Course Information:
Semester: Fall 2015
Class time: Thursdays, 9:30am-12:15pm, LI031
Instructor: Tamy Chambers
Office Hours: By appointment only
Contact: tischta@indiana.edu

Course Description:
Z556 is one of the core curriculum courses for the ILS Master of Information Science degree. This course will introduce the basic concepts underlying systems analysis and design, focusing on contextual inquiry/design and data modeling, as well as the application of those analytical techniques in the analysis and design of organizational information systems. We will work on the processes that project teams should follow to understand their users’ work and then to build information systems to enhance that work practice. The important philosophy introduced in this course focuses on the concept of user-centered design.

Upon completion of this course, you should be able to:
- Acquire a concept of systems analysis and design and its meaning in practice;
- Use a variety of information systems analysis and problem-solving tools and approaches;
- Acquire a concept of rapid-prototyping design and apply it to a problem;
- Become familiar with user-centered design and usability testing processes;
- Develop skills in analyzing and designing information systems from the socio-technical perspective;
- Describe the basic techniques of project estimating, writing detail specifications;
- Develop effective communication strategies with project stakeholders.

Textbooks:


Session Schedule:

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<th>Date</th>
<th>Topic</th>
<th>Readings</th>
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<tr>
<td>Session 1.</td>
<td>Introduction, Overview of syllabus, Team-building activity</td>
<td>Saddler</td>
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<td>(08/27/2015)</td>
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<td>Session 2.</td>
<td>Introduction to user-centered analysis and design, The systems development life cycle, Problem definition</td>
<td>Davis Ch 2, Garcia et al., Satzinger</td>
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<td>(09/03/2015)</td>
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<td>Session 3.</td>
<td>Contextual inquiry as systems analysis, Interviews for collecting data, Teamwork activity</td>
<td>HWW Ch 3 &amp; 4, Lewis, Ante, Gertner, HBR IdeaCast</td>
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<td>(09/10/2015)</td>
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<td>Individual assignment I due (problem definition)</td>
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<td>Session 4.</td>
<td>Organizing for team projects, Project Management essential, Information gathering</td>
<td>Lewis Sec 3, Valacich et al, Block Ch 13, Williams</td>
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<td>(09/17/2015)</td>
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### Bibliographical References of Readings:

**Session 1:** Introduction  

**Session 2:** Introduction to user-centered analysis and design & Problem definition  

**Session 3:** Contextual Inquiry & Teamwork activity  
Holtzblatt, Wendell, & Wood, Chapter 3, Planning your contextual interviews  
Holtzblatt, Wendell, & Wood, Chapter 4, The contextual inquiry interview  

Additional reading:

Session 4: Project Management & Information gathering

Additional readings:

Session 5: Work Models
Beyer & Holtzblatt, Chapter 5, A language of work, p. 81-89.
Beyer & Holtzblatt, Chapter 6, Work models – The flow model, p. 89-96; the sequence model, p. 96-101.

Session 6: UML Overview
Beyer & Holtzblatt, Chapter 7, The Interpretation Session.

Session 7: More on Models
Beyer & Holtzblatt, Chapter 6, Work models – The artifact, physical, & cultural models, p102-123.
Natural Best Health Food Stores Case study

Additional readings:
Holtzblatt, Wendell, & Wood, Chapter 6: Work modeling.

Session 8: Data modeling; Entity-relationship diagrams
Podeswa, H. (2010). *UML for the IT business analyst: A practical guide to requirements gathering using the unified modeling language (2nd ed.).* Chapter 2: The BA’s Perspective on Object Orientation?

Additional readings:
Harrington, J. L. (2002). *Relational database design clearly explained* (2nd ed.). Amsterdam: Morgan Kaufmann. Chapter 2: Entities and data relationships, p.11-45. **Note:** Read this if you are not familiar with E-R diagrams.


**Session 9:** Consolidation process

Beyer & Holtzblatt, Chapter 9, Creating one view of the customer.
Holtzblatt, Wendell, & Wood, Chapter 8, Building an affinity diagram

**Session 10:** User interface design & Usability testing
Buxton, B. (2007). Sketching user experiences: Getting the design right and the right design. Chapter on “127 Experience design vs. interface design,” “135 Sketching Interaction,” “139 Sketches are not prototypes,” “143 Where is the User in All of This?,” “145 You Make That Sound Like a Negative Thing,” and “371 Interacting with paper

Holtzblatt, Wendell, & Wood, Chapter 11, Visioning a new way to work


**Additional reading:**
Holtzblatt, Wendell, & Wood, Chapter 13, Testing with paper prototypes [e-book]

**Session 11:** Data-driven design & Evaluating design alternatives


Mind Tools. Force field analysis: Analyzing the pressures for and against change.
http://www.mindtools.com/pages/article/newTED_06.htm

**Additional readings:**

**Session 12:** Communicating Results: Reports and Presentations
Ward, S. Writing the executive summary of the business plan.
http://sbinfo.canada.about.com/od/businessplans/a/excsummary.htm

National Conference of State Legislatures. Tips for making effective powerpoint presentations.
http://www.ncsl.org/legislators-staff/legislative-staff/legislative-staff-coordinating-committee/tips-for-making-effective-powerpoint-presentations.aspx


Snyder, J.L. (2014) Today’s business communication: A how-to guide for the modern professional. Chapter 6: Why must I remember the four “F” words?

