

MIS 374 Syllabus, Spring 2019

PROFESSOR(S)	Caryn Conley	Clint Tuttle
OFFICE	CBA 3.430	CBA 3.414
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CLASS TIME	T-TH 2-3:30pm	T-TH 3:30-5pm; T-TH 5-6:30pm
ROOM / UNIQUE #	CBA 5.328 / 04170	CBA 5.328 / 04175 & 04180

Professors' Office Hours: Posted on the *Syllabus* Page of the class Canvas site

TAs – TAs do not hold official office hours but can conduct appointments. To request an appointment email both TAs with proposed days/times. Appointments are held in CBA 3.414 (Clint's office). See Syllabus page on Canvas for TA contact information.

WEBSITE

- All materials for this class are posted on Canvas

COURSE PREREQUISITES

- MIS 333K
- Upper Division Status

COURSE OBJECTIVES

1. Learn techniques for successfully developing systems and managing the development process.
2. Gain an understanding of the complexity of systems development environments and know when to apply specific management and development techniques in real world scenario

GRADING	<u>Weight</u>	<u>Assignment</u>
	35%	Client Project
	20%	Exam 1
	15%	Exam 2 (Optional. See details below)
	20%	Group Projects
	<u>10%</u>	Exercises and class participation
	100%	NOTE: Grading uses the UT plus/minus grading system and <u>factors in peer evaluations</u>.

CLIENT PROJECT - The Client Project requires the delivery of a complete system for a client, although sometimes the scope of the project does not allow implementation. For all projects, the scope is defined by the student team working with their client and MIS supervisor – your professors. The quality of the system, documentation, team participation, and user satisfaction count towards the grade. Students work in teams of 4-5 and choose their own team members. Project descriptions are provided and projects are chosen from the Project Management Portal. The link to the portal is available on the Client page on Canvas.

CLIENT PROJECT GRADE - Your reports and presentations are subject to some less tangible grading criteria: an "acceptable" report that demonstrates a "correct" analysis of a problem may not earn all the points allotted to that assignment (e.g., 89/100 or 95/100). Intangibles such as creativity, depth of analysis, effectiveness of presentation, etc. differentiates an "acceptable, correct" report from a high quality report. Major deliveries 1, 2, & 4 are each 30% of the client project grade; Delivery 3 (the class presentation) is 10%. The peer evaluation is of utmost importance in Client Project (CP) grading. If the peer evaluation is high, you will receive 100% of the grade. **If the peer evaluation is low, you may receive as low as 85% of the grade. If you do not submit your peer evaluation, you will receive 70% of the client project grade.**

EXAMS - There are two exams. Each consists of a case problem and several questions. The questions require application of methodologies and tools to solve the case problem. These are similar in type and content to class discussions, homework, and projects. They test your comprehension of the techniques required for projects in class and later in your career as well as your ability to generate ideas for planning system development projects. Exam 2 is optional. If you choose not to take it, your exam 2 grade will be the same as your grade on exam 1. If you miss the first exam because of illness, a University-approved absence, or an absence approved in advance by professors, you must take exam 2 and your grade will be used for both exams.

GROUP PROJECTS - There are two group projects with team members chosen by professors. The Group Project grade is an average of the two grades. Peer evaluations will alter individual Group Project grades. For example, if your peer evaluation is very high you will receive a 100% and you will get full credit for the group projects. If the peer evaluation is low, you may receive as low as 70% or less of the grade. If you do not submit your peer evaluation, you will receive at most 75% of the group project grade.

APPEAL PROCESS - You must submit your request for an appeal of a grade within one week from when it was returned to you. After reviewing the grading criteria, write up your concise appeal and drop it in the TA's mailbox in the IROM dept. office, CBA 5.202. Be sure to email them so they know to pick it up.

