Important Information

Meets: Thursday, 4:30-7:00pm, in Academic IV, room 150

Professor:	Dr. Wayne Lutters	Office:	ITE, #433
E-mail:	lutters@umbc.edu	Office Hours:	Monday & Wednesday, 2:15-3:00; Thursday
Phone:	(410) 455-3941		7:00-8:00; online and by appointment

Website: http://blackboard.umbc.edu/

Texts: Dennis, A., B.H. Wixom, & R.M. Roth (2006). *Systems Analysis & Design* (third edition), J.Wiley & Sons. [www.wiley.com/college/dennis]

Course Policies

OFFICE HOURS
Students are encouraged to take advantage of office hours. While I have arranged my official hours to best support the class sessions, I can usually meet at many other times of the week. Please request an appointment via e-mail to ensure that I will be available.

Students are welcome to raise any issues related to the course or their studies, however, as a policy I do not reiterate lecture material from classes which you have missed. It is best to download the lecture notes from Blackboard check with your fellow teammates or other classmates to cover absences.

From time to time I may need to request an informal meeting with your team. In this case, we will find a mutually convenient meeting time/place.

CLASSROOM CONDUCT
Regular attendance is expected, but not required. While attendance obviously affects your participation grade, a shared understanding of the course materials and expectations is also a critical component of your team's success.

If arriving late to class, please be courteous to your fellow students and instructor. Disruptive behavior cannot be tolerated. This also includes cell phones and pagers, which must be turned off for the duration of the class.

ACADEMIC CONDUCT
By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty and integrity. Acts of academic misconduct, as defined below, will result in disciplinary action that may include failure of the course, suspension, or dismissal. (Please consult the UMBC Student Handbook for the full policy.)

• **Cheating:** Knowingly using or attempting to use unauthorized material, information, or study aids in any academic exercise.

• **Fabrication:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

• **Facilitation:** Knowingly helping or attempting to help another commit an act of academic dishonesty.

• **Plagiarism:** Knowingly representing the words or ideas of another as one's own in any academic exercise, including works of art and computer-generated information/images.

Grading Policies

GRADING STANDARDS
The University's Graduate Catalog states that grades of "A", "B", and "C" are passing and grades of "D" and "F" indicate failure. There is specifically no mention of any numerical scores associated with these letter grades. Consequently, there are no pre-defined numerical boundaries that determine final letter grades. These boundaries can only be defined at the end of the semester after all scores have been earned. At that point, boundaries for final letter grades can be defined such that they conform to the University's and IS's official guidelines. This means that it is not appropriate to assume that a given numerical score corresponds to a particular letter grade. It is also important to understand that final letter grades reflect academic achievement and not effort.

GRADING DETAILS
IS 636 is a team-based, project course and is primarily evaluated as such. This is in-line with what you will experience as analysts in the workplace, where most SA&D efforts are evaluated solely on their final deliverables, regardless of individual contributions. (Some of you have already worked in teams and know that performance depends on skills in communicating, cooperating, and collaborating.) To ensure adequate representation of individual learning however, the final letter grades in this course will be comprised of both group and individual components. There are 250 possible points to be earned in the course, with approximate percentage breakdowns as follows: (specific point values for each assignment will be announced and listed in the Blackboard gradebook.)

Group (~60%)		Individual/Pair (~40%)	
• Deliverables (five documents)	[45%]	• Exams (2 mid-semester)	[28%]
• Presentations (preliminary/final)	[15%]	• Exercises (in-class/take-home)	[8%]
• Team management activities	(*)	• Issues Forum (pair)	[4%]
		• Class participation	[4%]

(*) The group score can be modified by up to 10% of its total value to accommodate for egregious lapses in *personal effort*, as shown by the two team-based peer-evaluations, or *team management,* as shown by routine audits of the team workspace. Early warnings on these two criteria will allow time for repair.

LATE WORK
Assignments are due at the beginning of class or as indicated. Late assignments will not be accepted.

MISSING EXAMS
If you miss an exam, you will receive a zero grade. However, if you are aware of an unavoidable conflict in advance please talk to me. If I am given sufficient notice and I agree that your absence cannot be avoided, then I can arrange a makeup exam. The same may apply for extreme, unforeseen emergencies the date of the exam.

Issues Forum

While this introductory course will cover the fundamentals of SA&D, a portion of the class will be student-led online discussions of relevant issues. Pairs of students (not on the same project teams) will select a topic, identify 2-4 articles in both the popular and academic press, introduce and summarize the issue on Bb, post provocative questions, advertise in class, and then manage the ensuing discussion. The two forum areas are:

1.) **Business functions (BF)** – Understanding core business processes for which information systems are typically designed. Sample functions include: accounting, finance, human resources, payroll, IT management, sales processing, order fulfillment, manufacturing, purchasing, job cost accounting, sales and marketing, customer management.

