**Ateneo de Manila University**

John Gokongwei School of Management

Department of Quantitative Methods and Information Technology

**ITM 116/MIS 151 INFORMATION TECHNOLOGY MANAGEMENT**

2nd Semester, School Year 2013 – 2014

**Capstone Project Guidelines**

**Final Paper**

The final ITM paper marks the conclusion of your group's two semester project. It should have the following parts:

**Executive Summary.** 1-page overview of your project planning and implementation efforts.

**Company Background.** Briefly indicate the history, core business, and goals of the company as well as the needs of the department you've chosen.

**Project Background.** Briefly discuss your project and any historical background of the project even before you acquired it. Discuss how your project can assist the company/department achieve its strategies.

**Project Objectives and Measures.** In table form, enumerate the measures of success for your project -- these should be the same as the ones stated in your first semester deliverable, unless you've revised them via your project's change management process. Include a historical timeline of your change management process. Indicate your actual performance versus the target set, and the variance between the two. Also mention whether or not the company **and** your group believes that the project is successful.

Tables :

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Project Objectives | Measures | Actual |
| Project Financials | To acquire physical and human resources | Resources must sum up to the amount of P 35,000.00 and expenses must not exceed this said amount. | Success. We were able to acquire monetary resources of up to P20,000.00. Expenses tallied P12,000.00 (1) |

ANALYSIS OF MEASURES

1. Success. The project was able to garner ….

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

The first three columns should have the same content as what is in your project scope. The last column is your assessment. The assessment should have the following format:

[Success/Failure]. [Brief description of why it was successful or brief reason why the measure was not met] (1) Include as much qualitative or quantitative proof based on your observations or documents or analysis done.

Each assessment for each measure should be followed by a brief analysis of why the measure was met or not. Further explanation can be made in the Analysis of measures section,

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Change Request Process

|  |  |  |
| --- | --- | --- |
| Specific Change Made in the Scope Document | Reason for Changing | Date Change was made |
|  |  |  |

Note: Please attach the old scope document after this table.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Project Scope and Limitations.** Copy the scope and limitations stated in your first semester deliverable. Indicate whether you were able to deliver all items in scope, as well as whether there have been scope creeps during the course of planning and implementation.

**Project Implementation.** In table form, list all your project **phases** and the corresponding target and actual start and finish dates, as well as the variances. For teams with time-phased budgets, do the same for your budget. Ensure that you include the most recent Gantt chart in the appendix.

**Value Add.** The requirements outlined in this section is as it will certainly add value to what you shall be presenting / sharing to the client, and at the same time provides another opportunity for you to apply knowledge you've acquired in this and other MIS subjects to your project. This should be the heart of your paper.

For groups that have implemented or recommended an IT system:

* **The New Business Model (if applicable). Suggest a new business model with the presence of your system.**
* **The New Business Process.**
  + Discuss the new business process adopted with the introduction of the new system; moreover, compare it with the old process.
  + Indicate the change management plans the company or department should institute to ensure the smooth transition to the new system.

Please use flowcharts to make this more readable and understandable. This part should be able to discuss how the system will impact both the front-end and back-end process of the company.  **Look at this from a systems perspective, rather than an isolated perspective. This should be extensive and should cover as many of the impacts of the systems on the business. You should include here any additional documents needed for the process.**

* **Suggested Service and Maintenance Process.** Suggest a process to handle changes to and ongoing maintenance of the system. Discuss who within the client team shall provide ongoing technical support -- and how the group has prepared and trained this person. If there is no person who can provide support, discuss how the client will handle this aspect. Also indicate if your group or a group member agreed to help provide support for the system post-graduation.

For groups that have deployed a training or an event:

* **The Methodology.** Construct a clear and concise 2-page guide such that future MIS groups or MISA teams who want to implement a similar project will have a smoother time. You should provide a methodology (i.e. a clear series of steps / activities) that groups should pursue when defining, planning, executing and evaluating the project. You should include references to pertinent templates in your project documentation. Moreover, indicate applicable watch outs and tips.

**Summary of Problems Encountered.** This is the only part of the paper where you will discuss the problems encountered in detail. Cite the six biggest problems you've encountered during implementation, and how your group reacted to each of them. Remember to relate this with the risk management, communications management or change management documents in your first semester deliverable, as necessary. Please cite your 1st sem documents as a reference (e.g. treat it as a reference – cite the page number, etc.)

