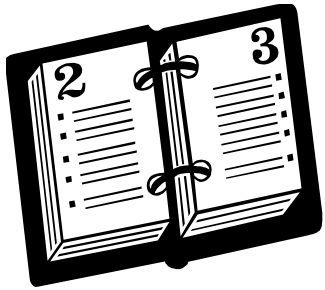




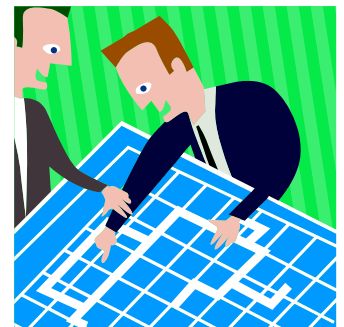
THE UNIVERSITY OF
SYDNEY

INFO5990 Professional Practice in IT



Lecture 1

WELCOME



The lecturing team

**Lecturer &
Coordinator**
Dr Khimji
Vaghjiani



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Tutor
Dorothy
Luther



dorothy.luther@sydney.edu.au

Tutor
Mauro Mello Jr



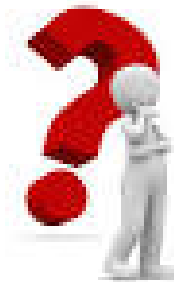
mauro.mellojr@sydney.edu.au

I think you're in safe hands !!

Today



- Course outline & Introductions
- What this course is all about – detailed look
- Assessments / Important Dates
- Lectures / Tutorials, what, when, expectations
- Special considerations
- Exam dates end of term
- WHS Induction
- Please don't organise travel unless you have to
- Team set-up discussion
- Questions – anytime during lectures



Student Feedback last term

- One of the best student feedback from 30+ course offered in the IT school (95% strong positive feedback) (available on-line for you to view)
- Students enjoyed the **lectures / practical industry examples / engagement** during the lectures / **team work**
- Students enjoyed both assignments because it gave **them a taste of the real world / gave them additional thoughts !**
- Students enjoyed the **tutorial / one-one team** and tutors
- Students enjoyed the **readings as a way of connecting to the real world**
- We had **8 HD's, 12 D's**
- *One person did not like the report writing – welcome to the real IT world !*
- *2 (out of 104) students thought there was too many readings ! – You need to allocate 10 hrs / week for each subject – most students were happy !*
- ***Some people wanted more exam information in week 3 !!***
- ***2 people did not like working in teams – welcome to the 21st century !***
- ***2 student thought they knew everything there was to know about this course, and did not learn anything in 13 weeks !***

Student Feedback last term

- INFO5990 received the Pro-Vice Chancellor's teaching award 2015 S1 / 2 for "outstanding teaching" 1 of 3 in IT school
- Consistently scoring between 4.2-4.5 (school average is about 3.5-4.0)

Common Sense Course – But !!!



Do common sense decision making under conditions of stress !! –
then see how common sense it is !!

By the end of this lecture you will:

- Know what you can expect from the unit of study INFO5990
- Know what is expected of you
- Have thought about what you want to get out of this course
- Know what assessed work is involved
- Understand how to get the most out of this course
- Leave if you wish !! – you'll have to do it again anyway (student from 2014) !

Unit Objectives ?

What are YOUR objectives for this course? What do you expect to get out of it?

1. _____

2. _____

3. _____

What are our objectives?

We want you to be able to do things ...

... that you couldn't do before you took this unit of study.

So, what is INFO5590 about?

- Big issues facing IT professional
- Thought provoking readings to prepare you to be more effective in your work
- Useful skills and techniques that can help in your work
- Experience working on tasks **with a team** of like-minded colleagues
- **Practical work examples**
- **Case studies** to help the learning process
- **Assignments from the work place**
- Having fun and learning from each other at the same time
- Where here to help !



Lecture Slides

- There may be more slides than what we cover in class – **don't complain !**
 - They are for you to learn
- I will cover what is important while in class
- Other slides are for your learning experience
- There is a lot of information – this is a big course !
- Welcome to post-grad studies !



