

INFOSYS 220 ASSIGNMENT 1

Business Case and Project Scoping
Semester 1 2018 Individual Assignment

Due date: **Week 4 Monday 19 March 12 noon**
Weighting: **5% of the final grade**

ASSIGNMENT GUIDELINES

OBJECTIVE

To produce a business case and to experience business writing.

SUBMISSION

Submit to [Canvas](#) a single pdf file for all tasks by the assignment due date and time.
No printed submission is required.

ACADEMIC HONESTY AND INTEGRITY

This is an individual assessment.

In attempting this assignment you agree to adhere to all the principles and practices of academic honesty and integrity for the University of Auckland that are outlined here: <https://www.auckland.ac.nz/en/about/learning-and-teaching/policies-guidelines-and-procedures/academic-integrity-info-for-students.html>. Any form of cheating, plagiarism, assistance in cheating, unfair collaboration, or other behaviour deemed to be academic misconduct will not be tolerated. Academic misconduct will be dealt with according to University's [Student Academic Conduct Statute](#).

BACKGROUND

In this assignment you will act as the team lead of a group of analysts for a Systems Consulting and Development company in New Zealand (you can come up with your company name). You are tasked to conduct preliminary investigation for Happy Duckling Early Childhood Education Centre and prepare a business case to present to your stakeholders.

In response to the given Happy Duckling Early Childhood Education Centre scenario (see file on Canvas) you are to write a business case to propose to The University of Auckland on the proposed system for Happy Duckling Early Childhood Education

Centre on the viability of their (you need to come up with a unique name*) project name. Based on the given scenario you can choose how to prioritise the list of system modules and also introduce a new module (optional) in a business case. This business case will help Happy Duckling Early Childhood Education Centre take the next step in their strategic plan to achieve their goals.

ASSIGNMENT TASKS

Note: To adequately answer the tasks you may need to state assumptions, constraints, or references to support your assignment submission. You may use any tools or techniques covered in the course to support your answers. **We encourage you to use the template provided on Canvas to help with your formatting of Assignment 1.**

Write the following in a single document with headings clearly indicating each sub-task:

1. **Executive Summary.** Write a maximum of 500 words to **summarise** your business case. In particular, describe:
 - Your chosen **scope** (Which of the systems modules are you selecting to prioritise? Why should your chosen modules be prioritised? What are the key points to note about these modules?)
 - What your this project called? I.e. what is its name*?
 - How your one stop solution will satisfy Happy Duckling Early Childhood Education Centre's business needs. Be specific and reference your business case.
 - What makes your business case a winning one? Be specific and reference your business case.

You should finalise this task **last** after you have completed all other tasks.

*Give your proposal a project name that uniquely and clearly describes it. E.g. "HappyQuakPortal", "SmartyKid". Be creative.

2. **Business Case.** Address the following headings explicitly:
 1. Stakeholder(s) (including Project Sponsor)
 2. Happy Duckling Early Childhood Education Centre's Business Need
 3. Happy Duckling Early Childhood Education Centre's Business Requirement
 4. Business Value of your proposed solution
 5. Special issues or **constraints**

Your Business Case is expected to:

- Present the selected or prioritised system modules from Happy Duckling Early Childhood Education Centre. You can choose to include all modules or focus on a selected few. You have an option to add a unique module (optional) on top of the given list – this is your scope.
- Clearly describe your proposed project.
- Reference items in your appendix.

Clearly present each of the five headings with your explanation in favour of your proposed project. Base your write-up on the Happy Duckling Early Childhood Education Centre and any other fact finding and preliminary investigation you have performed. Cite all additional findings and sources. Where appropriate, justify your write-up with supporting material from your appendix.

3. **Appendix.** Include diagrams or documents to show at least two different tools/techniques used to support your business case. E.g.: Fishbone, Pareto, SWOT etc.

