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| **Systems Analysis and Design**  **CIS 320-01** |
| **Fall 2020** |

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| **I. Professor / Instructor** | |
| **Instructor** | Dr. Robert M. Barker |
| **Contact Information** | Office: 360 College of Business  Telephone: 502-852-4779  Fax: 502-852-4799  Email: [rmbark01@louisville.edu](mailto:rmbark01@louisville.edu) or robert.barker2@louisville.edu |
| **Office Hours** | Mondays - Thursday 10:45 am - 1:00 p.m. and by appointment  if necessary |

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| **II. Course Information** | |
| **Class Time / Room** | M W 9:30 – 10:45 BUS 008 |
| **Required Text** | *Systems Analysis and Design*, Dennis, Wixom and Tegarden. **4th Edition**   Wiley Publishing (On schedule as DWT)  *UML and the Unified Process: Practical Object-Oriented Analysis and Design.*  Arlow and Neustadt.  2nd Edition.  Addison Wesley (On schedule as AN)  *Agile for Dummies* A Wiley Brand. [Available by download](https://www-01.ibm.com/marketing/iwm/iwm/web/signup.do?source=swg-rtl-sd-wp&iio=BSWG&jm=-&cmp=102P3&ct=C25600FW&S_PKG=ov3282&S_TACT=C25600FW&campaign=Unbranded|Search|Agile%20For%20Dummies|NA|ov3282|1022&group=Agile_For_Dummies-EB-1022&mkwid=afcea4be-9006-4588-9d26-08c568052e59&ck=agile%20for%20dummies&cs=e&ccy=US&cr=google&cm=k&cn=Agile_For_Dummies-EB-1022).  *Building Web Applications with UML*, Jim Conallen, Addison Wesley.  2nd Edition (On schedule as CN) (Optional) |
| **Course Description** | Three hours. Introduces the fundamentals of object-oriented analysis and design, including experience with a CASE tool.  Topics include requirements determination, feasibility analysis, modeling with Unified Modeling Language (UML) and data dictionary construction, data modeling and normalization, user interface requirements specification, and information security procedures.  Successful completion of this course requires development of problem and design specifications for an information systems project.  Project will be a community based activity for a not-for-profit (NSF) client from the Louisville community, and will result in a completed systems design specification plan for that NSF client. This plan includes all the design elements described in the earlier part of this course description, and will be handed off to a subsequent class for final execution and deployment in client site. This course develops team skills, written and oral communication skills. |
| **Prerequisites** | CIS 150, CIS 199 |
| **Learning Objectives** | * To introduce the processes by which information systems are understood, analyzed, and designed. * To create the information systems deliverables needed to conduct planning, analysis, and design activities (Note: implementation will be covered in CIS 420, CIS Development Project). * To understand and to use object-oriented modeling with UML. * To understand and to introduce iterative and incremental development. * To develop the problem solving and critical thinking skills expected of a systems analyst. * To develop the client engagement and professional skills expected of a systems analyst. * To gain practical experience in group decision-making and in functioning as a member of an information systems development team. * To enhance written and oral communication skills. * To take the initiative in contributing to and in leading group activities. |
| **Teaching / Learning**  **Pedagogy** | ***Tell me and I forget;***  ***Teach me and I may remember;***  ***Involve me and I learn.***  Benjamin Franklin  Much of the attention given to information technology (IT) focuses on the technology.  Trade journals, news broadcasts, and recruitment ads mention new technologies, buzzwords, and acronyms that capture our interest and amazement.  However, when I talk with CIOs and VPs of Information Systems departments, they speak of the qualifications of information systems professionals.  A discussion with Greg Levinsky, CIO of GE Consumer and Industrial, was particularly insightful.  Mr. Levinsky described the skill set he needs in his department.  He spoke of information systems specialists, such as database administrators and network specialists.  Although skilled professionals in these areas are often highly paid, he can always find them if he is willing to make the financial investment.  Alternatively, he can develop professionals with these skills within his department through vendor training programs and certifications.  He spoke of programmers, who are becoming a commodity within GE’s sphere of influence.  He described how inexpensive it is for GE to outsource this element of systems development to programming firms.  Then he spoke of the business/systems analyst, who is critical in improving and reengineering business processes at GE.  Mr. Levinsky indicated that the systems analyst, the person who understands what IT offers and how it may be applied to solve business problems is much more difficult to recruit to his department.  He described how challenging it is to find individuals who have the orientation and ability to match business needs with technology opportunities.  In GE’s move to use the Web in improving its business processes, the business/systems analyst is at the center of business and technical decisions.  My goal is to provide an opportunity for you to acquire the knowledge set and skills to become a systems analyst.  