EXERCISES - There will be around 20 individual exercises to be completed during class or before class. All assignments will be linked on the **Modules Page** of Canvas along with due dates. Please follow Canvas to understand the due dates of assignments. **NOTE: Teachers reserve the right to introduce exercises at any time so it's possible some exercises in class will be brought up during class and are not announced ahead of time.**

LATE / MAKE-UP POLICY – If you know you are going to miss a deadline or you realize you're work is going to be late, please contact your teacher immediately. We judge situations on a case by case basis. Late work is typically only accepted no more than 24 hours after a deadline and includes a 50% deduction on the assignment. In the case you have an interview and need to travel, please try to have your recruiter accommodate a different date per Career Service's policy.

CLASSROOM PARTICIPATION - You are expected to participate in class by answering questions, by asking good questions, raising issues, and making observations. No comment is considered "bad" as long as it makes a constructive class contribution. A good learning environment is a safe environment -- one in which all feel free to question and discuss. A sense of humor is always welcome! **Also we do not grant points for simply attending class.**

UT HONOR CODE - The core values of UT Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

STUDENTS WITH DISABILITIES - Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 512-471-6259, <http://www.utexas.edu/diversity/ddce/ssd/>. Please present the letter to me at the beginning of the semester so we can discuss your accommodations.

RELIGIOUS HOLY DAYS - By UT Austin policy, you must notify us of your impending absence at least 14 days prior to the date of observance of a religious holy day. If you miss an exercise, exam, or project in order to observe a religious holy day, we will give you an opportunity to complete the missed work within a reasonable time of your absence.

SCHOLASTIC DISHONESTY - The University defines academic dishonesty as cheating, plagiarism, unauthorized collaboration, falsifying academic records, and any act designed to avoid participating honestly in the learning process. Scholastic dishonesty also includes, but is not limited to, providing false or misleading information to receive a postponement or an extension on an exam or other assignment, and submission of essentially the same written assignment for two different courses without faculty permission.

The McCombs School of Business has no tolerance for acts of scholastic dishonesty. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the Policy Statement on Scholastic Dishonesty for the McCombs School of Business:

By teaching this course, we have agreed to observe all of the faculty responsibilities described in that document. By enrolling in this class, you have agreed to observe all of the student responsibilities described in that document. If the application of that Policy Statement to this class and its assignments is unclear in any way, it is your responsibility to ask us for clarification.

Policy on Scholastic Dishonesty: Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. You should refer to the Student Judicial Services website at <http://deanofstudents.utexas.edu/sjs/> or the General Information Catalog to access the official University policies and procedures on scholastic dishonesty as well as further elaboration on what constitutes scholastic dishonesty.

CAMPUS SAFETY Please note the following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, <http://www.utexas.edu/safety/>

- Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation should inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- Behavior Concerns Advice Line (BCAL): 512-232-5050
- Further information regarding emergency evacuation routes and emergency procedures can be found at: www.utexas.edu/emergency.

PRIVACY - Information in Canvas is protected by your UTEID login. Please be aware that I will use a merged Canvas site for all sections of the course that I am teaching this semester. This will allow students in other sections to see that you are enrolled in the course and send you email from within Canvas. However, they will not actually learn your email address and no other personal data will be revealed through Canvas. If you have any concerns, please contact the ITS Help Desk at 475-9400 for help removing your name from view of other students.

Tentative Class Schedule—All deadlines will be listed on Canvas *Syllabus* page or the *Assignment* page