RESOURCES AND TIPS ON BUSINESS WRITING:

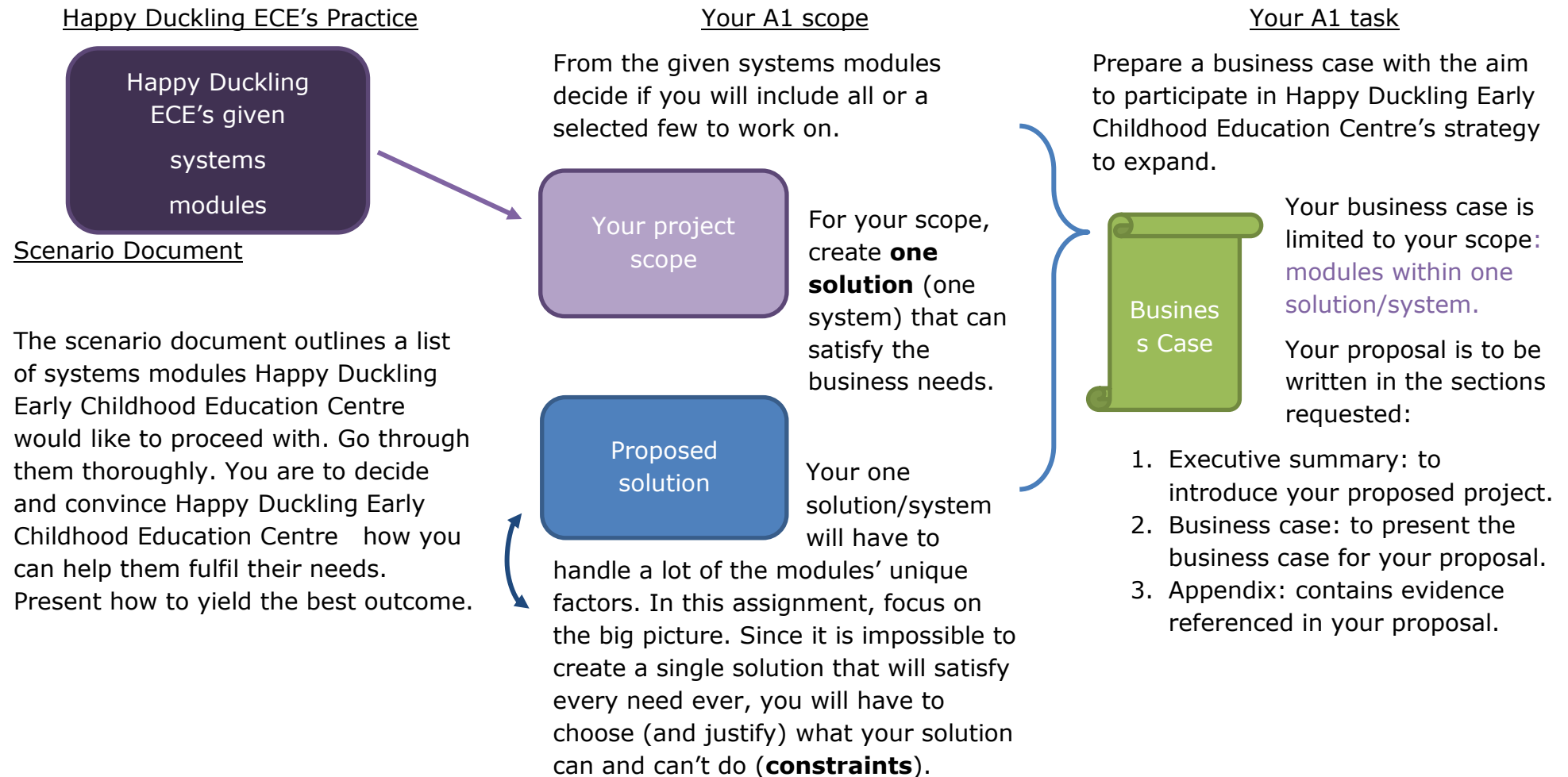
<http://www.plana.co.nz/how-write-winning-proposal>

<http://whatis.techtarget.com/reference/How-to-write-a-business-case#anchor3>

<http://eex.gov.au/energy-management/the-business-case-and-beyond/writing-your-business-case-proposal-a-summary/>

<http://www.leadershipthoughts.com/writing-an-effective-business-case/>

RELATIONSHIP BETWEEN HAPPY DUCKLING ECE SCENARIO AND ASSIGNMENT 1 TASKS



THE BIGGER PICTURE

Assignment 1 is the first of several assignments which are based on the Happy Duckling Early Childhood Education Centre scenario. The overall task is to understand Happy Duckling Early Childhood Education Centre strategy and present a Business Case in favour of your project being accepted and initiated. This is a simulation of part of the planning phase. This assignment will allow you to experience the key activities required to achieve preliminary investigations required. To simplify the task (by limiting the scope), we have asked each student to prioritise, justify and choose from the systems modules and come up with a system that satisfies the needs of that area. Your project scope and Happy Duckling Early Childhood Education Centre's suggested modules will together provide the information necessary to plan, analyse, and design a full-featured system. This occurs in the Group Assignment.