Three knowledge and skill areas need to be addressed: (1) a conceptual understanding of systems analysis and design techniques (“a talking vocabulary”); (2) the ability to apply these techniques to an information systems project; and (3) the engagement skills needed to interact with the client.  I can teach elements from each of these areas, but much of the learning will come from within you.  To be successful as a systems analyst, you must learn to integrate what you learned in your business courses with what you have learned about information systems.  You must remember that you are business professionals first and foremost – without the business, there is NO system. You must learn to take a system’s orientation; to look at the problem from different perspectives.  Lastly, you must learn to become an information systems professional.  I can create the environment, but it is up to you to take advantage of the opportunity.   * Class sessions will be used for discussions of the assigned readings and the project deliverables.  Individual team meetings may be held periodically as needed. * The instructor will provide the coaching role of a mentor as well as the critiquing role of a senior systems analyst. All comments are made to make the project better; do not take any comments personally. * Project teams will function as self-organizing, leaderless teams (this does not mean that a leader may not emerge based on proven ability or team selection).  Each team member has an equal voice in all decision-making activities.  Project deliverables will be constructed as team activities.  The instructor will make sure that the team conforms to project management practices. * Project teams will be presenting system milestones to the client on multiple occasions during the term. **Some, if not all, of the presentations will be remote; be prepared to use MS Teams to present with your team to the client.** * The instructor will help the student integrate the systems analysis and design principles within the context of an actual information systems development project. * The instructor will identify areas where client engagement and professional skills are improving, and conversely, areas where additional improvement is needed. * All assignments are due on the date and time in modules and on the schedule. Failure to submit the assignments on those dates will result in deduction of 10% of the grade per late day, to a maximum of 50% of the grade. All assignments are graded on a 100 point scale. All late work not submitted by the first day of the finals week becomes a zero. All office hours are null and void beginning with Reading Day. * Exam dates are a part of the class schedule. All exams will be administered as online exams. You will need to download and install **Respondus Lockdown Browser** to your computer before you take the exams, and will need a computer with a working camera. Failure to complete an exam will result in the assignment of a zero for that exam, no exception. If you are going to miss an exam due date, contact me 24 hours PRIOR to the administration of that exam. * To set up Respondus – go here:   <http://louisville.edu/delphi/blackboard/help>. |
| **COVID**  **Classroom**  **Management**  **Policies** | As a Community of Care, all Cardinals are expected to abide by public health guidelines and regulations as published by the University.  For Fall 2020, this includes:   1. Wearing of cloth/paper masks (covering nose and mouth) when in shared indoor spaces like classrooms, or when appropriate physical distancing cannot be maintained. (Per the code of student conduct--[revised July 2020](https://louisville.edu/dos/students/codeofconduct)--a student who refuses to follow these guidelines may be asked to leave a classroom) 2. Staying home when sick—any UofL community member experiencing fever, consistent dry cough, or other symptoms of contagious disease should remain at home until symptoms subside or advised that it is safe to return by a medical professional. 3. Practicing good hygiene and responsibility for one’s own surrounding.    1. Cover sneezes and coughs    2. Wash hands frequently with soap and water when possible, use hand sanitizer when soap and water are not available    3. Wipe down frequently touched surfaces    4. Maintain 6 feet physical distancing when possible   Faculty have the responsibility to help students meet these recommendations by:   1. Allowing for remote participation in class when necessary and practicable 2. Allowing students absent for reason of illness to make up missed work and not penalize students for these absences 3. Not requiring doctor’s notes for absences of less than the equivalent of two weeks of class. If the absences occur on the day of a scheduled assessment, the student may be asked to provide documentation for the absence 4. Notifying physical plant when classrooms are not adequately stocked with cleaning supplies and arranging classroom furniture or seating charts to maximize physical distancing where possible. |