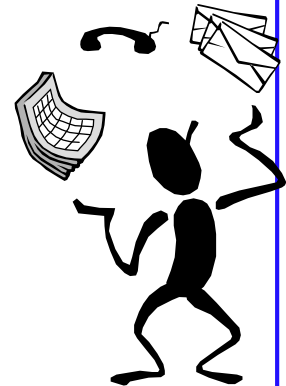
Case Studies from around the world



**Let me know if you wish to cover an entrepreneur / company / IT in class –
I will research and present**

Learning outcomes (1) Useful Skills

1. Understanding role of IT in the work place
2. Analysing IT projects objectively
3. Written & Oral communication in IT
4. Project management in IT
5. Team building & leadership for success
6. Think about the learning's in your work environment



Learning outcomes (2) Professionalism



1. Being an effective team member
2. Being an effective team leader
3. Dealing with privacy and security, intellectual property and plagiarism
4. Having a safe and healthy workplace
5. Acting 'ethically' in all situations
6. Behaving 'professionally'

All parts of the course fit together ...

Reading

- Do the reading before each weeks' tutorial and lecture
- All material is examinable

Lecture

- Helps to focus your thinking about 'big ideas'
- Supplement lecture notes with your own
- Don't rely on lecture slides

Tutorial

- Be prepared to discuss readings & lectures
- Meet with team members
- Progress team assignment

Individual Study

- Assignments
- Oral presentation
- Supplements
- Practise new skills

Reading, Lecture, and Assessment Schedule

Reading: As per course outline

Supplement: As per course outline

Assignment Due: As per course outline

Reading/Assessment Tasks				
				<p>Take contact your team members</p> <p>Readings: <i>Working in a Team</i>, and</p> <p>Team Development</p> <p>Supplement: Further readings</p>
				<p>Team meeting.</p> <p>Reading: <i>The Art of Good Writing</i></p> <p>Supplement: Clear As Mud</p>
				<p>Reading: <i>Oral Presentations</i>,</p> <p>Supplement: Document preparation</p>
		templates		
4	Written and Oral	Problems of managing IT projects.	The PMBOK and the project management literature	<p>Reading: <i>Project Management Tools & Techniques</i></p> <p>Supplement: Network Exercises</p>
5	Introduction to Project Management	Project estimation: techniques and tools.	Project management tools: an introduction to <i>MS Project</i> .	<p>Reading: Supplement: Microsoft Project Exercises</p>
6	Project Estimation			<p>Reading: <i>Achieving a realistic project schedule</i></p> <p>Assignment 1 Due:</p>

Assessment package

(See course outline for exact dates !!!)

Assessment component	Weight	Due Date (See course Outline)	Outcomes Assessed
Quiz 1	10%	Week 4,	1-6
Individual Oral presentation	5%	Week 7 - 9,	1-6
Group Assignment	20%	Week 10,	1-10
Group Oral presentation	5%	Weeks 11 - 12	1-10
Quiz 2	10%	Week 13	1-9
Final Exam	50%	Exam period	All



Course pass mark

- *Minimum 40% for total assessments*
- *Exam pass mark is 40% to pass course*

Quiz 1: Units 1-4

- 1 hour on line quiz 40 – 50 questions
- Covers topics from lectures 1-4
- One try only – do not go anywhere – complete in 1 go
- Test your learnings from lectures mainly
- 10 marks overall
- See “Course Outline for submission date / reminder in class
- NO EXTENSION AFTER THE DATE !!



Quiz 2: Units 5-12

- 1 hour on line quiz / 50 Questions / 10 marks
- Covers topics from lectures 5- 12
- One try only – do not go any where – complete in 1 go
- Test your learnings from lectures mainly
- Nice refresher for the course and good prep for the exam !
- **NO EXTENSION AFTER THE DATE !!**



Assignment 1 - Oral Presentation

Communicate some information to a group of your peers. The substance of the presentation will be the same article as used for your report.

