COIT20251 *Knowledge Audits for Business Analysis*
Term 3 - 2018

Profile information current as at 03/05/2024 04:16 pm

All details in this unit profile for COIT20251 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

In this unit, you will explore elicitation tools and techniques to identify, develop, model and report the requirements specification required to implement an enterprise system. You will learn how knowledge audits are employed to identify knowledge assets and knowledge capabilities, internal and external to an organisation, for their organisational systems or enterprise systems. This unit is a key element in the development of business analysis skills in students.

Details

Career Level: *Postgraduate*
Unit Level: *Level 9*
Credit Points: *6*
Student Contribution Band: *8*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites

Pre-Requisites: COIT20250 e-Business Systems and COIT20249 Professional Skills in ICT Anti-Requisites: If you have completed COIT20238 or COIS20077, then you cannot take 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 3 - 2018

- Brisbane
- Distance
- Melbourne
- 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 6-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 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. **Written Assessment**
Weighting: 30%
2. **Portfolio**
Weighting: 30%
3. **Practical and Written Assessment**
Weighting: 40%

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 Have your say survey, emails, phone calls.

Feedback

Some students found it hard to use Mahara. They suggest to add a video tutorial on how to use Mahara with guidelines and instructions that will help them develop their Mahara assignments.

Recommendation

A Mahara video will be added to the unit Moodle website.

Unit Learning Outcomes

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

1. Devise an appropriate and comprehensive knowledge audit plan to support business analysis requirements
2. Use appropriate modelling tools to present the identified knowledge assets and knowledge capabilities within the business context of enterprise systems, as interpreted and analysed through knowledge audits
3. Apply the techniques of knowledge capture, knowledge codification and knowledge sharing (using appropriate technologies) after the performance of knowledge audits
4. Critically review knowledge management approaches to the implementation of enterprise systems within an organisation and any issues that may arise
5. Appraise the ethical and professional issues relevant to a business analyst working with knowledge-based enterprise systems
6. Effectively write and communicate enterprise systems specifications that enable management of knowledge.

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 following workplace skills as defined by SFIA. The SFIA codes is included:

- Information Management (IRMG)
- Research (RSCH)
- Business Process Improvement (BPRE)
- Business Analysis (BUAN)
- Requirements Definition and Management (REQM)
- Business Modelling (BSMO)
- Change Implementation and Management (CIPM)
- Stakeholder Relationship Management (RLMT)
- 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 - Written Assessment - 30%				●		
2 - Portfolio - 30%	●	●	●	●	●	●
3 - Practical and Written Assessment - 40%	●	●	●		●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Knowledge	○	○	○	○	○	○
2 - Communication	○	○	○	○		○
3 - Cognitive, technical and creative skills	○	○	○	○	○	○
4 - Research	○	○	○		○	○
5 - Self-management	○	○		○	○	○
6 - Ethical and Professional Responsibility	○			○	○	○
7 - Leadership					○	○
8 - 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
1 - Written Assessment - 30%	○	○	○	○		○		
2 - Portfolio - 30%	○	○	○		○	○		
3 - Practical and Written Assessment - 40%	○	○	○	○	○	○	○	

Textbooks and Resources

Textbooks

COIT20251

Prescribed

Business Analysis
Edition: 3rd revised (2014)
Authors: Cadle, Paul and Yeates
BCS, Chartered Institute of IT
Swindon , UK
ISBN: 9781780172774
Binding: Paperback
COIT20251

Supplementary

BUSINESS ANALYSIS TECHNIQUES
Edition: Second (2014)
Authors: James Cadle, Debra Paul, and Paul Turner
BCS The Chartered Institute for IT
Swindon , UK
ISBN: 9781780172736
Binding: Paperback

Additional Textbook Information
The text books can also be purchased as a downloadable e-book from the Kindle Store. However, if you prefer a paper copy, you can purchase them at the CQUni Bookshop here: http://bookshop.cqu.edu.au (search on the Unit code)