Assignment 2: This is a simulation of part of the analysis phase. You will explore an area of the project by modelling relevant users' requirements and relevant processes. The use of modelling tools will help you better understand what type of solution is needed to satisfy the business problem.

Group Assignment Proposal: You will form groups of 4 or 5 with people from the same lab to work on a proposal for a solution (system) for the targeted scope from the Happy Duckling Early Childhood Education Centre's Scenario. You can combine your Assignment 1 and 2 ideas and decide which of the group members' ideas would be most interesting to continue working on. You will submit your system's proposal and plans for approval before continuing.

Group Assignment Final Deliverable: You will design and produce a prototype for the proposed solution. You will be required to complete reports, models, and diagrams in order to develop, validate, and document your solution's prototype.

Presentation: You will present your solution as a group to your classmates and several staff members. Presentations take place in week 11 in your lab during your lab time.

MARK ALLOCATION AND GUIDE

Task	Marking area	Marking criterion	Mark allocated
Assumptions/ constraints		<p>Are assumptions/constraints made as necessary to support the given answers?</p> <p>Markers will read the relevant assumptions/constraints for each task before they begin marking. There will be marks allocated for assumptions/constraints that are well thought to support your writing, they will very likely need to feature in your assignment somewhere for the marker to make sense of your answers.</p>	5
1. Executive Summary	Area Scope	<p>Clearly described and explained.</p> <ul style="list-style-type: none"> • Main area • Key functions(s) <p>Justify your solution scope.</p>	15
	Writing	<p>Content: Is the requested content present? Is the proposal consistent with the brief document?</p> <p>Overall: Writing concisely is an important skill; penalties are incurred for exceedingly long summaries.</p>	5
2. Business Case	Writing	<p>Consistency: Is the content of each heading consistent with the others? Is it consistent with the executive summary (and within scope)?</p> <p>Flow: Does the content of the business case flow well? Does the content under each heading naturally lead to the next?</p>	<p>5 for consistency</p> <p>5 for flow</p>
	Stakeholder(s)	Are all key stakeholders that are part of your solution scope presented?	10

		Is the Project Champion and Project Sponsor sensibly identified?	
	Business Need, Business Requirement, and Business Value	<p>Is each section clearly and sensibly outlined for the problem area?</p> <ul style="list-style-type: none"> • Clarity and sensibility as above. • Is the content within your scope? • Are supportive factors professionally presented? 	30 (10 for each heading)
	Scope and/or Constraints All other sections	<p>Are some relevant examples of constraints (special considerations) presented?</p> <p>Overall, is a sensible template used? Is the document professional in appearance, e.g. titles, names, versioning used properly; no template/filler text remaining; no spelling or grammatical errors etc.</p>	<p>5 for constraint examples</p> <p>5 for professionalism</p>
3. Appendix	Overall thoughtfulness of tools and/or techniques deployed	<p>Have thoughtful and appropriate tools/techniques been demonstrated?</p> <p>Do the tools/techniques support the business case? Are they adequately referred to?</p>	<p>10 for tool/technique demonstration</p> <p>5 for tool/technique use in business case</p>
Marking scale guide			
100% of allocated mark	Good; answer is mostly correct; answer shows understanding of the task/concept; answer is written well		
75% of allocated mark	Okay; answer is acceptable; answer shows some understanding of the task/concept		
50% of allocated mark	Passable; answer is attempted; answer has some incorrectness or is not written well		

25% of allocated mark	Poor; answer demonstrates a lack of understanding of the task/concept; answer is mostly incorrect; answer is written poorly
5% of allocated mark	Answer is very poorly attempted (0%); answer demonstrates a lack of understanding of the task/concept; answer is written very poorly

CHANGE HISTORY

2018/01/23: Initial draft updated

2018/02/01: Additional clarity added

2018/02/23: Final draft

2018/02/28: Final release