

Course Title:	<b>Needs Analysis, Acquisition and Training</b>
Course Code:	<b>INFS603</b>
Descriptor Start Date:	<b>31/01/2025</b>
POINTS:	<b>15.00</b>
LEVEL:	<b>6</b>
PREREQUISITE/S:	<b>None</b>
COREQUISITE/S:	<b>None</b>
RESTRICTION/S:	<b>None</b>

## LEARNING HOURS

Hours may include lectures, tutorials, online forums, laboratories. Refer to your timetable and course information in Canvas for detailed information.

**Total learning hours: 150**

## PRESCRIPTOR

Focuses on skills required to identify a user's information technology solution requirements: to investigate and evaluate suitable solutions including software, platform and vendors, to plan the acquisition of a solution, to identify training requirements, and to plan a training programme using various delivery methods including flexible/blended delivery.

## LEARNING OUTCOMES

1. Obtain information about a user's needs for a solution to resolve strategic and operational problems, and identify and recommend suitable IT solutions following the recommended needs and requirements gathering methodology.
2. Review possible solutions and recommend a solution or suite of solutions with justification.
3. Prepare appropriate artefacts for the acquisition of a total solution based on a COTS (Commercial Off-The Shelf) acquisition plan, and including solution scope, functional and non-functional requirements
4. Identify training needs and develop a training programme using different training delivery methods and support

**Disclaimer: Course descriptors may be amended between teaching periods/semesters**

## CONTENT

1. Develop a Needs Analysis Report and System Requirements Specification using a Joint Applications Development (JAD) approach including:
  - Analyse a business strategic plan for strategic deployment of IT
  - Analyse a business Value Chain
  - Use the value chain Work Systems to determine IT solution needs
  - Follow a JAD methodology for a COTS (Commercial Off-The-Shelf) acquisition project
2. Write a System Requirements Specification document including:
  - Information about the client company and its objectives
  - Scope, functional, and non-functional requirements
  - A COTS-based acquisition plan
3. Prepare a Request for Proposal (RFP) including
  - Justification of your proposed project to Client company management
  - Service Contract inclusions,
  - Evaluation methods for software, platform, and vendor selection
4. Training,
  - Write training course descriptions, aims and objectives.
  - State the training needs and outcomes
  - Demonstrate the difference between formative & summative assessment and use both formative & summative assessment effectively
  - Fully describe the training content and training plan
  - Explain the training course moderation processes
  - Explain how good pedagogy is incorporated
  - Draw up an effective course evaluation form

## LEARNING & TEACHING STRATEGIES

- Lectures and/or recorded lectures and online study guides
- Group JAD work
- Readings, Practical work
- Classroom or online interactivity
- Self-directed learning

## ASSESSMENT PLAN

Assessment Event	Weighting %	Learning Outcomes
Coursework (required group project artefacts)	50.00	1-3
Reflective report (Individual)	15.00	1-3
Assignment (Training) (Individual)	35.00	4

<b>Grade Map</b>	<b>MAP1</b>
	A+ A A- Pass with Distinction
	B+ B B- Pass with Merit
	C+ C C- Pass
	D Fail

### Overall requirement/s to pass the course:

To pass this course, students must attempt all summative assessments and achieve a minimum overall grade of C-.

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## LEARNING RESOURCES

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Recommended reading lists will be provided.

**For further information, contact:** Te Ara Auaha - Faculty of Design & Creative Technologies

**Principal Programme:** AK3697, Bachelor of Computer and Information Sciences

**Related Programme/s:** AK3698  
AK3756  
ICE1  
INEXCH1  
SABRD1

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