- Duration: *2 minutes (Strictly – no extensions)*
- During tut's, according to alphabetical order (Surname)
- Tutor to mark out of 5% and upload marks then and there



Assignment Two: Group Project Proposal

Based on either a real world IT project in business which includes the following aspects:

- Project executive summary
- Project justification - business/operational/revenue/user benefits/stakeholders benefits etc.
- Project costing / budgeting for tasks to be carried out / in-house resource and outsourced resources, etc.
- Project planning

List of projects to choose are in the Course Outline
One topic per tutorial / check with tutor



Assignment Two: Assessment

Report:

Length: Maximum *2500 words* $\pm 10\%$ (that is 7-9 pages) loss of marks for more than the allowed limit.

No more than 3 Appendix allowed

Appendix and executive summary exclusive of word count.

Teams of about 5/6 people MAX

Oral presentation to Investment Committee - Best suit/dress

A total of 10 minutes maximum is allowed.

Followed by 2-5 minutes of short questions either from the tutor or the class (assume this to be your senior management team who will approve or disapprove your investment proposal).

Remember : you could end up with no job if the project does not get approved

Supplementary materials

- All materials will be posted online
- Additional material will be posted as required
- Students are required to read tutorial material before class for discussion
- Slides – at the end of lecture slides – read in your own time.

Class Communication

- All communications typically via Blackboard
 - Announcements/reminders / **change of dates**
 - Marks
 - Course material / reading (up a week before the class or earlier)
- Some information on School website (rarely)

Tutorial Format

Next week:

1. Organise Teams for projects / select project topic
2. About 5/6 people max. (5 teams in each tut's – approx)

Tut's:

1. **Team discussion / collaboration / critique / challenge thinking.**
2. Discuss / critique weekly article
3. Other exercises / case study discussion
4. Presentations, individual/group as part of learning

Next Week: Thomas & Fernandez / Whittakar

The secret of success is in INFO5990...
... is keeping up with the play

Things to do for next week!

1. Study the **Course Outline** and plan your semester
2. Read tutorial material as per course outline
3. Make contact with your team – have some fun
4. What you put in, is what you get out !

