



COIT13232 *Business Analysis Project*

Term 1 - 2020

Profile information current as at 14/12/2025 05:25 pm

All details in this unit profile for COIT13232 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This capstone unit in the business analysis stream of the Bachelor of Information Technology course is designed so that you can demonstrate your learning across the whole course of study before making the transition to the next stage of your career. You are required to demonstrate and apply the skills you have developed in earlier business analysis specialisation units by undertaking an authentic task group project or an industry project (in consultation with the Unit Coordinator). Skills will be demonstrated through conducting a group project addressing the production of a project plan, a quality plan, progress reports and a project review. In addition, appropriate business analysis and process modelling artifacts such as process improvement models and requirements specifications, and a project report will be submitted. The group project will have a designated customer (or acting customer) and you will be required to produce typical project management artifacts associated with a commercial project. You will be expected to participate in both regular progress meetings involving relevant stakeholders and technical meetings. You are encouraged to include the artifacts produced in the project as part of a work portfolio.

Details

Career Level: *Undergraduate*

Unit Level: *Level 3*

Credit Points: 12

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.25

Pre-requisites or Co-requisites

Prerequisites: (COIS13064 and COIT12203) or (COIT12208 and COIT12203) Corequisites: COIS13013 and COIT13231

Antirequisites: If you have completed any of these units - COIT13230, COIT13236 or COIT13239, then you cannot enrol in this unit.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 1 - 2020

- Brisbane
- Melbourne
- Online
- Rockhampton
- Sydney

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 12-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Practical and Written Assessment**

Weighting: 55%

2. **Group Work**

Weighting: 25%

3. **Portfolio**

Weighting: 20%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Moodle Student Evaluation & Self-Reflection

Feedback

Assessment feedback is well received

Recommendation

Continue to provide constructive feedback to the students in a timely manner.

Feedback from Moodle Student Evaluation

Feedback

Assessment requirements should be more detailed

Recommendation

Extended descriptions of assessment requirements should be provided for the upcoming sessions.

Feedback from Moodle Student Evaluation

Feedback

Learning resources should be more transparent to the students

Recommendation

Clear expectations on capstone projects will be provided to students by respective teaching staff and online meetings with the unit coordinator. This also includes the expected readings and research.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Demonstrate an ability to work in a project team environment and implement business solutions using a range of tools, techniques and methods
2. Create the project management artefacts required in a typical business analysis project
3. Manage a small business analysis project
4. Identify change management issues that may arise owing to changing business practices
5. Produce a report recommending improvements to current business practices
6. Demonstrate work readiness in terms of technical skills, communication skills, and both professional and ethical behaviour.

Australian Computer Society (ACS) recognises the Skills Framework for the Information Age (SFIA). SFIA is in use in over 100 countries and provides a widely used and consistent definition of ICT skills. SFIA is increasingly being used when developing job descriptions and role profiles.

ACS members can use the tool MySFIA to build a skills profile at

<https://www.acs.org.au/professionalrecognition/mysfia-b2c.html>

This unit contributes to the workplace skills as defined by SFIA. The SFIA code is included:

- Analytics (INAN)
- Research (RSCH)
- Project Management (PRMG)
- Business Analysis (BUAN)
- Data analysis (DTAN)
- Systems Design (DESN)
- Requirements Definition and Management (REQM),
- Business Modelling (BSMO)
- Stakeholder and Relationship Management (RLMT)
- Change Management (CHMG)
- Problem Management (PBMG).

Alignment of Learning Outcomes, Assessment and Graduate Attributes

 N/A Level	 Introductory Level	 Intermediate Level	 Graduate Level	 Professional Level	 Advanced Level
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Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - Practical and Written Assessment - 55%	•	•	•	•	•	•
2 - Group Work - 25%	•	•	•		•	
3 - Portfolio - 20%				•		•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Communication	•	•	•	•	•	•
2 - Problem Solving	•	•	•	•	•	
3 - Critical Thinking	•	•	•	•	•	
4 - Information Literacy	•	•	•	•	•	•
5 - Team Work	•	•	•	•	•	•
6 - Information Technology Competence		•	•	•	•	•
7 - Cross Cultural Competence						
8 - Ethical practice		•				•
9 - Social Innovation					•	
10 - Aboriginal and Torres Strait Islander Cultures						

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Practical and Written Assessment - 55%	•	•	•	•	•	•		•	•	
2 - Group Work - 25%	•	•	•	•	•	•		•		

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
3 - Portfolio - 20%	•		•	•		•		•		

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Modelling software such as Microsoft Visio

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)
For further information, see the Assessment Tasks.