**Turnover. Discuss to whom in the company will you turnover the system and what will their additional responsibilities be once the turnover is done.**

**Recommendations.** State your recommendations for the following:

* For projects that have not yet finished, discuss the current status and the plan for the remaining tasks.
* For projects that have finished, does the group see opportunities for improvement with the system created or training conducted that can constitute work for another project? How will they proceed in achieving these opportunities?
* For projects that have dropped certain items from their original scope during the course of implementation, indicate the plan for handling these dropped items, as discussed with the client.

Be as detailed as possible in doing your recommendations.

Based on your experience, provide tips applicable for other MIS students who may be thinking of embarking on a similar project.

**Lessons Learned.** Cite five of the biggest lessons learned during project implementation. Don't forget to indicate acts you should have avoided, in retrospect.

**Summary of the Appendix.** Aside from a table of contents, include a 1-2 sentence description of each type of document you include in the appendix.

For the appendix, be sure to include all the documentation the project team should produce for the client and internally, as indicated in your first semester deliverable. These **may** include SAD documents (such as list of inputs / outputs, ERD, DFD and volume analysis, screen design, technical architecture, among others), QA documents / checklists, quality assurance standards, a disaster recovery plan, test plans, a user training plan, user manual interview sheets, vendor analysis, signed change request forms, problem report forms, software reviews, contracts, photographs of events, and even meeting minutes.

Do not forget to include the table of contents of the APPENDIX and put TABS to indicate the sections of your APPENDIX.

*The students should submit 4 copies of the final paper. One of the documents should be thesis bound with the title of the project and group member’s names on the front cover and the side. The remaining copies can be ring bound.*

*The appendix and it’s contents should be placed in a three-ring binder.* ***They need only to submit one copy****. This can be presented during the defense. The soft copy of the appendix should be burned in CD format and be part of the documents given to the panelists.*

Please request your sponsor to complete the project assessment sheet. But please take note of the parts that you should first fill out, based on the data contained in your project closure document. If you want to share with the sponsor a letter of request coming from the instructor, please fill out the accompanying letter and submit the hardcopy to me for signature. The completed project assessment sheet should be returned in a sealed letter envelope to be included in your final paper submission.

Submission is through the QMIT secretary. **Submission is on February 26, 5 p.m. Late papers will merit a 10 point deduction PER HOUR!**

This paper, together with the instructor’s perception of the project’s success, forms 15% of your final grade. Note that your grade will be heavily influenced by whether you were able to successfully finish the project by the defense date (March 1). A project that has not been deployed will have “C” as their highest grade in the project.

**Project Participation**

This is the chance for project managers to formally evaluate their group members, and for the latter to rate the former. This forms 5% of the final grade. There are two documents included with this paper, one is a Project Team Member’s Assessment Form, to be filled up by the Project Manager and another is a Project Team Leader’s Assessment Form, to be filled up individually by the Team Members.

**Project Team Member’s Assessment Form**

The project manager must fill up this document, then submit this to me, typewritten, in a sealed letter envelope on February 6, 2009, 5:00 p.m. to Ate Anna, with the following in the front of the envelope:

<<Team Name>>

<<Project Manager>>

**Project Team Leader’s Assessment Form**

Each team member must submit this document in a sealed letter envelope on February 26, 2014, 5:00 p.m. to Ate Cristy (JGSOM) with the following data in the front of the envelope:

<<Team Name>>

<<Project Manager>>

<<Your Name>>**Ateneo de Manila University**

John Gokongwei School of Management

Department of Quantitative Methods and Information Technology

**ITM 116/MIS 151 INFORMATION TECHNOLOGY MANAGEMENT**

**Final Project Checklist**

Project Team Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach this as the first page in your appendix.

|  |  |
| --- | --- |
| Final Project Deliverables | Met? |
|  |  |
| Four copies of paper? |  |
| One thesis bound with name of project and group members? Must be original |  |
| Three ring bound/wire copies with acetate cover? Can be photocopied. |  |
| Have the PICS cover page? |  |
| Have the DISCS cover page? |  |
| Each paper has a CD of the following deliverables following the CD hierarchy in the succeeding page. |  |
| 1st Semester PM Paper |  |
| 2nd Semester Progress Reports |  |
| All deliverables (SAD, ERD, BPM, User manual, Technical Manual) |  |
| Videos/Picture of relevant deliverable (e.g. training, visit to client) |  |
| A soft copy of the program |  |
| A readme file containing the following |  |
| * Required platform (i.e. OS, Software, Database, IDE, etc needed) |  |
| * Installation files of the required platform |  |
| * How to install the files |  |
| * Configuration that needs to be done in order to run the application you made |  |
| * How to start the application including relevant login/password information |  |
| * Sample data |  |
| Before the Final Defense Deliverables | Met? |
|  |  |
| Team Leader Assessment submitted by Feb. 26? |  |
| Team Member’s Assessment form submitted by Feb. 26? |  |
| Client’s Project Assessment Form submitted by Feb. 26? |  |
| Sent the project file to panelists? |  |
|  |  |