View textbooks at the CQUniversity Bookshop

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Software: ADONIS Community Edition http://www.adonis-community.com/
- Software: IHMC Cmap Tools http://cmap.ihmc.us
- Software: 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

Mary Tom Unit Coordinator
m.tom@cqu.edu.au

Schedule

Week 1 - 05 Nov 2018

Module/Topic	Chapter	Events and Submissions/Topic
The Role of the Business Analyst	Chapters 1 & 2 Business Analysis (Paul et al. 2014)	

Week 2 - 12 Nov 2018

Module/Topic	Chapter	Events and Submissions/Topic
Strategic Management	Chapter 3 Business Analysis (Paul et al. 2014)	

Week 3 - 19 Nov 2018

Module/Topic	Chapter	Events and Submissions/Topic
Creative Leadership and Knowledge	Chapters 4 & 5 The Enterprise Business Analyst: Developing creative solutions to complex business problems (Hass 2011)	

Week 4 - 26 Nov 2018

Module/Topic	Chapter	Events and Submissions/Topic
Business Analysis Techniques	Chapters 4 & 5 Business Analysis (Paul et al. 2014)	

Vacation Week - 03 Dec 2018

Module/Topic	Chapter	Events and Submissions/Topic

Week 5 - 10 Dec 2018

Module/Topic	Chapter	Events and Submissions/Topic
Stakeholder Analysis and Management	Chapter 6 Business Analysis (Paul et al. 2014)	**e-Journal** Due: Week 5 Friday (14 Dec 2018) 11:45 pm AEST

Week 6 - 17 Dec 2018

Module/Topic	Chapter	Events and Submissions/Topic
What's the Real Problem?	Chapters 8, 9 & 10 Business Analysis: Best Practices for Success (Blais & Steven 2012)	

Week 7 - 31 Dec 2018

Module/Topic	Chapter	Events and Submissions/Topic
Approaches to Business Analysis	Chapters 7 & 8 Business Analysis (Paul et al. 2014)	

Week 8 - 07 Jan 2019

Module/Topic	Chapter	Events and Submissions/Topic
Talk! Talk! Talk!	Chapters 5 & 15 Business Analysis: Best Practices for Success (Blais & Steven 2012)	**e-Portfolio** Due: Week 8 Friday (11 Jan 2019) 11:45 pm AEST

Week 9 - 14 Jan 2019

Module/Topic	Chapter	Events and Submissions/Topic
Requirements Elicitation	Chapter 10 Business Analysis (Paul et al. 2014)	

Week 10 - 21 Jan 2019

Module/Topic	Chapter	Events and Submissions/Topic
Innovative Products and Portfolios	Chapters 11 & 12 Business Analysis (Paul et al. 2014)	

Week 11 - 28 Jan 2019

Module/Topic	Chapter	Events and Submissions/Topic
Making the Business Case & Implementing Change	Chapters 13 & 14 Business Analysis (Paul et al. 2014)	**Case Study Report** Due: Week 11 Friday (1 Feb 2019) 11:45 pm AEST

Week 12 - 04 Feb 2019

Module/Topic	Chapter	Events and Submissions/Topic

| Implementing Knowledge Management and Change | Chapter 10 (Jashapara 2011) | |

Term Specific Information

Unit Coordinator
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Assessment Tasks

1 e-Journal

Assessment Type
Written Assessment

Task Description
In this assessment, you will demonstrate your understanding of the core competencies and skills required for a Business Analyst. You will also demonstrate your knowledge in the use of tools and techniques for requirements elicitation and reporting. The required topics are covered during Weeks 1- 4. Further details are available on the unit website in the Assessment Item 1 e-Journal specification.

Assessment Due Date
Week 5 Friday (14 Dec 2018) 11:45 pm AEST

Return Date to Students
Week 7 Friday (4 Jan 2019)

Weighting
30%

Assessment Criteria
Each e-Journal entry will be assessed upon:

- Synopsis: quality of the summary of a journal entry;
- Reflection: demonstration of understanding of each of the topics given in the Assessment Specification; and
- Critique: development and support of critical arguments of the practical application of knowledge and understanding.