| **Additional**  **COVID-19**  **Contingency Policies** | The following policies cover the range of contingencies concerning course behavior in the event of strongly suspected or confirmed instances of COVID-19 illness.  • If you have or strongly suspect you will need to self-quarantine, you will participate in the class through Teams or Collaborate. This will be decided when we start classes. You are responsible for assignments as normal, submitted via email.  • If I have to self-quarantine, then the whole class will meet on Teams or Collaborate during normally scheduled class time. All assignments will be submitted via Blackboard. Plan around doing the presentations to the client via Teams.  • If the university goes “online” we will all meet during the class time on Teams or Collaborate and discuss the assigned articles for that week. We will do the class discussions via Teams or Collaborate.  • In all cases, students must complete the assignments, following the due dates on the syllabus. All work must be submitted on that date by 11:59 pm.  • Office hours will be set up by email. Email me and we can find a time to have a zoom/collaborate talk.  • If I become ill and I can continue to function, the course will flip to online remote mode until I can return to the classroom. I have full backup of all course materials available to deploy in the event I cannot come to class. In the event that I am fully incapacitated or die during the normal term of the semester, your grade will be calculated from the grades already submitted, omitting the weights of all work not due by the date of my being unable to complete the semester. \*  \* Qo', Hagh. crusty dude qan HeH qantaHvIS nuqDaq qaS qab Doch tlhoS vaj crap catch jIH. Sagh je cancer-'oH qaS nuq Heghchugh jIH. |
| **Final Drop Date** | See: <http://louisville.edu/calendars/academic/undergrad-grad.html> |
| Expectations of outside time required for class | To be successful you should allow 6 – 8 hours for reading, research, group activities and study time each week. |

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| **III. Evaluation** | | | | |
| **Grading Scale** | A= 90 to 100%  D= 60 to 69% | B= 80 to 89%  F= Below 60% | | C= 70 to 79% |
| **Grading Scheme** | **Grading Component** | | **Weighted Grading Percentage** | |
| Exams (three at 18% each) | | 54% (All exams will be administered online during class time) | |
| Project Specifications (including prototypes) | | 34% | |
| Assignments | | 12% | |
| Total | | 100% | |
|  | **Grading Criteria Note:**  The weighting factors listed above will be applied if the average of the student’s exam scores is 60% or better.  If the average of the student’s exam scores is less than 60%, the student’s average exam score will be used to determine the student’s course grade, and the student’s project score and assignment scores will be omitted; i.e., the student’s contributions to the group project are important, but they will not offset poor performance on the exams.  Conversely, in situations where an individual’s contributions to the group project do not meet minimum expectations, the student will fail the course independent of her or his exam scores.  Grading Scale Note 1:  Peer evaluations will be conducted during the semester.  They may influence each student’s project score; that is, the student’s overall project score may include deviations from the team grade based on individual contributions – a letter grade or more.  The instructor reserves the right to adjust and/or to ignore the peer evaluation assessments if they are not consistent with his observations of the student’s activities and contributions. | | | |

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| IV. Schedule | | | | |
| Week | Date | 1st Half | 2nd Half | Due |
| 1 | 8/17 | Course introduction SAD 1 | Team Formation |  |
| 2 | 8/24 | SAD 2 Client Visit | Discussion, UML 14, UML 1-2, Web 1-2 | Assignment 1 |
| 3 | 8/31 | SAD 3-4,  Problem Discussion | Web 6-7  Problem Discussion | Assignment 2 |
| 4 | 9/7 | I1: System Request Presentation | I1 Discussion,  UML 3 |  |
| 5 | 9/14 | I2: Inception Phase Presentation SAD 5 | I2 Discussion | I1: Documentation |
| 6 | 9/21 | **Exam #1** |  | I2: Documentation |
| 7 | 9/28 | UML 4-5, Web 8 | SAD 8 |  |
| 8 | 10/5 |  | I2 Discussion | Inception Phase Specification |
| 9 | 10/12 | SAD 7, UML 6-8 | UML 9-10, Web 9 |  |
| 10 | 10/19 | I3: Use Case Prototype, | **Exam #2** |  |
| 11 | 10/26 | UML 11-13, Web 10 | UML 11-13, Web 10 | Assignment 3 |
| 12 | 11/2 | I4: Use Case Prototype, Version 2 |  |  |
| 13 | 11/9 | SAD 8-12 | SAD 8-12 | I4: Documentation |
| 14 | 11/16 | I5: User Interface Prototype | I5 Discussion | I5: Documentation |
| 15 | 11/23 | SAD 13 | I6: Elaboration Phase Prototype and Presentation |  |
| 16 | 11/30 | **Exam #3** |  |  |
|  | 12/2 |  | Team Building Exercise; location TBA |  |
|  | 12/6 | **Fri., Dec. 4, 8:00AM - 10:30AM** | | I6: Elaboration Phase Prototype and Presentation to client |

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| UP Phase/ Iteration | Deliverables |
| Inception /  Iteration #1 (I1),  System Request | * System request * Problem statement, business case, and feasibility considerations * “As-is” and “To-be” process models * Vision document (draft), with system requirements and features * Team charter |
| Inception /  Iteration #2 (I2),  Inception Phase Prototype | * Vision document (with complete feasibility analysis) * System requirements * List of use cases: actors and use of features * Initial architecture considerations * Risk analysis * Gantt chart * Inception Phase HTML prototype (“To-be” model showing data needs and process flows) |
| Inception Phase Specification | * Revised I1 and I2 deliverables, integrated as a technical report * This deliverable will be graded when submitted! |
