OTTAWA ONLINE
MIS-49100 Methodologies of Project Development
Capstone

Course Description
Capstone course that guides student to emphasize various methodological approaches to software acquisition, development, testing, and implementation, and understand relevance of methodologies to Capability Model Theory, interdependence of phase deliverables, quality control techniques and methods, and tools for testing.
This is a fully online, eight-week course. We will not meet face-to-face at any time.

Course Prerequisites
None

Course Objectives
Upon successful completion of this course, students will be able to:
- Critically identify and design opportunities for organizational improvement using information systems.
- Objectively and analytically examine the trade-offs in designing information systems solutions.
- Apply concepts from leadership and management to information systems environments.
- Ascertain information needs, assess possible outcomes and evaluate project management efforts.
- Develop performance objectives for information systems.
- Analyze and evaluate the different methods and techniques for leadership, communication and management in information systems environments.
- Evaluate, compare, and adapt information systems solutions.
- Compare user-based requirements analysis methods.
- Value creating opportunities for cooperation between information systems professionals and other organizational staff.
- Be willing to acquire and adopt information systems design principles in creating solutions for end users.
- Appreciate the benefits to users of providing information systems.
- Develop a personal philosophy of user-based requirements analysis and communication.
- Take the perspective of users in order to create relevant useful information systems.
- Be willing to incorporate principles of leadership and management theories to information systems environments.
- Consider the consequences of barriers to information systems enablement.
- Appreciate the need for standards-based best practices in information systems.

Required Text
None
Course Assignment Descriptions and Schedule At-A-Glance

There are two major projects in this course; the Group Discussion Forum Case Study Project and the SWOT Analysis Capstone Project. Additionally, there are weekly assignments to complete; please see the weekly sections below and the course materials for complete information.

Discussion Forum Project

Please review the extensive assignment details within the course materials. The following is merely a summary:

During this course, you will work in groups to complete a case study. The case will look at the problems that a chemical company (Company Y) experienced when it decided to implement MRP II [1] in its plants and put forward some possible solutions to them. The case study is based on five interviews with directors and managers from Company Y.

[1] MRP is a technique designed to determine what to produce, how much to produce and when to produce it. MRP II is an enhancement of MRP. MRP systems are a computerized database of parts, components, finished goods, Work In Progress, batch sizes and lead times. They contain a set of relationships between parts in the form of a Bill of Materials (BOM) and a set of relationships between batches in the form of a Master Production Schedule (MPS).

This case study will allow you to complete the following objectives:

- Critically identify and design opportunities for organizational improvement using information systems.
- Apply concepts from leadership and management to information systems environments.
- Evaluate, compare, and adapt information systems solutions.

Discussion Forum Process:

<table>
<thead>
<tr>
<th>Week 1 Introduction Forum:</th>
<th>Week 2 Strengths and Weaknesses:</th>
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<tbody>
<tr>
<td>- During Week 1, post your Introduction in the Introductions forum.</td>
<td>- Before week 2 begins, your instructor will place you into groups (the number of people in a group will vary based on class size). During week 2, participate in the Group Project Forum- Strengths and Weaknesses. Post a brief bio as well as a synopsis of your strengths and weaknesses as they pertain to Management of Information Systems. Discuss your studies and the projects you have accomplished, the role you prefer to play while in a group, your technological skills, and other information you believe your group should know about you.</td>
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<td></td>
<td>- At the end of the week, choose a person that will serve as the leader of the group. The leader will act as the group organizer and motivator and ultimately, submit the final assignment. Independently, read the case study that is attached in forum (as well as presented in this lesson sidebar).</td>
</tr>
</tbody>
</table>
### Week 3 Company Problems:
- The leader will assign each member an interview (in the case study) to focus on. Students should read all interviews, but dissect their assigned interview. While reading the interview, note both the original aims behind the introduction of MRP II and the problems that Company Y is now experiencing. The students will discuss, as a group, the problems faced by the company as a whole. The students should produce a list of problems that face the company.

