



The University of Southern Queensland

Course specification

Description: Systems Planning and Management

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
CIS	3008	54524	2, 2006	ONC	1.00	Toowoomba

Academic group:	FOBUS
Academic org:	FOB005
Student contribution band:	2
ASCED code:	020399

STAFFING

Examiner: Abdul Hafeez-Baig

Moderator: Aileen Cater-Steel

REQUISITES

Pre-requisite: CIS1001 or MGT2200

RATIONALE

Regardless of the size and complexity of the organisation, Information Technology (IT) managers in the 21st century need to be architects of alignment, linking business and IT. IT strategy is concerned with more than technology: it involves integrating skills, processes, and structures to transform the organisation. In today's hyper-competitive global markets the effectiveness of the links between IT and business are critically important. The reach of the IT into every aspect of an organisation's activities underscores the need to adequately prepare today's IT managers in terms of strategic, tactical and operational planning and management.

SYNOPSIS

This course recognises the importance of aligning IT with the strategic goals of the organisation. The management of IT and the strategic, tactical and operational IT processes are examined to consider how effective systems planning and management can contribute to the organisation. To address pertinent issues, this course includes the following topics: IT governance, IT structure, performance, measurement and reporting, management of emerging technologies, change management and project management. Verbal and written communication skills are also emphasised as important for the student's skill and knowledge portfolio.

OBJECTIVES

The course objectives define the student learning outcomes for a course. The assessment item(s) that may be used to assess student achievement of an objective are shown in parentheses after each objective. On successful completion of this course, students should be able to:

1. use the strategic alignment model to harmonise the goals and implementation plans of IT with the goals and organisation structure of the business (Assignment, Examination)

2. understand the strategic, tactical and operational processes of an IT department within an organisation, in particular IT strategic planning and IT governance and the role of the CIO and IT management (Assignment, Examination)
3. consider the issues surrounding the management of emerging technologies and the impact of technical and organisational change arising from IT applications (Assignment, Examination)
4. examine various business structural options for IT service provision and HR issues related to the IT function (Assignment, Examination)
5. develop effective IT-business communication, and understand how to measure IT performance and benefits (Assignment, Examination)
6. understand how the nine project management body of knowledge (PMBOK) areas and five process groups apply to IT projects (Assignment, Examination).

TOPICS

	Description	Weighting (%)
1.	IT strategy and strategic alignment of IT with the business	20.00
2.	IT processes: strategic, tactical and operational	15.00
3.	managing emerging technologies	8.00
4.	IT structure and IT staffing issues	15.00
5.	change management	8.00
6.	IT governance and IT business partnership	15.00
7.	measuring, reporting IT value	10.00
8.	IT project management	9.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

CIS3008 study package available from the USQ Bookshop.

Luftman, JN 2004, *Managing the information technology resource: leadership in the information age*, Pearson Education, Upper Saddle River, New Jersey.

Summers, J & Smith, B 2006, *Communication skills handbook: how to succeed in written and oral communication*, 2nd edn, John Wiley & Sons, Milton, Queensland.

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

2004, *Guide to the project management body of knowledge (PMBOK guide)*, 3rd edn, Project Management Institute, Newtown Square, Pennsylvania.

Richardson, GL & Butler, CW 2006, *Readings in information technology project management*, Course Technology, Boston, Massachusetts.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	36.00
Private Study	124.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
ASSIGNMENT	30.00	30.00	25 Aug 2006
EXAM PART A (MULTI-CHOICE)	30.00	21.00	END S2 (see note 1)
EXAM PART B (WRITTEN)	70.00	49.00	END S2

NOTES

1. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date for Exam (Parts A and B) after the timetable has been finalised. The total working time for Exam (Parts A and B) is 3 hours.

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:
To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- 3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks available for the assignment may apply for each working day late. (a) If the assignment is submitted late (any circumstances including medical certificate) after TWO weeks of the due date, the assignment will not be marked and the decision for a makeup assignment will be made subject to the outcome of the final examination result. (b) Unless otherwise directed by the examiner, students should submit the electronic copy only of the assignment through the USQConnect. It is the student's responsibility to make sure appropriate attachments are uploaded and submitted (send) for marking. Hard copy or e-mail submission is NOT acceptable.
- 4 Requirements for student to be awarded a passing grade in the course:

To be assured of receiving a passing grade a student must submit all of the weighted assessment items, achieve at least 50% in the assignment, achieve at least 50% in the examination, and at least 50% of the total weighted marks available for the course.

- 5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
- 6 Examination information:
This is a restricted examination. Candidates are allowed access to specific materials during the examination. The only materials that candidates may use in the examination for this course are (i) Writing materials: non-electronic and free from material which could give the student an unfair advantage in the examination; (ii) Translation dictionaries: with the Examiner's approval, candidates may, take an appropriate non-electronic translation dictionary into the examination. This will be subject to perusal and, if it is found to contain annotations or markings that could give the candidate an unfair advantage, it may be removed from the candidate's possession until the appropriate disciplinary action is completed.
- 7 Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held during the next examination period.
- 8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL <http://www.usq.edu.au/handbook/current/buspolproc.html>.

ASSESSMENT NOTES

- 1 Assignments: (i) Oncampus students will be advised by the Examiner regarding the submission of assignments or schedule of student presentations for this course. (ii) Students must retain a copy of each assignment submitted for assessment. This must be produced within 24 hours if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students may apply for an extension before the due date or include an application with the submitted assignment after the due date. Such applications should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the relevant Examiner. (iv) In the event that a due date for an assignment falls on a local public holiday in AUSTRALIA, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.
- 2 Course weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper.
- 3 Guidelines for assignments: Unless otherwise directed by the Examiner, all written and oral assignments submitted by students must conform to the guidelines laid out in the 'Communication skills handbook: how to succeed in written and oral communication'. Any work not prepared in accordance with these guidelines may be subject to penalty or requirement for resubmission.
- 4 Make-up work: Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within

the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the Examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.

- 5 Deferred work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

OTHER REQUIREMENTS

- 1 Learning resources: Prescribed texts and materials (see above); recommended reference materials (see above); printed Introductory Book* and Study Book/s* ; and course Website accessible via USQConnect. *part of the study package available from the USQ Bookshop.
 - 2 E-mail and Internet Access: Students will require access to e-mail and Internet access to USQConnect for this course.
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