Teaching Contacts

Marilyn Wells Unit Coordinator
m.wells@cqu.edu.au

Schedule

Week 1 - 09 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Form project groups: please see Moodle unit website. Please note that Australian Computer Society (ACS) advises that there should no less than three members to each group. Attend introduction to project by facilitator, read the "Guide to Undertaking a Capstone Project" on the unit website. Please note that the capstone project will be different for each group, and therefore there won't be any firm guidelines. You need to discuss the procedure with your campus facilitator. Arrange an appointment time with your project mentor during the workshop hours to discuss your project options.

Week 2 - 16 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with project mentor.

Week 3 - 23 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with project facilitator. Submit Group Project Proposal and Plan via Moodle. Due Date: Friday 27th March 2020 6pm

Week 4 - 30 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with project facilitator.

Week 5 - 06 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with project facilitator.

Vacation Week - 13 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
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Week 6 - 20 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with project facilitator. Submit Progress Report 1 via Moodle. Due Date: Friday 24th April 2020 6pm

Week 7 - 27 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with project facilitator. Submit Draft of Final Report via Moodle. Due Date: Friday 1st May 2020 6pm

Week 8 - 04 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with project facilitator.

Week 9 - 11 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with project facilitator. Submit Progress Report 2 via Moodle. Due Date: Friday 15th May 2020 6pm

Week 10 - 18 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
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Workshop

Presentation of DRAFT final report (including feedback on your report submitted in Week 7).

Presentations to be held in class as per arrangements made with your campus project mentor.

The feedback from this assessment will enable you to improve your final copy of your report to be submitted in Week 13.

Week 11 - 25 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with project facilitator.

Week 12 - 01 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with project mentor. Submit reflective ePortfolio via Mahara/Moodle. Due Date: Friday 5th June 2020 6pm

Review/Exam Week - 08 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
		Submit Self and Peer Assessment, Final Project Report, and Project Working Documentation. Due Date: Friday 12th June 2020 6pm

Exam Week - 15 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
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Term Specific Information

Unit Coordinator: Marilyn Wells
Location: Rockhampton North
Phone: +617 4923 2758
Email: m.wells@cqu.edu.au

Assessment Tasks

1 Project Proposal and Plan, Group Project Report, Group Working Documentation and Self and Peer Assessment (SPA)

Assessment Type

Practical and Written Assessment

Task Description

This assessment is GROUP WORK. All members of each group are required to UPLOAD a copy of your work. As noted in the Weekly Schedule each team should have three or more members.

This is the major assessment for your project and comprises four parts: project proposal and project plan, team meeting documentation including agenda and minutes, self and peer assessment and project report.

You are required (as a group with up to four members) to write a report based on your project. In this project report, you need to evaluate current business systems and processes, and propose improvements. You are required to demonstrate your learning and integration of knowledge from prior units undertaken in your degree.

Please refer to the Moodle unit website for more detail information in relation to this assessment.

Note: Please contact the unit coordinator if you have a genuine problem and are unable to participate in a group.

You are strongly recommended to source your own project instead of using a case study. With permission

of your employer, your project can be based on your work place.

Your project should be of sufficient complexity for you to demonstrate your knowledge and skills, but still be small enough to complete it within the term. If you are in doubt, please contact the unit coordinator or your local lecturer.

Assessment Due Date

As per schedule and day and time as per Moodle assignment submission page.

Return Date to Students

Project Proposal and Plan within 2 weeks of submission, All other parts of the Assessment-1 on the day of Certification of Grades.

Weighting

55%

Assessment Criteria

*** Please check the Moodle site for this unit.

Reports and proposals are to be uploaded as MS Word documents. You may also upload MS Project documents to support your work. No other type of upload will be accepted, with the exception of a ZIP file for **Project Working Documentation**.

The project documentation will be assessed on the **quality of content**. The assessment criteria for each part of this assessment, as described under Task Description is as follows:

Project Proposal and Plan - 10%

The proposal and plan will include sections for project description, project scope, objectives and constraints, statement of work, team members, responsibilities and responsibility matrix, work breakdown structure, project schedule, risk assessment and plan, and quality plan.

Please see the Moodle unit website for the report template.

Project Working Documentation - 5%

The team's project working documentation includes team meeting agenda, minutes arising from the various meetings, action sheet items, and project working papers.

Self and Peer Assessment - 10%

Each team will be required to evaluate the other team members and the team's performance, both from a personal viewpoint and as a team member.

Project Report - 30%

As a minimum the project report will include sections for scope of the report, objectives and constraints of the report, terms of reference, executive summary, project management, introduction, strategic alignment, description of current system, stakeholder analysis and management, requirements methodology, requirements statement, candidate evaluation, change management issues, recommendations and report summary.

