Ass 3: Summarising ideas from your synthesis grid and mapping strategies to client’s requirements (Individual 6%)

#### Background

In this assignment you will do the following:

1. Correct your synthesis grid based on the feedback you got from Ass 2 so that it meets the synthesis grid criteria fully.
2. Summarise the sources you have found for your IT strategy
3. Map your IT strategy to the root causes of the IT problem (Section 5 of the Client Brief) and the IT goals (Section 6 of the Client Brief)

Purpose of the Summary

The purpose of summarising the ideas in your synthesis grid is to:

1. help you organise your material around what the client wants you to do for them
2. help you clarify what is important in the grid and what is missing
3. practice writing

#### 1. Revise the synthesis grid

Follow the feedback from your Ass 2, and the general feedback given in class, to correct entries in your synthesis grid. Attach the revised synthesis grid to your assignment as an appendix.

#### 2. Summarise the main ideas about your chosen IT strategy in your synthesis grid

2.3 Structure and contents of the summary

1. Structure the summary as a section following the instructions in the document **How to write a section** in the **Evaluation criteria for written assignments** folder of the  **Assessment information** module on Canvas.
2. Each paragraph in the section will be about a column heading to which your strategy is relevant. Use the column heading as the heading of your parapraph.
3. Under each heading, bring together the ideas from your multiple sources in a cohesive paragraph following the instructions in the document **How to write a paragraph** in the folder **Evaluation criteria for written assignments** in the **Assessment Information** module on Canvas.
4. Cite the sources in-text for every sentence in which you refer to them; you cannot put them just at the end of a paragraph. Cite all your sources in text using Endnote, in the format of American Psychological Association (APA 6th) as described in: <https://library.sydney.edu.au/help/online-training/referencing/> and <http://libguides.library.usyd.edu.au/citation>.

The summary should be about 500 words but may be longer.

#### 3. Map your IT strategy to the root causes of the IT problem and the IT goals

1. Fill in the document: Mapping strategies to problems and goals for Ass 3 in the Assignment 3 Synthesis grid summary and strategy map folder in the Assessment information module on Canvas following the processes you used in tutorials.
2. Wherever you have entered information in the grid, indicate which goals are supported by the strategy.

#### 4. Revise and expand your glossary from Assignment 2

Construct a glossary (in alphabetical order) for Newtown Bank containing definitions and explanations of the terms in the synthesis grid which would not be familiar to a reader with a different background to yours; e.g. SOA, governance, service management, efficiency, distributed capability, flexibility, process improvement, service, etc.

Cite (in-text) the source of each definition and explanation.

#### 5. Construct a bibliography of your sources

• Using Endnote, in the format of American Psychological Association (APA 6th) as described in: <https://library.sydney.edu.au/help/online-training/referencing/>

and http://libguides.library.usyd.edu.au/citation

6. FORMAT YOUR ASSIGNMENT WITH:

• A separate title page showing the title from your client brief, your IT strategy, your SID and date

• A table of contents listing the contents of this report

• Page headings, section headings, headers and footers showing: title/author/page numbers/date;

• Sentences, paragraphs, spelling, grammar and punctuation according to Module 1 of the Write Site http://writesite.elearn.usyd.edu.au/ ( Use a spelling and grammar checker.

7. REFLECT ON YOUR PROCESS OF DOING THIS ASSIGNMENT UNDER THE HEADINGS:

• Joys,

• Frustrations,

• Learnings,

• Questions/comments