### Week 4 Company Analysis:
- Using the material that has been covered in the lectures so far, analyze the agreed list of problems and discuss the following:
  1. Was Company Y successful, or unsuccessful, in the introduction of MRP II?
  2. Did Company Y identify all of the factors relevant to the introduction of a new system at the outset and, if not, what did they miss?
  3. What were the organizational impacts of the MRP II and how well were they managed?
  4. What are your recommendations to satisfy Company Y’s needs?
- The group will need to begin to prepare a 5+ page report that outlines their analysis and ultimately their recommendation for Company Y. The report should be written in APA format, using charts and graphics when applicable and necessary. Each report should contain 3-5 scholarly references supporting the findings of the group. You should include a title page listing the names of the group members.
- The group should discuss the design and organization of their presentation and make the determination who will complete what portion of the presentation. The leader will have the final say for which group member completes which portion of the assignment. The presentation is due in Week 7. (SEE RUBRIC IN WEEKLY MATERIALS FOR PROJECT CRITERIA)
- Your final project should address the following regarding Company Y’s issues:
  - Summary of facts and assumptions
  - Statement of Issues
  - Causes of Issues
  - Possible Solutions
  - Solution Implementation Plan

### Week 5: Open Discussion
- Use the forum to check in with your group, present what you have completed so far, and ask questions. If necessary, use a tool such as Google Docs to present and edit each other’s material.

### Week 6: Open Discussion
- Use the forum to check in with your group, present what you have completed so far, and ask questions. If necessary, use a tool such as Google Docs to present and edit each other’s material.

### Week 7: Presentation to the Class and Submission for Grade
- This week, the leader should post the groups presentation to the discussion

### Week 8: Reflection
- This week, reflect on the group project as a whole. What did you find valuable/invaluable? (please do not call


| forum as well as submit the final report to the assignment dropbox for grading. Read the submissions of at least 2 other groups. Constructively comment and critique the projects of the other groups. Provide substantial feedback to the groups. | out specific people or character traits-this is not an argumentative forum, but rather a reflective exercise) Post to at least 2 of your peers and comment on their reflection. |

**Final Capstone Project**

Please review the extensive assignment details within the course materials. The following is merely a summary:

For this capstone course, you will be completing a cumulative project that showcases your course of study. Projects should be academically based in research and applicable to your personal career, situation or experience. Your project should:

- involve research
- demonstrate your knowledge of the topic
- demonstrate your ability to think and write critically
- apply your knowledge of Information Systems and your course of study to make a scholarly contribution to the discipline

The final project for this course is a SWOT analysis over a major technical company.

In week 8, you will submit a 20+ page SWOT analysis of an organization and analyze at least two, and no more than three major IT issues and possible solutions applied either individually or as a collective approach. In your analysis, you will supply a problem identification, analysis and recommendations for action, supported by facts gathered through research and outlined in SWOT format. The SWOT analysis will draw on lessons learned in at least three (3) OU courses. You may use textbooks and other materials from previous courses as reference sources; additionally you may download the SWOT brainstorming graphic organizer located in the weekly materials.

- The clear and concise written SWOT analysis will be approximately 20 double spaced pages presented in standard APA format. It should be written as if it is to be presented to the organization being studied.
- A minimum of 15 references that support your analysis. Reference sources can include textbooks, journals, interviews, business magazines, etc.
- Problem identification, resolution, etc, will be supported by information from published scholarly and professional resources.
- The issues, impacts and solutions will be stated clearly and thoroughly in business and human resource terminology. Root cause analysis or similar methodology will be used to clarify issues.
- Data from the documents of the selected organization should be gathered, included, analyzed, and interpreted in the SWOT analysis. Sources might include interviews, publications, reports, etc. All proprietary information requires release from the owners of that data.

**Format of SWOT Analysis**

- Introduction to SWOT (2-3 pages)
- Brief statement of SWOT issues and company background. (2-3 pages)
- Strengths, Weakness, Opportunities, Threats (2-3 pages)
- Possible Solutions (3-4 pages)
- Solution Implementation Plan (3-5 pages)
- Recommendations and Conclusion (2-3 pages)

