# ICT292 Information Systems Management

### Group Task (30% of the final mark for the unit)

#### From the Unit Information and Learning Guide

This project will involve groups of students working together to create a collaborative workspace in order to address a given organisational problem. The marks for the project will be allocated between the workspace (10%), a written report on the solution (15%), and a presentation (5%).

This assessment addresses the following Unit Learning Outcomes:

LO3: Construct an information systems management strategy for a given organisation

LO4: Understand and explain the impacts on information and information systems management of organisational change, including issues such as data migration, information integration, and interoperability, and construct practical solutions in a given situation.

It also addresses the following Major Level Learning Outcomes for students in the Business Information Systems (BIS) major:

* **MLO 6:** Identify opportunities for Information Technology-enabled organisational improvement
* **MLO 8:** Demonstrate capacity to function effectively both as an individual and as a member in diverse teams, using the tools and practices of formal project management.
* **MLO 9:** Demonstrated written, oral and interpersonal communication skills that support the efficient and effective communication of developed systems through documentation, technical reports and presentations to clients and the broader community.

#### Explanation of the purpose of the group project

This project has been designed as a group task because of the high proportion of group work that characterises the IT industry. Advice from the School’s Information Technology Industry Advisory Panel (ITIAP) suggests that one of the major determinants of a candidate’s success in a job interview situation is proven capacity to work in a group. Further, by completing this as a group task, students will be able to explore the problem domain at a deeper level and create a more substantial solution than they would were they to be working individually. If for reasons of culture or disability/medical condition, a student is not able to participate in a group task, they should contact the Unit Coordinator without delay.

#### Group Formation

Students will form groups of 4-5. Group members must be drawn from the same class. You should inform your lecturer of your groups by Friday 7th of Oct at the latest. Students who are not in groups by then will then be allocated to a group at random. Each group will elect one of its members as the Group Leader.

#### Mechanisms for assessing the contributions of individuals to the group project

Given that this is an intensely collaborative task, and in order to enhance collaboration, the same marks will be awarded to all group members unless there is shown to be unequal contributions from group members; this might take the form of either a low quantity or low quality of input. Procedures for assessing this are outlined below.

Each student will be required to keep a logbook that lists the project-related tasks they completed each week (more detail regarding the logbook are below). This logbook will be submitted at the same time as the project documentation, but may be required to be produced earlier if there is conflict in the group.

#### Procedures for the resolution of disputes or defaulting group members

The Group Leader will be responsible for reporting on the Group’s progress to the Lecturer at each class, or more often if required. If the Group Leader believes that a member’s level of participation is low, or the member has not contributed, then that should be brought to the attention of the Lecturer and the Unit Coordinator. At this point, the Unit Coordinator will investigate and intervene where possible to ensure equity. In order to investigate, the Unit Coordinator will view the work completed by individual group members and their logbooks. The determination of the Unit Coordinator will depend largely on the point in time the notification of conflict is made. It is important to note that disruption to groups and individuals will be minimised if any potential conflict is notified as early as possible.

## The Scenario:

You are designing a workflow process to handle a purchase requisition for your organisation. When an employee creates a purchase requisition, his/her supervisor must approve it. When an approved purchase requisition reaches the purchasing department, a purchasing agent evaluates the record, and then performs one of the following steps:

* Rejects the requisition
* Creates a request for quotation to receive bids for the purchase
* Creates a purchase order from the requisition

The purchase requisition contains name, total price, quantity, and purpose (assume that the requisition is for one type of items). Depending on the price, additional approval may be need as described below.

### Type A purchase requisition:

If the total price is $250 or less, no further approval is needed and the requisition is routed to the purchasing department.

### Type B purchase requisition:

If the total price exceeds $250 but is less than $1,000, the requisition then requires the approval of the department manager (after the approval of the supervisor) before it can be routed to the purchasing department.

### Type C purchase requisition:

If the total price exceeds $1,000 but is less than $5,000, the requisition then requires the approval of a vice president (after the approval of the department manager) before it can be routed to the purchasing department.

### Type D purchase requisition:

If the total price exceeds $5,000, the requisition then requires the approval of the chief financial officer (after the approval of the vice president) before it can be routed to the purchasing department.

## What you have to do:

#### If you have questions:

* About the “mechanics” of the assignment, please feel free to ask me either by email or on the discussion forum in Moodle.

#### Assumptions you can make:

* Each of the roles listed above are separate and discrete; for the purposes of this exercise, the department manager will not also be a vice president and so on.

#### In your group, you will need to complete the following:

1. Create a “mini” information management strategy for this scenario. This should be based on the strategies in Chapter 6 of the text book, and include the following sections:
   * Justification
   * Purpose and Scope
   * Roles and Responsibilities
   * Performance Measures
2. Provide the Data Definition for the *purchase requisition* entity using the example in Figure 7.3 of the text as a guide.
3. Model the workflow(s) required for this system. You should do this in Visio.
4. Create a SharePoint site that will allow users at each of the levels specified above to log in and perform their tasks in the process. You will have to grant your lecturer access that will allow them to check that the site fulfils the business rules.

### Presentation:

* In the final week of semester, each group will present their work to the class.
* External students, please make yourselves available on this day to join me on Collaborate for your presentation)
* The presentation will be of 10 minutes plus up to 5 minutes for questions each and will take place in the normal workshop time (in the last teaching week).

### But what is a purchase requisition?

That’s a good question. A basic definition can be found at: <http://smallbusiness.chron.com/purchase-requisition-form-68894.html> which states the following:

*A purchase requisition form allows employees to request the purchase of a good or service using a uniform process that provides details of the purchase for a purchasing agent, accounting employee or whoever approves purchases. These forms usually include the name of product or service, the quantity desired, the stock or model number, the desired delivery date, the cost and the reason for the request. The person you choose to review and approve purchase requests checks the order details against previous purchases to make sure you are paying the correct amount or may use the form to solicit bids if the request is for a large amount of money. When a purchase requisition is approved, your business can submit a purchase order to an approved vendor or buy the good or service using a typical retail purchasing method*.

An example of what a purchase requisition might look like can be found at: <https://www.formdocs.com/purchase-order-requisition-form.htm> There are many other examples online.