WHS INDUCTION

School of Information
Technologies

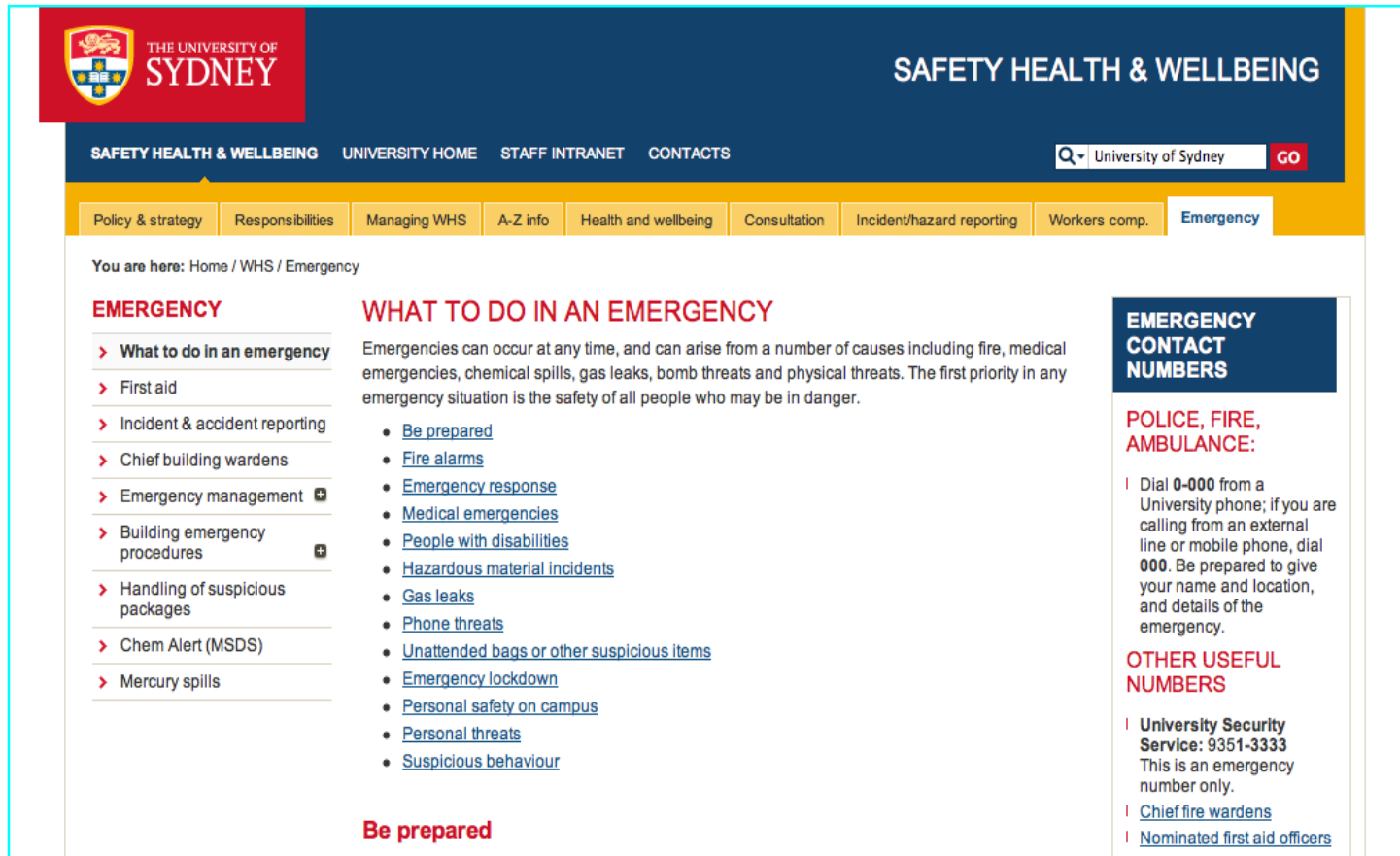
General Housekeeping – Use of Labs

- Keep work area clean and orderly
- Remove trip hazards around desk area
- No food and drink near machines
- No smoking permitted within University buildings
- Do not unplug or move equipment without permission



EMERGENCIES – Be prepared

www.sydney.edu.au/whs/emergency



The screenshot shows the University of Sydney's Safety Health & Wellbeing website. The header includes the university logo and the text 'SAFETY HEALTH & WELLBEING'. A navigation bar contains links for 'SAFETY HEALTH & WELLBEING', 'UNIVERSITY HOME', 'STAFF INTRANET', and 'CONTACTS'. A search bar is present with the text 'University of Sydney' and a 'GO' button. Below the navigation bar, a horizontal menu lists various topics: 'Policy & strategy', 'Responsibilities', 'Managing WHS', 'A-Z info', 'Health and wellbeing', 'Consultation', 'Incident/hazard reporting', 'Workers comp.', and 'Emergency'. The 'Emergency' link is highlighted. The main content area is titled 'EMERGENCY' and includes a breadcrumb trail: 'You are here: Home / WHS / Emergency'. The page is divided into three columns. The left column lists emergency topics: 'What to do in an emergency', 'First aid', 'Incident & accident reporting', 'Chief building wardens', 'Emergency management', 'Building emergency procedures', 'Handling of suspicious packages', 'Chem Alert (MSDS)', and 'Mercury spills'. The middle column is titled 'WHAT TO DO IN AN EMERGENCY' and contains a paragraph about emergencies, followed by a list of links: 'Be prepared', 'Fire alarms', 'Emergency response', 'Medical emergencies', 'People with disabilities', 'Hazardous material incidents', 'Gas leaks', 'Phone threats', 'Unattended bags or other suspicious items', 'Emergency lockdown', 'Personal safety on campus', 'Personal threats', and 'Suspicious behaviour'. The right column is titled 'EMERGENCY CONTACT NUMBERS' and includes sections for 'POLICE, FIRE, AMBULANCE' (with instructions to dial 0-000) and 'OTHER USEFUL NUMBERS' (listing 'University Security Service: 9351-3333', 'Chief fire wardens', and 'Nominated first aid officers').