You will work on your final project in stages during this course. No matter which project you are choosing, you should submit the following during the applicable weeks:
- **Week 2: Project Topic Proposal**: In week 2, submit a 1-2 page proposal for the organization you have chosen. **25 points**
- **Week 3: Review of literature/resources list**: In week 3, submit 15-20 (or more if necessary) resources, articles, readings and sources that will be used and referenced in your analysis. These resources should be organized into categories such as: primary sources, secondary sources, web links, articles, scholarly publications, etc. Include a brief description of each resource and its relevance to your project. These citations should be listed in APA format. **50 points**
- **Week 5: Submit a draft of your project**: The draft is strictly for review and feedback, but you will earn **20 points** for submission.
- **Week 8: Submit your final project for grading**: **200 points**

### Week 1

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<tr>
<th>Readings</th>
<th>None</th>
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| **Discussion** | Introduction forum  
Initial post to each prompt due by midnight, CT on Wednesday  
At least two replies to peers for each prompt due by midnight, CT on Sunday |
| **Assignment(s)** | Assignment Reminder: Begin preparing your proposal for your final capstone project, which will be due in Week 2.  
**Assignment: Learning Outcomes Reflection Essay 1**  
In a 2-3 page reflective essay, address the following learning outcomes as they pertain to what you have learned throughout your degree program. In your essay, identify the course related to your achievement of the outcome elements listed (some elements may be covered in more than one course).  
List assignments, projects, group activities that helped you in your learning. If possible, upload a copy of the actual document you submitted for the class.  
Provide an in-depth narrative of what you know. In a 2-3 page reflective essay, describe how you have:  
- Comprehended major events in that have occurred in the field of MIS and/or IT.  
- Taken the perspective of users in order to create relevant useful information systems.  
- Appreciated the benefits to users of providing information systems.  
Identify and apply these standards to your profession of choice. How have these standards helped you in your professional career?  
To submit your assignment, click on the assignments tab on the course menu.  
Due: Sunday, midnight CT  
Points Possible: 20 |

### Week 2

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<tr>
<th>Readings</th>
<th>Please see weekly course materials for article readings.</th>
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<tr>
<td><strong>Discussion</strong></td>
<td>Group Project Discussion</td>
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</table>
| **Assignment(s)** | Assignment: Final Project Topic Proposal  
This week, submit a 1-2 page proposal that summarizes the organization you have |
chosen for your SWOT analysis. Your summary should be 1-2 pages (not including a title page), written in APA format, and answer the following questions:

- Describe the organization you have chosen. Explain their overall mission and vision, client or service demographics, number of employees and overall company profile. You do not have to identify this organization by name. If you choose, you may use a pseudonym such as "Company A".
- Briefly describe the issues this organization faces in terms of Information Technology issues. List no more than three major IT issues. Essentially, what is the problem or problems this organization faces?
- Why have you chosen this particular company?
- What sources of information will you use to gather data on this company?
- What preliminary solutions can you identify to solve this organization's problem?

Be sure to include enough detailed information for your instructor to provide extensive feedback on your choice.

To submit your assignment, click on the assignments tab on the course menu.

Due: Sunday, midnight CT

Points Possible: 25

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<th>Week 3</th>
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<td><strong>Readings</strong></td>
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<td>Please see weekly course materials for article readings.</td>
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<tr>
<td><strong>Discussion</strong></td>
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<tr>
<td>Group Project Discussion</td>
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<tr>
<td><strong>Assignment(s)</strong></td>
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<tr>
<td>Assignment: Final Project Review of Literature</td>
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This week, submit a review of literature/resources list. Compose a list of 15-20 (or more if necessary) resources, articles, readings and sources that will be used and referenced in your final project. These resources should be organized into categories such as: primary sources, secondary sources, web links, articles, scholarly publications, etc. **Include a brief description of each resource and it's relevance to your project.** These citations should be listed in APA format. Include a title page.

Be sure to include enough detailed information for your instructor to provide extensive feedback on your resources.

To submit your assignment, click on the assignments tab on the course menu.

Due: Sunday, midnight CT

Points Possible: 50

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<th>Week 4</th>
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<td><strong>Readings</strong></td>
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<td>Please see weekly course materials for article readings.</td>
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<td><strong>Discussion</strong></td>
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<td>Group Project Discussion</td>
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<td><strong>Assignment(s)</strong></td>
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<td>Assignment: Learning Outcomes Reflection Essay 2</td>
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In a 2-3 page reflective essay, address the following learning outcomes as they pertain to what you have learned throughout your degree program. In your essay, identify the course related to your achievement of the outcome elements listed.
(some elements may be covered in more than one course).