|  |  |
| --- | --- |
| Final Defense Deliverables | Met? |
|  |  |
| Printout of all deliverables in three ring binder? |  |
| Does the binder have a table of contents and dividers? |  |
|  |  |
| During the Final Defense | Met? |
|  |  |
| Have a printed copy of slides for each panelists? |  |
| All members have a name tag? |  |
| All members are familiar with the project inside and out and their roles and responsibilities? |  |
| Have coordinated with their presentation partners for food for the panelists? |  |
| Have coordinated with their presentation partners for a token? |  |
| Are in coordinated business attire? (No pants for girls!) |  |
|  |  |

CD HEIRARCHY:

01 - Project Management Document (Folder)

Final Project Document (Folder)

*<your final paper submitted in the first semester>*

02 - Project Execution Document (Folder)

01- Final Paper (folder)

<files>

02- Progress reports (Folder)

<files>

03- Project Deliverables

<Deliverable 1 name> (folder)

<file 1>

<file 2>

<Deliverable 2 name> (folder)

<file 1>

<file 2>

……. And so on

04 - Software

Platform (folder)

<platform 1> (Folder)

<install files>

<platform 2> (Folder)

<install files>

……. And so on

Application (folder)

<files>

Instructions (folder)

<files>

05 – Other Documentation

01 – Minutes of the Meetings *(*folder – *meetings since the start of the second semester)*

<files>

02 – Communications with the Client (folder – *significant emails, YMs, etc, those not covered in the minutes of the meetings; please produce in PDF format)*

<files>

03 – Change Request Documents (folder)

<files>

04 – Supporting documents (*Any supporting document that you deem important/relevant to the project – e.g. proof of number of times someone visited the website; summary of a survey you did, etc.)*

<files>

05 – Videos and Pictures (folder – only if applicable)

<video files and/or picture files>

NOTE : This should be printed with a letterhead from SOM/DISCS AND SIGNED by your mentor (please change relevant information)

February 21, 2014

<Sponsor’s name>

<Sponsor’s title>

<Sponsor’s office address>

Dear Sir / Madam:

On behalf of the Ateneo de Manila University John Gokongwei School of Management, I would like to thank you for providing an opportunity to my students to implement a project for your organization. Rest assured that the students appreciate this experience as a concrete application of the concepts and methodologies they have learned in class and more importantly, a chance to experience the challenge and the fulfilment of managing a project firsthand.

I hope that the project deliverables have been satisfactory and beneficial. May I request that you take some time to evaluate the students’ performance by completing the attached assessment form. Your input will be very critical in the grading process, and will likewise serve as feedback for the further enrichment of the students’ project management skills and the school’s curriculum. Kindly place the completed form in a sealed envelope, and affix your signature on the sealed flap. Please hand the envelope to the students on or before February 28, 2014. They will assume responsibility for forwarding it to me.

Finally, the school will definitely welcome another opportunity to assist with your organization’s IT projects. Should you have a project that you believe is suited for the capabilities of our students, please feel free to email me at [jolpoc@ateneo.edu](mailto:jolpoc@ateneo.edu) or call me at 4266001 loc 5541.

Sincerely,

Joselito C. Olpoc

Instructor

John Gokongwei School of Management

**Ateneo de Manila University**

John Gokongwei School of Management

Department of Quantitative Methods and Information Technology

**ITM 116/MIS 151 INFORMATION TECHNOLOGY MANAGEMENT**

**Project Assessment Form**

Project Team Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(To be completed by the project sponsor. PLEASE HAVE THE SPONSOR SIGN EACH SIDE OF THE PAGE SEPARATELY)*

Kindly answer the following questions:

1) Did the team act in a professional manner during its interactions between you and your staff?

Please rank them accordingly:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Seldom |  | Occassionaly |  | To a considerable degree |  | Almost Always |

Your qualitative comments:

2) Was the team able to provide regular and accurate updates to you or an appointed designate coordinator on project progress? Please rank them accordingly

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Seldom |  | Occassionaly |  | To a considerable degree |  | Almost Always |

Your qualitative comments:

3) Was the team able to explain to you or your staff the standard operating procedures they are following for the project – for example, the process for scope change requests and quality assurance? Please rank them accordingly

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Seldom |  | Occassionaly |  | To a considerable degree |  | Almost Always |

Your qualitative comments:

About the project:

1) Do the project deliverables meet your expectations? Please elaborate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Extremely poor | Poor | Below Average | Average | Above Average | Good | Excellent |

Your qualitative comments

2) In your opinion, how important is the successful completion of this project to your organization?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Unimportant | Of little importance | Moderately important | Important | Very important |

Your qualitative comments:

3) In a scale of one (lowest) to ten (highest), rate the project team’s performance. And please cite the reason behind the grade.