EMERGENCY

You are here: Home / WHS / Emergency

WHAT TO DO IN AN EMERGENCY

Emergencies can occur at any time, and can arise from a number of causes including fire, medical emergencies, chemical spills, gas leaks, bomb threats and physical threats. The first priority in any emergency situation is the safety of all people who may be in danger.

- [Be prepared](#)
- [Fire alarms](#)
- [Emergency response](#)
- [Medical emergencies](#)
- [People with disabilities](#)
- [Hazardous material incidents](#)
- [Gas leaks](#)
- [Phone threats](#)
- [Unattended bags or other suspicious items](#)
- [Emergency lockdown](#)
- [Personal safety on campus](#)
- [Personal threats](#)
- [Suspicious behaviour](#)

EMERGENCY CONTACT NUMBERS

POLICE, FIRE, AMBULANCE:

Dial **0-000** from a University phone; if you are calling from an external line or mobile phone, dial **000**. Be prepared to give your name and location, and details of the emergency.

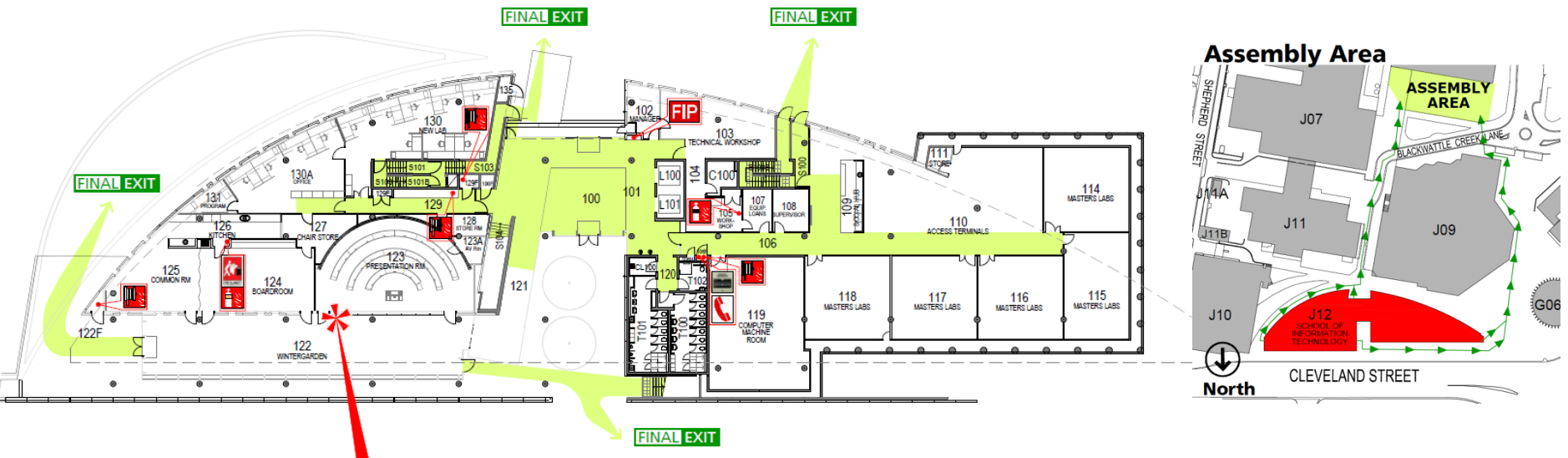
OTHER USEFUL NUMBERS

University Security Service: 9351-3333
This is an emergency number only.

Chief fire wardens

Nominated first aid officers

EMERGENCIES
WHERE IS YOUR
CLOSEST SAFE EXIT ?



EMERGENCIES

Evacuation Procedures

ALARMS

 **BEEP... BEEP...** Prepare to evacuate

1. Check for any signs of immediate danger.
2. Shut Down equipment / processes.
3. Collect any nearby personal items.




 **WHOOOP... WHOOOP...** Evacuate the building

1. Follow the **EXIT** exit signs.
2. Escort visitors & those who require assistance.
3. DO NOT use lifts.
4. Proceed to the assembly area.