List assignments, projects, group activities that helped you in your learning. If possible, upload a copy of the actual document you submitted for the class.

Provide an in-depth narrative of what you know. In a 2-3 page reflective essay, describe how you have:

- Considered the consequences of barriers to information systems enablement.
- Appreciated the need for standards-based best practices in information systems.

Identify and apply these standards to your profession of choice. How have these standards helped you in your professional career?

To submit your assignment, click on the assignments tab on the course menu.

Due: Sunday, midnight CT

Points Possible: 20

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<th>Week 5</th>
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<td><strong>Readings</strong></td>
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<td><strong>Discussion</strong></td>
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<td><strong>Assignment(s)</strong></td>
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<th>Week 6</th>
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<td><strong>Readings</strong></td>
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<td><strong>Discussion</strong></td>
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<td><strong>Assignment(s)</strong></td>
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contributing to these values. In your paper, please address the following issues:

1. How does your choice of major and a profession reflect upon you as a person? How does it reflect upon your personal and family history? Relationships? Religious views?
2. Why do you believe that you are a "fit" for your profession? What is it about your personal qualities, beliefs and values that can help you serve and advance this profession?
3. Cite five (5) firm principles, axioms or postulates (values, ethics, and beliefs) that will guide you in your work in your chosen profession. (Be personal; do not just reiterate values, ethics or beliefs that you have heard about during your major.)
4. Comment upon the current state of principles and values illustrated by professionals in your chosen field. Are high moral and ethical values being practiced? Include examples of individuals or practices of highest moral and ethical character in your profession.
5. How will you personally address moral and ethical shortcomings or failures in your chosen profession?

Discuss the above general and specific issues in a 2-3 page paper. Use the specific affective learning outcomes for the program (listed below) to guide your thoughts. If applicable, reference specific coursework that has shaped your views today.

Affective Learning Outcomes:

- Value creating opportunities for cooperation between information systems professionals and other organizational staff.
- Be willing to acquire and adopt information systems design principles in creating solutions for end users.
- Appreciate the benefits to users of providing information systems.
- Develop a personal philosophy of user-based requirements analysis and communication.
- Take the perspective of users in order to create relevant useful information systems.
- Be willing to incorporate principles of leadership and management theories to information systems environments.
- Consider the consequences of barriers to information systems enablement.
- Appreciate the need for standards-based best practices in information systems.

To submit your assignment, click on the assignments tab on the course menu.

Due: Sunday, midnight CT

Points Possible: 50

Week 7

Readings
- Please see weekly course materials for article readings.

Discussion
- Initial post to each prompt due by midnight, CT on Wednesday
- At least two replies to peers for each prompt due by midnight, CT on Sunday

Assignment(s)
Assignment: Group Project Submission

This week, the leader of your group should post the group presentation to the whole class discussion forum as well as submit the final report to the assignment dropbox.
for grading. You will no longer be working in your individual group discussion board. Everyone should read the submissions of at least 2 other groups. Constructively comment and critique the projects of the other groups. Provide substantial feedback to the groups.

Due: Sunday at Midnight, CT
Points Possible: 80

**Week 8**

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<th>Readings</th>
<th>Discussion</th>
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<tr>
<td>• Please see weekly course materials for article readings</td>
<td>• Initial post to each prompt due by midnight, CT on Wednesday</td>
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<td>• At least two replies to peers for each prompt due by midnight, CT on <strong>Saturday</strong></td>
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**Assignment(s)**

**Assignment: SWOT Analysis Final Paper**

This week, submit your final SWOT analysis for grading. Please review the rubric for grading criteria. Please note that this assignment is due **Saturday** of week 8.

Due: **Saturday** at Midnight, CT
Points Possible: 200

* All online weeks run from Monday to Sunday, except the last week, which ends on Saturday.
** All assignments are due at midnight Central Time. (All submissions to the Blackboard system are date/time stamped in Central Time).