Any other feedback / comments about the project or the project team:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ateneo de Manila University**

John Gokongwei School of Management

Department of Quantitative Methods and Information Technology

**ITM 116/MIS 151 INFORMATION TECHNOLOGY MANAGEMENT**

**Project Team Member’s Assessment Form**

Project Team Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The project manager must fill up this document, then submit this to me, typewritten, in a sealed letter envelope on February 26, 2014, 5:00 p.m. to Ate Cristy, with the following in the front of the envelope:

<<Team Name>>

<<Project Manager>>

The project manager will have to **force rank** their team members (i.e. no two members can have the same grade. The only exception is that a PM can give more than one D or F’s is he/she deems it applicable). The only available grades and their corresponding equivalent points are:

A = 5 percentage points in their final grade

B+ = 4.5 percentage points in their final grade

B = 4 percentage points in their final grade

C+ = 3.5 percentage points in their final grade

C = 3 percentage points in their final grade

D/C = 2 percentage points in their final grade

D = 1 percentage point in their final grade

F= 0 percentage point in their final grade

The project manager must give adequate reason for giving each team member the said grade. This is a performance evaluation and should be taken seriously.

|  |  |  |
| --- | --- | --- |
| Team Member Name | Forced Ranking | Reason |
|  |  |  |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

Signed

<<Name of Project Manager>>

**Ateneo de Manila University**

John Gokongwei School of Management

Department of Quantitative Methods and Information Technology

**ITM 116 INFORMATION TECHNOLOGY MANAGEMENT**

**Project Team Member’s Rubric Form**

Project Team Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the project manager, please assign the points for each team member according to the rubric in the next page. Use the descriptions in the rubric as a guideline for your decision. This will more or less substantiate your statements/forced ranking garde. Include this in the envelope you will be submitting to me.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Team Member Name | Points assigned for… | | | | Total |
| Contribution to the team project/work | Quality of Work | Team responsibility | Valuing other team members |
|  |  |  |  |  |  |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |

Signed

<<Name of Project Manager>>

**RUBRIC FOR TEAM MEMBER’S PARTICIPATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 3 | 5 | 8 | 10 |
| **Contribution to the team project/work** | Does not collect any relevant information; no useful suggestions to address team's needs; | Collects information when prodded; tries to offer some ideas, but not well developed, and not clearly expressed, to meet team's needs; | Collects basic, useful information related to the project; occasionally offers useful ideas to meet the team's needs; | Collects and presents to the team a great deal of relevant information; offers well-developed and clearly expressed ideas directly related to the group's purpose. |
| **Quality of Work** | Submits deliverables late and always after the deadline; Submission is messy, with errors and needs to be redone; Most of the time data and responses are incomplete | Deliverables are submitted on time and meets the BASIC requirements asked from him but it either needs more content or major revisions | Deliverables are submitted on time, and simply needs minor revisions in content and presentation | On time with submissions; thorough with his work and usually exceeds the requirements asked from him |
| **Taking responsibility** | Does not perform assigned tasks; often misses meetings and, when present, does not have anything constructive to say; relies on others to do the work; | Performs assigned tasks but needs many reminders; attends meetings regularly but generally does not say anything constructive; sometimes expects others to do his/her work; | Performs all assigned tasks; attends meetings regularly and usually participates effectively; generally reliable; | Performs all tasks very effectively; attends all meetings and participates enthusiastically; very reliable. |
| **Valuing other team members** | Often argues with team mates; doesn't let anyone else talk; occasional personal attacks and "put-downs"; wants to have things done his way and does not listen to alternate approaches; | Usually does much of the talking; does not pay much attention when others talk, and often assumes their ideas will not work; no personal attacks and put-downs but sometimes patronizing; when others get through to him, works reasonably well with them; | Generally listens to others' points of view; always uses appropriate and respectful language; tries to make a definite effort to understand others' ideas; | Always listens to others and their ideas; helps them develop their ideas while giving them full credit; always helps the team reach a fair decision. |
|  | | | | |