Referencing Style

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

Submission
Online

Submission Instructions
You should upload the PDF file generated from Mahara.

Learning Outcomes Assessed

- Critically review knowledge management approaches to the implementation of enterprise systems within an organisation and any issues that may arise

Graduate Attributes

- Knowledge
- Communication

- Cognitive, technical and creative skills
- Research
- Ethical and Professional Responsibility

2 e-Portfolio

Assessment Type
Portfolio

Task Description
In this assessment, you will demonstrate your knowledge in stakeholder and business analysis and and skills to apply techniques of knowledge capture, knowledge codification, and use of appropriate modelling tools. The required topics are covered in Weeks 4 - 7. Further details are available on the unit website in the Assessment Item 2 e-Portfolio specification.

Assessment Due Date
Week 8 Friday (11 Jan 2019) 11:45 pm AEST

Return Date to Students
Week 10 Friday (25 Jan 2019)

Weighting
30%

Assessment Criteria
Each e-Portfolio will be assessed upon:

- Clear description of the business from the perspective role of a business analyst, based on the given scenario
- Clear description of the business context
- Comprehensive and detailed documentation of the business processes
- Justification of the modelling tools
- Appropriate conclusion of your findings

Referencing Style

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

Submission
Online

Submission Instructions
You should submit one PDF file generated from Mahara

Learning Outcomes Assessed

- Devise an appropriate and comprehensive knowledge audit plan to support business analysis requirements
- Use appropriate modelling tools to present the identified knowledge assets and knowledge capabilities within the business context of enterprise systems, as interpreted and analysed through knowledge audits
- Apply the techniques of knowledge capture, knowledge codification and knowledge sharing (using appropriate technologies) after the performance of knowledge audits
- Critically review knowledge management approaches to the implementation of enterprise systems within an organisation and any issues that may arise
- Appraise the ethical and professional issues relevant to a business analyst working with knowledge-based enterprise systems
- Effectively write and communicate enterprise systems specifications that enable management of knowledge.

Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Self-management
- Ethical and Professional Responsibility

3 Case Study Report

Assessment Type
Practical and Written Assessment

Task Description
In this assessment you will work in a group (with maximum four members) and conduct analysis of a given business

case study. You will evaluate the existing business systems and processes in the case study and propose improvements in the business systems and processes. You will write and submit a report documenting the results of your evaluation and proposal for improvements. You will also have to individually conduct a self and peer assessment (SPA) about your group work and submit your SPA outcome within five days of your report submission. Further details are available on the unit website in the Assessment Item 3 Case Study Report specification.

Assessment Due Date
Week 11 Friday (1 Feb 2019) 11:45 pm AEST

Return Date to Students

Note: Results will be released on the day of certification of grades.

Weighting
40%

Assessment Criteria
The case study report will be assessed upon:

- Quality of executive summary
- Quality of introduction
- Documentation of existing business processes and systems
- Documentation of evaluation results of the existing business processes and systems
- Documentation of feasible improvements of the existing business processes and systems
- Appropriately written conclusion
- Well written report with correct grammar and spelling
- Professionally presented report with title page, sections and subsections, headers, and footers as appropriate
- Correct use of in-text citations and reference list formatted following the Harvard author date style.
- You contribution, and active participation by collaborating with your team members will be assessed using the SPA.

Referencing Style

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

Submission
Online

Submission Instructions
You should submit one file (.doc) for one group using the online submission. You should submit your SPA outcome individually.

Learning Outcomes Assessed

- Devise an appropriate and comprehensive knowledge audit plan to support business analysis requirements
- Use appropriate modelling tools to present the identified knowledge assets and knowledge capabilities within the business context of enterprise systems, as interpreted and analysed through knowledge audits
- Apply the techniques of knowledge capture, knowledge codification and knowledge sharing (using appropriate technologies) after the performance of knowledge audits
- Appraise the ethical and professional issues relevant to a business analyst working with knowledge-based enterprise systems
- Effectively write and communicate enterprise systems specifications that enable management of knowledge.

Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility
- Leadership

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