COIT13232 *Business Analysis Project*
Term 2 - 2022

Profile information current as at 17/04/2024 11:25 am

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 Major 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. Through conceptual thinking and innovative analysis to troubleshoot a complex problem, you will use and document typical project management processes, demonstrate business analysis domain knowledge, and in the process, develop several documents that can be included in a work portfolio to assist future employment. Skills will be demonstrated through conducting a computing group project in which you will produce relevant analysis and process modelling artefacts and generate a project report based on established principles. Working collaboratively within a team, you will identify the needs of diverse stakeholders, produce typical project management artefacts associated with a commercial systems development project, communicate regularly, participate in technical progress meetings, and far better manage change.

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 2 - 2022

- 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: 70%
2. **Portfolio**
Weighting: 20%
3. **Presentation**
Weighting: 10%

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 Head of Course - PG ICT

Feedback

While the projects address realistic scenarios, there is limited opportunity for students to interact with real clients during the project.

Recommendation

Increase the number of projects provided by or conducted for real clients, such as industry partners and researchers.

Feedback from Head of Course- PG ICT

Feedback

Few project groups apply the diverse knowledge and skills obtained from all their prerequisites (such as business Intelligence using big data).

Recommendation

Structure the assessment criteria and guidance to students to ensure all prerequisite knowledge and skills can be applied in the project.

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 to a complex problem 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.

The Australian Computer Society (ACS) recognises the Skills Framework for the Information Age (SFIA). SFIA is adopted by organisations, governments and individuals in many 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 following workplace skills as defined by SFIA 7 (the SFIA code is included):

- Analytics (INAN)
- Specialist advice (TECH)
- Research (RSCH)
- Project Management (PRMG)
- Business Analysis (BUAN)
- Systems Design (DESN)
- Requirements Definition and Management (REQM),
- Business Modelling (BSMO)
- 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

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - Practical and Written Assessment - 70%	•	•	•	•	•	•
2 - Portfolio - 20%		•		•		•
3 - Presentation - 10%	•		•		•	•

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 - 70%	•	•	•	•	•	•	•	•	•	
2 - Portfolio - 20%	•		•	•		•		•		

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

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

Srimannarayana Grandhi Unit Coordinator
s.grandhi@cqu.edu.au

Schedule

Week 1 - 11 Jul 2022

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Form project groups: please see Moodle unit website. Please note that the Australian Computer Society (ACS) advises that there should be no less than three members in each group. Attend an introduction to the unit by the project facilitator, and 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 project facilitator. **Arrange an appointment time with your project facilitator during the workshop hours to discuss your project options.**

Week 2 - 18 Jul 2022

Module/Topic	Chapter	Events and Submissions/Topic

Workshop		Weekly meeting with the project facilitator.

Week 3 - 25 Jul 2022

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with the project facilitator. **Submit Project Proposal and Plan via Moodle.**

Week 4 - 01 Aug 2022

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

Week 5 - 08 Aug 2022

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

Vacation Week - 15 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic
		Have a good break!

Week 6 - 22 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with the project facilitator. **Submit Progress Report via Moodle.**

Week 7 - 29 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with the project facilitator. **Submit Draft Project Report via Moodle.**

Week 8 - 05 Sep 2022

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

Week 9 - 12 Sep 2022

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

Week 10 - 19 Sep 2022

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		**Presentation of the DRAFT Project Report (including the feedback on your report submitted in Week 7).** Presentations are to be held during workshop class time via Zoom, or as per arrangements made with your campus project facilitator. The feedback from this assessment will enable you to improve the final version of your report to be submitted in Week 13.

Week 11 - 26 Sep 2022

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with the project facilitator. **Submit ePortfolio via Portfolium/Moodle.**

Week 12 - 03 Oct 2022

Module/Topic	Chapter	Events and Submissions/Topic
Workshop		Weekly meeting with the project facilitator. Complete the Unit evaluation, which is accessible from this Unit's Moodle site.

Review Week - 10 Oct 2022

Module/Topic	Chapter	Events and Submissions/Topic
		Submit Final Project Report, Project Working Documentation, and Self and Peer Assessment.

Exam Week - 17 Oct 2022

Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information

Unit coordinator:
Dr Sriman Grandhi
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P +61 3 9616 0602 | X 50602 | **E** s.grandhi@cqu.edu.au

Assessment Tasks

1 Final Project Report, Draft Project Report, Project Proposal and Plan, Progress Report, Project Working Documentation and SPA

Assessment Type
Practical and Written Assessment

Task Description
This is the major assessment for your project and comprises six parts: project proposal and plan, progress report, draft project report, final project report, project working documentation (team meeting agenda, minutes, action sheet and project working papers), and the Self and Peer Assessment (SPA).

In this major assessment, you are required to form a group (up to four members but no less than three and subject to class size) and demonstrate the skills and knowledge that you have developed in earlier *information systems specialisation* units and apply these skills and knowledge to an industry project or a case-based project. Projects are subject to the approval of the project facilitator who may be the unit coordinator or the campus lecturer. **As noted in the Weekly Schedule, each team should have three to four members.**

You are strongly recommended to source your own project instead of using a case study. With the permission of your employer, your project can be based on your workplace.
Your project should be of sufficient complexity so that you can demonstrate your knowledge, but still be small enough to complete it within the term. If you are in doubt, please contact the unit coordinator or your campus lecturer.