**Ateneo de Manila University**

John Gokongwei School of Management

Department of Quantitative Methods and Information Technology

**ITM 116 INFORMATION TECHNOLOGY MANAGEMENT**

**Project Team Leader’s Assessment Form**

Project Team Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The team members must grade their project manager on the following criteria, and give them an equivalent rank. They can give a grade between 1 – 5 per criteria. At the end, they will have to average the final score. The team members must fill up this document, then submit this to me, typewritten, in a sealed letter envelope on February 26, 2014, along with the final paper, with the following in the front of the envelope:

<<Team Name>>

<<Project Manager>>

<<Name of Group member who submitted>>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Meaning | Score  (1 – 5)  A | Multiplier  B | TOTAL  A X B |
| 1. Commitment | The project manager was committed to the project from beginning to end and has a clear vision in mind all throughout. S/he did not waver from the vision of the project |  | X 1.5 |  |
| 2. Challenges | The project manager has embraced all the challenges that came his/her way and did not shirk from his/her duties. |  | X 1.5 |  |
| 3. Strong Teambuilding Skills | The project manager has continually encouraged the team and has set a positive tone in terms of work ethics and work attitudes during the project duration without becoming too bossy or too nagging. |  | X 1 |  |
| 4. Strong Interpersonal Skills | The project manager is continuously concerned about the issues of each team member but at the same time, also being as professional as possible. She is also sensitive to the needs of the client and knows how to balance the needs of the client with his/her teams welfare. |  | X 2 |  |
| 5. Discipline | The project manger has continually been conscious about completing each phase of the project within the specified time and scope |  | X 3 |  |
| 6. Communication Skills | The project manager knows when and to whom to communicate to when there is a need. She keeps everyone well informed about the status and issues about the project. |  | X 2 |  |
| 7. AGAIN? | I would like to be under this project manager again. |  | X 3 |  |
| **Total** | | | |  |
| **Average (Total/14)** | | | |  |

Other comments:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ateneo de Manila University**

John Gokongwei School of Management

Department of Quantitative Methods and Information Technology

**ITM 116/MIS 151 INFORMATION TECHNOLOGY MANAGEMENT**

2nd Semester, School Year 2013 – 2014

**Defense Guidelines**

**Expectation**

The project defense will focus on a key deliverable for the course: implementation of the capstone project. Basically, groups are supposed to convince the panel that:

* They have implemented their capstone project to the best of their ability, taking into account commitments documented in the project scope and the project plan as well as any risks or unforeseen circumstances that materialized during the course of the project.

The panel will also examine:

* The group’s compliance with its own project standard operating procedures.
* The lessons learned from project implementation.
* Each group member’s familiarity with core concepts in Management Information Systems.
* The group’s presentation and communication skills.

**Schedule**

Each defense session will last for a maximum of one hour and thirty minutes, it is not necessary to use up all the allotted time if the panelists think that the group has satisfactorily answered their questions. The tentative details of the schedule are as follows. Rooms are still TBA while the panelists have yet to confirm their attendance. Details will be finalized by the end of the end. Suffice to say you will have more or less the same group of people as panelists.

Time and availability of rooms may be an issue so there may be a sign-up again.

**Other Guidelines**

* This is the last and honestly, most significant, defense. This is the equivalent of your thesis, after all. As such, the panelists are expecting a very formal, business-like presentation. You are expected to prepare very well for it.
* Q&A can happen any time. Questions may be directed to certain individuals. And questions may or may not be directly related to your project or the case, as long as within the field of Management Information Systems.
* To be safe, assume that the panelists have not yet read your deliverables. As such, you are to present a short overview of the project, as well as a short introduction to and the summary of the issues plaguing the company for your IS Plan
* Ensure that you have budgeted enough time for a **scripted** demonstration of the system you’ve developed or a **scripted** presentation of documentation for the IT-related activity you’ve staged. This is included in the total number of minutes you should spend sharing project accomplishment. The scripted demonstration should be a SCENARIO-BASED demonstration and not a database type of demonstration.
* You may bring food for the panel, although it’s not required.
* Business attire is required. Reading index cards or Powerpoints in verbatim is discouraged. Tardiness during the defense will result to a very large deduction in the group’s grade.
* Each member of the group should be wearing a decent name tag.
* Your choice of project, whether it’s easy or difficult to implement, will not affect your grade. But the success of your implementation will.
* Your grade will be based on the outcome of the defense itself. The panel will not grade your paper, but will be able to hash some questions / clarifications by reading your paper.

**Tips**

* **Not everyone needs to presents.** Choose your group’s best presenters.
* Ensure that you have the right number of slides. You may have back up slides.
* Please produce a hard copy of your slides for the panelists.
* To prepare: Stage a mock defense, and anticipate the panel’s questions.

Attached is the grading sheet that the panel will use for your reference.