| Elaboration /  Iteration #3 (I3),  Use Case Prototype, Version 1 | * Use case descriptions for high risk use cases * Use case diagram * Updated Gantt chart * Use case HTML prototype (high risk use cases) |
| Elaboration /  Iteration #4 (I4),  Use Case Prototype, Version 2 | * Use case descriptions for low risk use cases * Use case diagram * Sequence diagram for each use case (high risk and low risk) * Class diagram * CRC cards, textual analysis, and/or prototype analysis * Updated Gantt chart * Use case HTML prototype (low risk use cases) |
| Elaboration /  Iteration #5 (I5),  User Interface Prototype | * Database design and data definitions * Physical architecture design * Procedures to address security and non-functional requirements * User interface navigation diagram and screen layouts * Updated Gantt chart * User interface HTML prototype (all use cases) |
| Elaboration /  Iteration #6 (I6),  System Specification | * Inception Phase Specification * Use cases and use case diagram * Sequence diagram for each use case * Class diagram (including justification for its structure) * Database design and data definitions * Physical architecture design * Procedures to address security and non-functional requirements * User interface navigation diagram and screen layouts * Updated Gantt chart * Elaboration phase HTML prototype |

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| **V. Additional Work Details** | |
| **Course Assignments** | * As a group, create deliverables associated with planning, analysis, and design activities.  These deliverables will be based on an object-oriented analysis and design methodology. * The project deliverables will include oral presentations that summarize the major points of the corresponding milestones as well as a written report for each deliverable.  HTML prototypes will be developed to help capture system requirements and user expectations. * Individual assignments will be required periodically during the semester.  These assignments provide the instructor with additional information regarding the student’s knowledge of systems analysis and design techniques and her/his ability to apply these techniques within the context of the project. |
| **Project Milestones** | Expectations for the deliverables will be discussed during the class sessions prior to their due dates.  Each deliverable, except for the two project specifications, will be critiqued when it is submitted, but a score will not be assigned at the time.  Instead, suggestions for improvement will be identified, with the expectations that these suggestions will be addressed and incorporated in the respective project specification.  The project specifications will consist of the collection of the previous deliverables, integrated and presented as a professional document.  The two project specifications will be evaluated to determine the project score. |
| **Peer Evaluations** | Peer evaluations of group members will be conducted in conjunction with the submission of project deliverables.  The peer evaluations are intended to be constructive in nature, documenting the strengths and weaknesses of each group member.  These evaluations will be treated confidentially by the instructor.  If a team member’s contributions are lower than expected, the team member may be interviewed by the instructor to evaluate the situation.  Peer evaluations are an important component of professional development and team building, and they should be considered thoughtfully and prepared objectively. I must have a complete set of evaluations to grade the project. |
| **Exams** | Three examinations are scheduled during the semester.  Exam coverage will be discussed during the class sessions prior to the exam date.  All exams will be closed book and closed notes.  Graded exams may be reviewed by students, but they must be returned to the instructor for retention in his files.  The final exam period will be taken in the last week of the course. The final exam period will be used to present the Elaboration Phase Specification and the System Prototype to the client and instructor. |
| **Guidelines for Teamwork** | * The group’s process is important in producing the group’s product.  A good process usually results in a good product, whereas a poor process usually results in a poor product.  Plan and coordinate individual activities so that the group develops and follows a good process. * The whole is greater than the sum of its parts.  A team working together will develop a higher quality information system than if each member works individually. * The nature of systems analysis and design activities requires a high degree of collaboration in order to produce an integrated report that is complete, consistent, credible, and that communicates with the intended audience.  A strategy of distributing the elements of the deliverables among group members (e.g., “divide by n”) typically does not produce an acceptable written report.  Adopt a strategy that allows time for team review and revision of each element before the deliverables are submitted. * Each team member has something of value to contribute.  Each member has a responsibility to listen and to respond to suggestions. * Ideas are useful only when they are communicated and recorded.  Take the effort to describe the idea in a written form that allows it to be communicated to others, as well as providing a permanent record of the team’s considerations and decisions. * Be willing to compromise.  Rarely are solutions optimal, but they can be assessed in terms of consistency and completeness. * Written specifications drive implementation.  No software may be created without a requirement to do so and without a corresponding design model specifying its content and behavior. * The nature of this course requires that students meet outside of class.  Each team member must be willing to find a meeting time that will accommodate the entire team. * Every student is expected to develop her/his analytical and systems modeling skills.  Assign tasks so that everyone has an opportunity to learn the fine points of systems analysis and design. * Use the e-mail systems to communicate with team members. |
| **Course Expectations** | * Attend class, read the assigned chapters, and participate in the group discussions. * Prepare for exams. * Attend all team meetings. * Participate in team discussions and decision-making activities. * Contribute to the team effort; be a team player. * Complete all assignments on time. * Request help when necessary. * **Ask questions** if you are not sure what you are supposed to do. * Make an appointment to see the instructor. |
| **Schedule Changes** | It is possible, due to extenuating circumstances, that exact coverage and sequencing of course content, grading criteria and weights may change. Students will be notified as far in advance of such changes. |

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| **V1. Student Responsibilities / College and University Issues** | |
| **University of Louisville student**  **conduct and responsibilities** | This course will abide by University of Louisville student  conduct and responsibilities with regards to ethics and related issues:  <http://louisville.edu/dos/students/policies-procedures/student-handbook.html#codeofstudentconduct> |
| **Title IX/Clery Act Notification** | Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies.  Students experiencing such behavior may obtain **confidential** supportfrom the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).  Disclosure to **University faculty or instructors** of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is **not confidential** under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University’s Title IX officer.  For more information, see the Sexual Misconduct Resource Guide  (<http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure>). |
| **College of Business student conduct and responsibilities** | This course will abide by College of Business student  conduct and responsibilities with regards to ethics and related issues:  <http://business.louisville.edu/students/college-of-business-academic-dishonesty-policy> |
| **Religious holiday conflict policy** | <http://louisville.edu/diversity/resources/work-restricted-holy-day-policies-calendar.html> |
| **University policy on equal access** | <http://louisville.edu/disability/policies-procedures> |
| **Classroom Policy** | * Students are expected to attend class.  They are encouraged to take notes and to participate in the discussions. * Students are expected to read the assigned chapters prior to class.  Students are responsible for all material discussed in class.  Be prepared to contribute to the discussion. * **Any assignment submitted late will not be accepted; i.e., it will receive a score of zero points.** * Please make every effort to make it to class on time. It is disruptive to the class to have members arriving more than ten minutes late. If you are later than ten, wait for the break to enter the room.  Turn off all cell phones prior to entering class.  If the class meeting is interrupted by a phone, the owner of that device will hand write a personal note of apology to each attendee of that class meeting, to be delivered by the next class meeting.  Failure to do so will result in a 10% reduction in that students course grade. * Written work and oral presentations must conform to standards expected of junior-level college students.  Failure to produce professional quality work will result in point deductions.  In extreme cases, poorly prepared written work will not be accepted; there may be opportunities to revise the deliverable, depending on the severity of the errors. * Each student is expected to participate in the oral presentations. It is part of the job; get used to it * Students are expected to make time to participate in group meetings and activities as required to produce the deliverables.  Failure to participate is usually reflected in low peer evaluations. * Due to the nature of the problems selected as course projects, students may be required to sign non-disclosure agreements to shield themselves from business liability.  Failure to complete such agreements will result in students being administratively removed from the course. * The instructor may remove a student from his/her group if the student is not contributing to the team effort.  In this case, the student must complete the information systems project alone. * **The student is responsible for contacting the instructor, at least 48 hours in advance, if an exam date, assignment date, or a milestone presentation date cannot be attended.  Only documented reasonable excuses will be accepted, as determined by the instructor.** * The class schedule, procedures for grading the course, and other details of the syllabus are subject to change in the event of extenuating circumstances. |