

IT & Management

INF5890

Overview:
Project Assignments

Key Dates

Deliverable	Date
Deadline for securing organization	Feb. 15
Deliverable 1	March 7
Deliverable 2	March 28
Deliverable 3	April 25

Group formations

- Groups of 4-5
- Deadline for finalizing groups – Feb. 7th

Deliverable 1

- General description of the organization
 - sector, size, year established, key focus
- Overview of organization's IT function
 - background: historical evolution of IT function (3-5 years ago)
 - key systems & their links
 - organizational structure of IT function & the organization
 - links with external providers
 - current IT governance arrangement/processes
 - governance arrangement matrix

Cont'd

- At least 1 interview mandatory
 - Preferably recorded
 - Needs to be documented
- 15-20 pages
- Method
 - data sources (documents reviewed, informants)
 - data analysis
- References
 - in-text citation, source for figures
- Submission by email before midnight (Mar. 7)
 - Group PPT presentation (10 min)

Deliverable 2

- Provide areas for improvement
 - use course literature actively and explicitly
 - welcome to use other literature
- Problem or gap analysis
 - identify areas for improvement (IT management/governance)
 - ask informant & use course literature

Cont'd

- Deliverable 2 should be added to Deliverable 1
 - maximum 30 pages total
- Submission by email before midnight (Mar. 28)
 - Group PPT presentation (10 min)

Project Management Requirements

1. Project charter (1 page)
 - project aim & scope
 - summary of key milestones
2. Stakeholder management strategy (1-2 pages)
 - potential list of organizations & participants
 - plan for how to secure organization
 - plan for recruitment of participant(s)
 - criteria for participant selection
 - outcomes

3. Communication management plan (1 page)

- communication requirements for the project (i.e. weekly meetings, email updates etc.)
- who is responsible for communicating which aspects of the project information
- who is responsible for drafting which parts of the assignment deliverables #1 and #2
- any constraints which affect project communications

4. Project management plan

- Develop gantt chart of work breakdown
 - All 4 project phases: initiation, planning, execution, control, & closeout
- For each at least 3 sub-activities with:
 - activity duration
 - start and finish date
 - predecessor activities or deliverable (where necessary)
 - Designated team member(s) for tasks

Deliverable 3

- Select three of the project cases and/or cases from literature
 - justify selection
 - discuss to what extent course theory and concepts are useful to propose improvements
 - identify potential mismatches with course material and cases
 - identify possible reasons that explain why the organizations under study are “far from”/”close to” management approaches proposed in literature

Cont'd

- Around 5 pages
- Submission by email before midnight (April 25)
 - bring 3 printed copies to seminar (April 25th)

Questions?