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 20	Jan 21	Jan 22	Jan 23	Jan 24	Jan 25	Jan 26
	MLK Day	<u>Day 1</u> - Course Overview - Latinitas Case Intro - Why we need this class?	-	<u>Day 2</u> - MIS roles - Class goals -Intro to SDLCs - Stakeholder Analysis		
Jan 27	Jan 28	Jan 29	Jan 30	Jan 31	Feb 01	Feb 02
	Group Project 1 Groups Posted	<u>Day 3</u> - As-Is Modeling - Business Process - Root Cause Analysis GP1 begins	Guest Christine Lyman ←	<u>Day 4</u> - To-Be Modeling Methods		
Feb 03	Feb 04	Feb 05	Feb 06	Feb 07	Feb 08	Feb 09
		<u>Day 5</u> - User Stories - Functional Requirements	Guest Wes Carberry → Group Project 2 Groups Posted	<u>Day 6</u> - Non-Funct Req - Org Impact GP1 due 2pm - GP2 begins	Client Project Team Registration Deadline - EOD	
Feb 10	Feb 11	Feb 12	Feb 13	Feb 14	Feb 15	Feb 16
		<u>Day 7</u> - Triple Constraint - Project Planning NOTE: Students bring laptops		<u>Day 8</u> - Risk Evaluation - Risk Reduction - Risk Monitoring	Bidding for Client Project opens at noon today	
Feb 17	Feb 18	Feb 19	Feb 20	Feb 21	Feb 22	Feb 23
	Client Meet & Greet tomorrow at 6:30pm →	<u>Day 9</u> - Inception Best Practices		<u>Day 10</u> - Interface Design - User Experience - GP2 due	1st meeting w/ Client must be arranged by today to be held next week.	
Feb 24	Feb 25	Feb 26	Feb 27	Feb 28	Mar 01	Mar 02
	Guest Mark Kraemer →	<u>Day 10</u> - How and Why to use Prototyping		Possible Work Day or Catch up	Last day for at least 1st meeting with Client; Ex 9 - minutes due	-
Mar 03	Mar 04	Mar 05	Mar 06	Mar 07	Mar 08	Mar 09
	Guest Rusty Bentley →	<u>Day 11</u> - Agile Principles - Scope/Client Mgmt		<u>Day 12</u> - Scope/Client Mgmt cont'd	Last day for at least 2nd meeting with Client	
Mar 10	Mar 11	Mar 12	Mar 13	Mar 14	Mar 15	Mar 16
		<u>Day 13</u> - Project Budgets - Eval Tables - Exam 1 Review	-	<u>Day 14</u> Exam 1	Must arrange meeting with client & profs (on dates in pink below)	
Mar 17	Mar 18	Mar 19	Mar 20	Mar 21	Mar 22	Mar 23
	<u>Spring Break</u>					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 24	Mar 25	Mar 26	Mar 27	Mar 28	Mar 29	Mar 30
Arrange meeting w/ client & prof	-	Day 15 Change Mgmt & Quality Assurance	-	Day 16 - Team & Sprint Mgmt	Last day for at least 4th meeting with Client	-
Mar 31	Apr 01	Apr 02	Apr 03	Apr 04	Apr 05	Apr 06
	CHARTER (Delivery 1 Report) due Mon @ 2pm	Work Day No class. Instead, conduct Sprint Kickoff and begin first sprint		Work Day No class. Instead, conduct Sprint Kickoff and begin first sprint	Thursday is last day you can hold your Sprint Kickoff ←	
Apr 07	Apr 08	Apr 09	Apr 10	Apr 11	Apr 12	Apr 13
		Client Project Workday		Day 17 One-on-One meetings with Roles (PM, BA, Devs)		
Apr 14	Apr 15	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20
		Day 18 One-on-One meetings with Teams A,B,C	-	Day 19 One-on-One meetings with Teams D,E,F	Last Day to set up System Checkpoint & Code/Config Review with TAs next week	
Apr 21	Apr 22	Apr 23	Apr 24	Apr 25	Apr 26	Apr 27
Tomorrow is last day to email profs for Exam 2		Day 20 One-on-One meetings with Teams G,H,I	2pm - Del 2 Report Due -->	Day 21 Exam 2 review (optional, so work day for most teams)	←System Checkpoint & Code/Config Review→ W 4/25 - W 5/2	
Apr 28	Apr 29	Apr 30	May 01	May 02	May 03	May 04
Tomorrow is last day to email profs for presentation prefs		Day 21 Exam 2 (optional, so work day if not taking)		Work Day 5 Last Day for System Checkpoint & Code/Config Review		
May 05	May 06	May 07	May 08	May 09	May 10	May 11
		Day 22 Team Presentations		Day 23 Team Presentations	Goal: All sprints completed by today <--	
May 12	May 13	May 14	May 15	May 16	May 17	May 18
			Client Project Final Delivery due 5/16 @ 2pm			