**Assignments At-A-Glance**

<table>
<thead>
<tr>
<th>Assignment/Activity</th>
<th>Qty.</th>
<th>Points</th>
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<tbody>
<tr>
<td>Weeks 1-8: Discussion*</td>
<td>-</td>
<td>20 per week</td>
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<tr>
<td><strong>Total Points</strong></td>
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<td>160</td>
</tr>
<tr>
<td>Week 1: Learning Outcomes Reflection Essay 1</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Week 2: Final Project Topic Proposal</td>
<td>1</td>
<td>25</td>
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<tr>
<td>Week 3: Final Project Review of Literature</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>Week 4: Learning Outcomes Reflection Essay 2</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>Week 5: SWOT Final Project Draft</td>
<td>1</td>
<td>20</td>
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<tr>
<td>Week 6: Professional and Personal Philosophy</td>
<td>1</td>
<td>50</td>
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<tr>
<td>Week 7: Group Project Submission</td>
<td>1</td>
<td>80</td>
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<tr>
<td>Week 8: SWOT Analysis Final Paper</td>
<td>1</td>
<td>200</td>
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<tr>
<td><strong>TOTAL POINTS</strong></td>
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<td><strong>625</strong></td>
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*Please refer to the Policies menu for more information about requirements for Discussions.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90 to 100%</td>
<td>562-625</td>
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<tr>
<td>B</td>
<td>80 to 89%</td>
<td>498-561</td>
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<tr>
<td>C</td>
<td>70 to 79%</td>
<td>434-498</td>
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<tr>
<td>D</td>
<td>60 to 69%</td>
<td>370-433</td>
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<tr>
<td>F</td>
<td>&lt; 60%</td>
<td>&lt; 369</td>
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To access your scores, click on Grades in the Student Tools area in Blackboard.
**Important Policies**

All course-specific policies for this course are spelled out here in this syllabus. However, additional university policies are located in the Policies section of Blackboard. You are responsible for reading and understanding all of these policies. All of them are important. Failure to understand or abide by them could have negative consequences for your experience in this course.

**Editorial Format for Written Papers**

All written assignments are to follow the APA writing style guidelines for grammar, spelling, and punctuation. This online course includes information regarding the APA style under “Writing and Research Resources” in the Resource Room on the course menu in Blackboard.

**Ottawa Online Late Policy**

With instructor approval, assignments may be accepted for up to one week after the due date, but a minimum automatic deduction of 10% of the points will be assessed. The instructor also has the option of increasing this deduction percentage up to a maximum of 20%. Extenuating circumstances may be determined on rare occasions and an extension allowed without a deduction, but only at the sole discretion of the instructor.

Discussion board postings will not be accepted for credit when posted after the close of the discussion week. There are no exceptions to this rule; however, solely at the discretion of the instructor, the student may be allowed to submit an alternative assignment to make up for the points under extenuating circumstances. If granted, this should be an exception to the rule.

No assignments will be accepted after the last day of the course (end of term) unless arrangements have been made and "approved" by the instructor at least one week in advance.

**Saving Work**

It is recommended that you save all of your work from this course on your own computer or flash drive. The capstone course you take at the end of your program may require you to have access to this work for culminating assignments and/or reflections.

**Academic Integrity**

Plagiarism and cheating will not be tolerated at any level on any assignment. The reality of cyberspace has made academic dishonesty even more tempting for some, but be advised that technology can and will be used to help uncover those engaging in deception. If you ever have a question about the legitimacy of a source or a procedure you are considering using, ask your instructor. As the University Academic Council approved on May 29, 2003, “The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred. Students who commit academic dishonesty can be dismissed from the university by the provost/director.”

Please refer to Academic Honesty in the Policies section of the online course menu for important information about Ottawa University's policies regarding plagiarism and cheating, including examples and explanations of these issues.
Student Handbook
Please refer to your student handbook for all university regulations. The Resource Room on the course menu in Blackboard contains information about where to find the student handbook online for your campus.

Please see Policies in Blackboard for additional university policies.

Blackboard Technical Support
The Resource Room in Blackboard contains links to student tutorials for learning to use Blackboard as well as information about whom to contact for technical support. Ottawa University offers technical support from 8 a.m. to midnight Central Time for all students, staff, and faculty at no cost. See www.ottawa.edu/ouhelp for contact information.

Ottawa University Mission Statement
The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life. The University serves students of traditional age, adult learners and organizations through undergraduate and graduate programs.