EMERGENCY RESPONSE

1. Warn anyone in immediate danger.
2. Fight the fire or contain the emergency, if safe & trained to do so.

If necessary...

3. Close the door, if safe to do so.
4. Activate the **"Break Glass"** Alarm  or 
5. Evacuate via your closest safe exit. **EXIT** 
6. Report the emergency to 0-000 & 9351-3333

MEDICAL EMERGENCY

- If a person is seriously ill/injured:

1. call an ambulance 0-000

2. notify the closest Nominated First Aid Officer

If unconscious— send for Automated External Defibrillator (AED)
AED locations.

NEAREST to SIT Building (J12)

- Electrical Engineering Building, L2 (ground) near lifts
- Seymour Centre, left of box office
- Carried by all Security Patrol vehicles

3. call Security - 9351-3333

4. Facilitate the arrival of Ambulance Staff (via Security)



Nearest Medical Facility

University Health Service in Level 3, Wentworth Building

First Aid kit – SIT Building (J12)

kitchen area adjacent to Lab 110

School of IT Safety Contacts



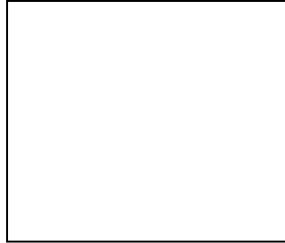
CHIEF WARDEN
Name: Greg Ryan
Mobile:



FIRST AID OFFICERS



Name: Will Calleja
Location: 1 West
Phone: 9036 9706



Name: Katie Yang
Location: 2E-227
Phone: 9351 4918

**Orally REPORT all
INCIDENTS
& HAZARDS
to your SUPERVISOR**

OR

Undergraduates:	to Katie Yang 9351 4918
Coursework Postgraduates:	to Cecille Faraizi 9351 6060

SIT School Manager: Shari Lee
9351 4158

Assistance

- There are a wide range of support services available for students
- Please make contact, and get help
- You are not required to tell anyone else about this
- If you are willing to inform the unit coordinator, they may be able to work with other support to reduce the impact on this unit
 - eg provide advice on which tasks are most significant

DISABILITY SERVICES

Do you have a disability?

- You may not think of yourself as having a 'disability' but the definition under the **Disability Discrimination Act** is broad and includes temporary or chronic medical conditions, physical or sensory disabilities, psychological conditions and learning disabilities.
- The types of disabilities we see include:
 - anxiety, arthritis, asthma, asperger's disorder, ADHD, bipolar disorder, broken bones, cancer, cerebral palsy, chronic fatigue syndrome, crohn's disease, cystic fibrosis, depression, diabetes, dyslexia, epilepsy, hearing impairment, learning disability, mobility impairment, multiple sclerosis, post traumatic stress, schizophrenia, vision impairment, and much more.
- Students needing assistance must register with Disability Services –
 - it is advisable to do this as early as possible.
- <http://sydney.edu.au/study/academic-support/disability-support.html>

Other support

- Learning support
 - <http://sydney.edu.au/study/academic-support/learning-support.html>
- International students
 - <http://sydney.edu.au/study/academic-support/support-for-international-students.html>
- Aboriginal and Torres Strait Islanders
 - <http://sydney.edu.au/study/academic-support/aboriginal-and-torres-strait-islander-support.html>
- Student organization (can represent you in academic appeals etc)
 - <http://srcusyd.net.au/> or <http://www.supra.net.au/>
- Please make contact, and get help
- You are not required to tell anyone else about this
- If you are willing to inform the unit coordinator, they may be able to work with other support to reduce the impact on this unit
 - eg provide advice on which tasks are most significant

Advice

- Metacognition
 - Pay attention to the learning outcomes in CUSP/course outline
 - Self-check that you are achieving each one
 - Think how each assessment task relates to these
- Time management
 - **Watch the due dates**
 - Start work early, submit early
- Networking and community-formation
 - Make friends and discuss ideas with them
 - Know your tutor, lecturer, coordinator
 - Keep them informed, especially if you fall behind
 - Don't wait to get help
- Enjoy the learning!