As a group, you are required to write a comprehensive report on your project. You are expected to demonstrate

knowledge, innovative thinking, and analytical skills through the conduct of your group project addressing the production of a project plan, project working documentation, together with appropriate *project artefacts* such as design documentation and an implementation plan, as part of your project report. In your project report, you need to evaluate and analyse current business information systems, processes and applications, and propose improvements (including a prototype solution for an identified problem or opportunity based on your project requirement). The project will have a designated customer, and you will be required to produce the typical project management artefacts associated with your chosen industry or case-based project.
Note: Please contact the unit coordinator by week two if you have a genuine problem and are unable to participate in a group.

You are encouraged to use innovative ideas and imagination to produce a high-level project outcome, and demonstrate your learning and knowledge from prior units undertaken in your study course. This assessment is an excellent opportunity to link theoretical knowledge with a practical chosen industry (or a case) project to help you to be more competitive in the real-world environment.

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

Assessment Due Date

As per weekly schedule and day and time as shown on the Moodle assignment submission page.

Return Date to Students

Final Report, Working Documentation and SPA on the day of Certification of Grades. All other items within two weeks of submission.

Weighting
70%

Assessment Criteria
Reports and proposals are to be uploaded as Microsoft Word documents. You may also upload Microsoft Project and Microsoft Excel 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 the project description, project scope, objectives and constraints, statement of work, work breakdown structure, Gantt chart, risk assessment, quality plan, team structure, roles and responsibilities matrix, and project schedule.

Progress Report - 5%
A progress report is to be submitted halfway through the term.

Draft Project Report 10%
This assessment is designed to give you feedback on your project report prior to your presentation in Week 10. The report is to consist of the following content, up to and including project analysis as follows:
• Project title page
• Executive summary
• Table of contents
• Introduction
• Project management overview
• Team structure
• Project analysis (including but not limited to strategic alignment, stakeholder analysis and management plan)
• Conclusion and recommendations

Final Project Report - 35%
The report is to consist of at least the following content:
• Project title page
• Executive summary
• Table of contents
• Introduction
• Project management overview
• Team structure

• Project analysis (including but not limited to strategic alignment, stakeholder analysis and management, requirements elicitation methodology, requirements statement, change management solution and risk analysis)
• Discussions (of candidate solution evaluation, proposed improvement or solutions including process models, and prototype design)
• Conclusions and Recommendations
• References
• Appendix (optional)

Project Working Documentation - 5%
The team's project working documentation includes the team meeting agenda, minutes arising from the various meetings, action sheet items and project working papers.

Self and Peer Assessment - 5%
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.

Please see the Moodle unit website for more specific marking criteria.

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 to a complex problem 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
- Cross Cultural Competence
- Ethical practice
- Social Innovation

2 ePortfolio

Assessment Type
Portfolio

Task Description
This is an individual assessment.

An e-portfolio is a learning tool that enables students to accumulate evidence of learning achievement. In this unit, you will use ***Portfolium*** as a learning tool to record your portfolio entries. As part of the reflective component of this unit, you are required to develop a Project Portfolio with ten entries on a weekly basis starting from Week 2 of the term until Week 11. The ePortfolio is to be a record of every activity undertaken by you in developing the project. The entries will be a weekly discussion and reflection of your learning based on the project tasks you undertake and an identification of any gaps in your knowledge and strategies to correct these gaps.
Please refer to the Moodle unit website for more details of this assessment and detailed instructions on how to use ***Portfolium.***

Assessment Due Date

As per weekly schedule and day and time as shown on the Moodle assignment submission page.

Return Date to Students

Within two weeks of submission.

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 the work is undertaken on the project, detailing the work done, time taken, difficulties experienced, and other issues that may arise.

You will be assessed on the demonstration of knowledge and understanding of the topic, contribution to the project, communication skills and identified knowledge gaps. Please see the 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 Portfolium and Moodle

Learning Outcomes Assessed

- Create the project management artefacts required in a typical business analysis project
- 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

3 Group Presentation

Assessment Type
Presentation

Task Description
This assessment requires you to present your findings based on your Draft Project Report.

Presentation of Draft Project Report: Each group will be required to deliver an oral presentation based on their Draft Project Report to their peers and staff for feedback in Week 10. Each group will have until Week 13 (the due date for the Final Project Report) to improve the final report based on the feedback received at the time of the presentation.

Presentations will need to be delivered via Zoom.

Assessment Due Date

As per weekly schedule and day and time as shown on the Moodle assignment submission page.

Return Date to Students

Within two weeks of submission.

Weighting
10%

Assessment Criteria
Presentations are to be uploaded as Microsoft PowerPoint slides. No other type of upload will be accepted.
Each group will be allocated a time in Week 10 to present their draft 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 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.

Individual marks for presentation will be based on:

- Professional attire;
- Presentation skills;
- Content is explained well;
- Response to questions during Q&A.

Please see the Moodle unit website for more specific marking criteria.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Presentation during class time via Zoom, and by arrangement with unit coordinator/campus lecturer.

Learning Outcomes Assessed

- Demonstrate an ability to work in a project team environment and implement business solutions to a complex problem using a range of tools, techniques and methods
- Manage a small business analysis project
- 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
- Cross Cultural 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