**Session 15:** Change management
Holtzblatt, Wendell, & Wood, Chapter 16, Issues of organizational adoption

**Course Assignments & Grading:**
**Participation:** Readings are assigned for each class period, and the latest information about readings will be listed on the canvas site. Please come prepared. Class discussions are important, and I expect all students to participate. The class will
be conducted in a participative manner, with members of the class having significant control over the content of each class session.

**Grade Distribution:**
Your grade will be based on individual assignments (45%), a team project (45%), and warm-up questions (10%).

Individual Assignments will consist of three exercises (15% each) that it is expected you will complete individually without the assistance of other in the class or elsewhere.
The team project will consist of seven components: three drafts of your works submitted throughout the semester for which you will receive feedback but no grade, a final project report (25%) and presentation (5%) which will be due at the end of the semester, and two teamwork evaluations. The first teamwork evaluation will be a presentation by your team near the end of the semester regarding the team’s workstyle and roles (5%). The second teamwork evaluation will be submitted by each member of the team rating the participation of all members (10%).

Warm-up questions will be available for most lecture sections of the course. They will be open directly after the previous class and will close Sunday evening at 5 p.m. You will receive one point for each session question up to ten (10%). In total there will be twelve questions, therefore you will have the option of not doing two questions.

**Grading Explanation:** To earn a B in this course your work must meet all of the requirements of the assignment and consistently demonstrate and/or include a base line level of competence, an understanding of lecture content and reading assignments, and the correct and complete answers.

To earn a higher grade you must surpass the criteria and expectations for a B. To do so your work should demonstrate the ability to see the relationship between coursework and the larger issues regarding systems analysis and design and consistently demonstrate the following traits.

- **Enthusiasm** - exhibited both in class and in assigned course work
- **Synthesis** - demonstrated by identifying connections between and crossover in the various topics relevant to systems analysis and design
- **Investigation** - exploring readings and experiences relevant to the class beyond those which are assigned

The ILS Grading Policy can be found at [http://ils.indiana.edu/courses/forms/grades.html](http://ils.indiana.edu/courses/forms/grades.html).

**Deadlines:** Unless otherwise noted, due dates are at the beginning of class time on the due date. Copies of the assignment should be submitted via Canvas and presented in hard copy. If you come to the class late and submit an assignment after the class begins, it will be considered as a late submission. Due times for non-class days are 5 PM. Unexcused late work may be penalized. Assignments that are over 6 days late will **not** be accepted unless arrangements have been made with me. If you have unexpected events and need to submit the assignments late, please contact me beforehand.

**Course Policies:**
**Incompletes:** Each student is expected to complete all coursework by the end of the course. A grade of incomplete will be assigned only when exceptional circumstances warrant.

**Academic Dishonesty:** There is extensive documentation and discussion of this issue in the Indiana University Code of Student Ethics. Of particular relevance is the following section on plagiarism.

**Plagiarism:** A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgement. A student must give credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

1. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgement.
2. A student must give credit to the originality of others and acknowledge indebtedness whenever.
   a. Directly quoting another person’s actual words, whether oral or written;
   b. Using another person’s ideas, opinions, or theories;
   c. Paraphrasing the words, ideas, opinions, or theories or others whether oral or written;
   d. Borrowing facts, statistics, or illustrative material; or
e. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

The Student Code of Conduct can be found at: http://www.iu.edu/~code/code/responsibilities/academic/index.shtml (Links to an external site.)

Indiana University and the Department of Information and Library Science policies on academic dishonesty will be followed. Students found to be engaging in plagiarism, cheating and other types of dishonesty could receive an F for the course.

**Collaboration:** Individual course assignments are designed to assess your understanding of specific concepts. They are not to be completed as a group or with help from others. Any student who submits work completed by someone else or in conjunction with someone else will receive a 0 score for that assignment and may receive an F for the course.

**Attendance:** It is expected you will attend all class sessions. If you cannot attend class, you must notify the instructor in advance. Attendance will factor into your final grade. Please notify the instructor at the beginning of the course if you know you will not be able to attend a given session because of prior commitments or religious observation. Unexcused absence will factor into the participation part of your final grade and make-up assignments will negotiated only for excused absences.

**Personal Technologies:** You are welcome to bring laptops to class and use them instead of the computers in the lab if that is more comfortable for you. However, it is not appropriate to surf the web, check email, or otherwise perform non-course related activities during class on either you own computer or lab computers. This also applies to the use of cell phones, tablets or other personal technologies. Students engaged in either email, texting, or other activities not related to the class will be asked to either stop or leave the class session.

**Student with Disabilities:** Students who believe they have a disability that requires an accommodation for full participation in this course are encouraged to talk with the instructor and/or contact IU Disability Services for Students at http://studentaffairs.iub.edu/dss/.

The instructor reserves the right to change, omit, or append the Course Syllabus whenever she deems it appropriate to do so.

Syllabus last updated: August 11, 2015
Tamy Chambers