2.) **Contemporary topics (CT)** – Current issues in SA&D and software engineering. Sample topics include: outsourcing, total quality management, continuous process improvement, Agile methods, JAD, OO SA&D, alternative life cycles, capability maturity model.

BLACKBOARD
This course will rely heavily on its Blackboard website for discussions, posting announcements, archiving lecture notes, distributing assignments, online gradebook, etc. All students must verify enrollment after the first class (instructions on previous page) and check-in regularly. It is assumed that students will visit at least twice a week.

TEAM FORMATION
Project teams should consist of 4 members (variants require instructor approval). Factors to keep in mind when selecting your teammates include: class/work schedules, where you live, technical skills and experience. As you will be meeting at least once per week, logistical issues are critical. Also, it is beneficial to have teams comprised of members with different skills and abilities. Just choosing your good friends is not always the best strategy.

TEAM MANAGEMENT
As will be discussed during the second week of the course, it is beneficial to agree upon formal roles for team members. The most critical of these are team lead, editor, librarian, and site liaison. It is also important to agree upon systems of communication, collaboration, and justice. Advanced preparation will pay off in the long run.

Peer evaluations within the team will be conduced twice during the semester, mid-way and after the final presentation. These will focus on perceived individual cooperation and contribution. The role of these evaluations is to prompt personal reflection and to inform the instructor of any <u>severe</u> imbalances in the class. In general, your team is expected to function without instructor intervention, just as in the real world.

TEAM WORKSPACE
Your team is responsible for maintaining its own online workspace. At a minimum, this should include the latest versions of your deliverable documents and minutes from your regular meetings (summaries ~1-2 pages). Ideally, it would include all items related to the project (e.g. interview notes, key document drafts, communications).

A group workspace within the Blackboard course site will be provided for each team, following team formation. This offers file exchange, a discussion board, chat, and broadcast e-mail functionality. However, you are free to establish a different information space (e.g. FTP or website) under the condition that it is open and available to the instructor (i.e., provide the address and any passwords).

The team workspaces will be "audited" at regular, but unannounced, intervals throughout the semester. Remember to keep your materials current!

PROJECT DELIVERABLES
The details for each of the five central documents will be discussed in class and posted on Blackboard. Documents must be submitted on time in <u>both</u> paper and electronic format (*.rtf or *.html format only, <u>no</u> MS-Word docs). If you have any questions about generating these file formats please talk to the instructor.

Regarding formatting, these documents should be printed on plain white paper and stapled. Do not use any covers or binders. Each should have a coversheet listing the deliverable title, site, and team members. Remember to carefully proofread your work prior to submission.

I will review each document and return it with comments. During the course of the semester each team has the option of revising, and resubmitting within a week, <u>one</u> of their five documents, ideally for a higher score. (Resubmissions can reclaim up to 50% of points lost. For example, the maximum possible rescore on a deliverable with a score of 17/25 would be 21/25.)

Tentative Schedule

Following is a tentative schedule of lecture topics, readings, assignment due dates, and the exam. The instructor reserves the right to adjust this schedule for any reason, given fair advanced notice both in class and on the Blackboard announcements page. In addition, the most current schedule will always be available under "Course Information." Please check Blackboard frequently to ensure that your information is up-to-date.

Date	Class Topic	Reading	IF	Assignments Due
1:2/2	Course introduction, SA&D and project overview Project planning, definition and management	CH 1 CH 3	-	• Blackboard personal webpage
2:2/9	Team dynamics, functional roles Understanding the organization & problem *765*	CH 2	-	• Potential site/system list (e-mail) • Team roster (in-class + e-mail)
3:2/16	Requirements gathering Interviewing techniques	CH 4	BF	• D1:"Project proposal"
4:2/23	Use case analysis Data modeling (e.g., ERD) *Dr. Campbell*	CH 5 CH 7	BF	
5:3/2	Process modeling (e.g., DFD)	CH 6	BF	
6:3/9	Client presentations *765*		BF	• D2:"Baseline project plan" *Presentation*
7:3/16	Logic modeling (e.g., D-Tree) Modeling review	CH 6	BF	• Modeling exercises
:3/23	**No class** *(Spring Break)*			
8:3/30	**Exam #1** Structuring system requirements	CH 4	CT	*Exam #1*
9:4/6	Agile methods/RAD/JAD/PD/Prototyping/CASE tools Elements of the systems proposal	CH 1,3,4	CT	• D3:"Structured requirements"
10:4/13	Object oriented SA&D UML	CH 15	CT	
11:4/20	Software acquisition, program design Architecture design, user interface design	CH 8, 12 CH 9, 10	CT	• D4:"Systems proposal"
12:4/27	Project risk assessment and management *765*		CT	*Consultation*
13:5/4	Implementation Maintenance	CH 13 CH 14	CT	
14:5/11	Project presentations, course wrap-up		-	• D5:"Systems design" *Presentation*
5/18 6:00p	**Exam #2**		-	*Exam #2*