy, students will sign a statement at the beginning of the course.

PROJECT NOTEBOOK :

Students will apply the many skills needed to successfully define, plan, lead, monitor, and complete their projects. The final Project Notebook and any software developed should be a valuable tool for the customers and serve as a professional reference for students. The notebooks will vary for each project, but contents will be similar to those done in MIS475. Students **do not have to complete all the milestones done in MIS475**, however. **Do what is needed for your specific project.**

Project Notebooks must include the following:

1. **Cover Page** – Include project name, date, team member names
2. **Table of Contents** - This can be created in less than a minute if you use heading styles in your document.
3. **Executive Summary** - limit to one page. To help set your perspective, assume it is the *only* page that will be read by a superior who will be evaluating your work. Good summaries take time, skill and hard work to reduce a multifaceted issue to one page. Typically sentences are short and paragraphs reflect definite shifts in topics.
4. ***Project Scope** – A signed document outlining the project's scope, the environment it will be used in, the problem(s) it addresses, and the project task list to be completed.
5. **System Analysis and Design Documentation** - Attach models you created to gain an understanding of the system, to order your work, to communicate with your customer and to document your system (ERD, DFD, structure charts, etc.)
6. **Meeting and Communication Documentation** - Attach documents used to communicate with your customer and group members, notes of phone conversations, meeting agendas and minutes.
7. **Deliverables** - printed samples of your application's screens, outputs, structure, etc. and the software application/product
8. **Training Materials** - include copies of user instructions you created.

* The project scope should be turned in for my review as soon as possible to verify the team's understanding and the appropriateness of the project. All other items and the complete notebook are due the last day of class.

CLASS MEETINGS

The first class will be a general orientation and discussion of what is expected of you. Classes thereafter will be status reports and trouble shooting. The bulk of your time will be spent working with the customer and on project tasks. Your first customer meeting is one that I would like to attend (other meetings if possible) so copy me on emails setting up your meetings.

BI-WEEKLY STATUS REPORTS

Project leaders are to email a status report to me prior to each class to summarize what was accomplished, what is planned next, any difficulties encountered and potential threats to the project success. It is important that status reports be very open with me so I can provide advice or assistance

when needed. **Status reports or modified versions of them should also be sent to your sponsor and teammates.**

LEARNING REFLECTIONS

Each student will use their individual wiki area in Moodle to maintain a weekly learning journal. These reflections are to be personal insights on your future career drawn as you complete your first full project with a team. You should think about your strengths and weaknesses, your hopes and fears, your 'aha' moments in using the tools of an analyst. The objective of these reflections are simply to make you take the time for reflection as you pull together all aspects of your MIS curriculum.

PRESENTATIONS

At the end of the semester, you will present a polished presentation of your experience along with a short demo of the project. Use your judgment for what to include. Typically we would want to know:

1. What was the project
2. What did you learn
3. What challenges did you encounter and how did you handle them
4. How did the project benefit both you and your customer
5. What would you do differently
6. What advice do you have for improving this class

The presentation should be 20 - 30 minutes maximum, with each team member participating in the presentation. **Customers should be invited to the final presentation.**

Class Dates for Winter WEC:

January 13 and 27

February 3 and 17

March 2, 16 and 30