Please see Moodle unit website for more specific marking criteria and report template.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

via Moodle

Learning Outcomes Assessed

- Demonstrate an ability to work in a project team environment and implement business solutions using a range of tools, techniques and methods
- Create the project management artefacts required in a typical business analysis project
- Manage a small business analysis project
- Identify change management issues that may arise owing to changing business practices
- Produce a report recommending improvements to current business practices
- Demonstrate work readiness in terms of technical skills, communication skills, and both professional and ethical behaviour.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking

- Information Literacy
- Team Work
- Information Technology Competence
- Ethical practice
- Social Innovation

2 Group Progress Reports, Draft Final Report and Group Presentation

Assessment Type

Group Work

Task Description

This assessment is GROUP WORK. All members of each group are required to UPLOAD a copy of your work. As mentioned elsewhere, teams must have at least three team members.

This assessment comprises three sections: Progress Reports, Draft Final report and Presentation of DRAFT project report.

Progress Reports

Two progress reports are expected from each group throughout the term. Submission dates via Moodle are as per the weekly schedule.

Draft copy of your final report

Submission of a draft of your final report up to the Stakeholder Analysis section. You will receive feedback enabling you to improve your draft report for presentation in Week 10. Due as per the weekly schedule.

Presentation of DRAFT project report

Each group will be required to present their DRAFT project report to colleagues and staff for feedback in Week 10. Each group will have until Week 13 (due date for Project Report) to improve the report based on feedback received at the time of the presentation. Documentation regarding the presentation will be submitted via Moodle.

Distance students

The time of your presentations and the technology employed will be determined on an individual basis, but most likely this will be via Zoom. Please contact the unit coordinator to arrange a time for your presentation.

Failure to submit this assessment will disadvantage your overall marks.

Assessment Due Date

As per schedule and day and time as per Moodle assignment submission page.

Return Date to Students

Within 2 weeks of submission

Weighting

25%

Assessment Criteria

Reports are to be uploaded as MS Word documents, MS Project documents to support your work or MS PowerPoint slides. No other type of upload will be accepted.

Progress Reports - 5%

Each progress report will contain a review of the project. Assessment will be on the completeness of the content of the report.

Draft Final Report - 10%

As a minimum the draft project report will include sections for scope of the report, objectives and constraints of the report, terms of reference, executive summary, project management, introduction, strategic alignment, description of current system, stakeholder analysis and management.

Presentation - 10%

Each group will be allocated a time in Week 10 to present a draft of their project report. Each presentation will be assessed on the following criteria:

Group marks will be based on:

- Preparation and consistency of presentation
- Set up and use of visual aids
- Timing of presentation including Q&A
- Continuity and flow from one presenter to the next
- Presentation content is relevant to the topic
- Content is clear, concise and relevant
- Response to questions during Q&A

Individual marks for presentation will be based on:

- Appropriate dress

- Presentation manner
- Content is explained well

Please see Moodle unit website for more specific marking criteria.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Progress Reports via Moodle as per Schedule; Draft Final Report as per weekly schedule, Presentation in class and by arrangement with unit coordinator/local lecturer.

Learning Outcomes Assessed

- Demonstrate an ability to work in a project team environment and implement business solutions using a range of tools, techniques and methods
- Create the project management artefacts required in a typical business analysis project
- Manage a small business analysis project
- Produce a report recommending improvements to current business practices

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Ethical practice

3 Individual ePortfolio

Assessment Type

Portfolio

Task Description

You are required to download your portfolio in PDF and submit your work in Moodle. You are further required to include your Mahara Secret URL with your uploaded work. No other type of upload will be accepted.

This is an individual assessment worth 20% of your final mark.

An e-portfolio is a learning tool that enables students to accumulate evidence of learning achievement. In this unit we will use Mahara as the learning tool. Please refer to Moodle unit website for more detail instructions on how to produce Mahara portfolio and the assessment criteria.

Please review the example links on the Moodle unit website.

Assessment Due Date

As per schedule and day and time as per Moodle assignment submission page.

Return Date to Students

On the day of Certification of Grades.

Weighting

20%

Assessment Criteria

A project portfolio is to be maintained by every student individually.

Entries are to be made in your portfolio on each occasion that work is undertaken on the project, detailing the work done, time taken, difficulties experienced, and other issues that may arise. It is to be a record of every activity undertaken by you in developing the project.

Entries will be made in the portfolio on a weekly basis starting from teaching Week 3 until (and including) Week 12.

The portfolio will contain work that has been integrated into the group project work, as evidenced by information supplied in the portfolio as to where the work is located in the final group report submission.

Please see Moodle unit website for more specific marking criteria.

Failure to submit a portfolio will disadvantage your overall marks.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

via Mahara and Moodle using Secret URL

Learning Outcomes Assessed

- Identify change management issues that may arise owing to changing business practices
- Demonstrate work readiness in terms of technical skills, communication skills, and both professional and ethical behaviour.

Graduate Attributes

- Communication
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?



Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem