

Project work for INF5890 (spring 2017)

All students must participate in a group project. Each group should consist of 4-5 students, and the group should work on one case. There will be 2 group deliverables and 1 individual assignment. All must be passed before exam (pass/not pass). Deliver reports by email to mikaelge@ifi.uio.no. Also, send email with group participants and topic/organization by February 15th.

Deliverable 1 (Group)

(March 7th)

Describe the current situation related to IT management in one specific organization.

The description should include:

- key systems in use and their interconnections (you can check for possible connections by following data flows among systems and looking for shared data repositories),
- the organizational structure of the IT function and its positioning within the organization (e.g. one central IT department, separate IT departments per business line, unified or distinct groups for IT operations and development),
- the standing relationships with external providers (e.g. maintenance agreements for major software packages bought, outsourcing agreements, other sourcing arrangements),
- the organization's current IT governance including: high-level map of systems, map of external relations of systems, description of the organizational structure in the IT function, and map decision-making structure/governance using the Governance Arrangements Matrix

Include information on the historical evolution: how was the situation 3 years ago and 10 years ago? You may give particular attention to one or a few concepts (from the course literature) that are particularly relevant to your case. Are there any unexpected issues or mismatches between your case and what has been discussed in the class and the readings?

Do not forget to include some general information for the organization (e.g. public vs private, national multinational, type of business, overall size in terms of headcount and turnover, years since establishment). Also, if relevant, include major regulatory obligations, certifications, accreditations imposing specific requirements for IT management (e.g. regulations on the handling of sensitive data, regulations related to business continuity and disaster recovery, ISO certifications).

The case description should at least be based on one interview with a person involved with the organization's IT in addition to other, secondary sources (company documents, publicly available material). We expect you to follow sound academic standards of writing. The interview should be conducted and documented accordingly. Reference what articles you base your analysis on, and where you position your own writing in relation to the course material.

Around **15-20 pages**, hand in by the deadline, by email. Presentation in the seminar on the same day (the presentation should not exceed 10 minutes, powerpoint slides should be used).

Project Management Requirement

As part of the group assignment, each group will be required to manage their project work using the project management approaches taught in the course and using MS Project. Specific detail of the requirements is outline at the end of this document.

Deliverable 2 (Group)

(March 28th)

Identify possible areas for improvement related to IT governance and IT management in the organization under study. Areas for improvement can be identified using information on experienced weaknesses (from interviews) and/or using the course literature (you are expected to use the course literature actively and explicitly). Make recommendations, using concepts taken from theory that would enable the organization to develop, implement and manage IT solutions more effectively. What are the prerequisites that would need to be in place in order to apply your recommendations?

This part is an addition to deliverable no. 1, in total the document should now be maximum 30 pages. Hand in by the deadline by email. Presentation in the seminar on the same day (the presentation should not exceed 10 minutes, powerpoint slides should be used).

Deliverable 3 (Individual)

(April 25th)

Select three of the project cases and/or cases from literature (final group reports will be made available). Explain why you have selected the specific cases and what is common among them. Discuss to what extent course theory and concepts are useful to propose improvements, identify possible reasons that explain why the organizations under study are “far from”/”close to” management approaches proposed in literature.

Around 5 pages, hand in by email by the deadline and bring 3 printed copies with you in the seminar on the next day (April 25th).

INF5890 ASSIGNMENT - PROJECT MANAGEMENT REQUIREMENTS

As part of your group assignment each group will be required to manage their project work using the project management approaches taught in the course to apply it to their assignment. Each group should submit a project management document along with deliverable 2. Gantt charts should be updated weekly. Seminar instructors may take a quick round in the groups to follow-up on progress.

1. PROJECT CHARTER

< Section 1: Formally authorize the project >

This Charter formally authorizes the project to carry out a specific task. A project plan should be developed to summarize this.

< Section 2: Project Scope >

State the scope of the project, its deliverable and what project needs, and the aim of the project.

< Section 3: Provide the summary milestone schedule >

A detailed schedule will be included in the project plan. Here, simply provide a high level milestone schedule. For example:

Feb 1, 2017 – Project plan completed
Feb 7, 20xx – Key organization identified and contacted
Feb 10, 20xx – Interview questions drafted
June 30, 20xx –

2. STAKEHOLDER MANAGEMENT STRATEGY

This section should discuss the approach the project team will use to identify stakeholders or participants for your group assignment. It is imperative that all stakeholders are identified and listed regardless of whether they agreed to participate or not. This should include:

- Potential list of organizations and participants you plan to solicit
- Outlined plan for how you will communicate with potential participants
- Outcomes

In this section, you will also need to develop some criteria for participant selection. For example, a criterion could be that the participant holds an IT management position or has worked in the organization for X number of years, from which they can provide useful information for the assignment.

3. COMMUNICATION MANAGEMENT PLAN

You should give considerable thought to how you want to manage communications on this project. In this section give an overview of your communications management approach. This must include the communication plan among group members involved in the assigned project. This can include:

- Communication requirements for the project (i.e. weekly meetings, email updates etc.)
- Who is responsible for communicating aspects of the project information
- Who is responsible for interviews, making notes etc.

- Who is responsible for drafting which parts of the assignment deliverables #1 and #2
- Any constraints, internal or external, which affect project communications

4. PROJECT MANAGEMENT PLAN

The Project Management Plan should outline the Work Breakdown Structure (WBS) and planned schedule of all the activities to be performed for the completion of the project.

For this, you are required to develop a Gantt chart using Microsoft Project.

Your Gantt chart should include:

- All 4 project phases: initiation, planning, execution, control, & closeout
- Under each project phase you should have at least 3 sub-activities with:
 - activity duration
 - start and finish date
 - predecessor activities or deliverable (where necessary)
 - designated team member(s) (**Note:** This is a group project. With the exception of a few activities, most activities should be divided among group members and the percent of work should be indicated in your Gantt chart)