HOLMES INSTITUTE
FACULTY OF HIGHER EDUCATION
UNDERGRADUATE PROGRAM

HOLMES
INSTITUTE
Cum Propris Suis Alis Volat

INSPIRE    ACHIEVE    ENGAGE

| Assessment Details and Submission Guidelines | |
|---|---|
| **Trimester** | T1 2021 |
| **Unit Code** | HS2041 |
| **Unit Title** | Enterprise Systems |
| **Assessment Type** | Individual Assignment |
| **Assessment Title** | Individual Assignment 1 |
| **Purpose of the assessment (with ULO Mapping)** | Students are required to conduct critical analysis of the ERP implementation in given case study and present it in a professional report. <br><br> Learning outcomes are <br> 1. Explain and apply enterprise system's tools and techniques to solve arising business needs. <br> 2. Apply problem solving using different tools and techniques of ERP and execute simple business processes using an ES tool (i.e. SAP) <br> 3. Analyse and develop arguments in relation to an organisation's ERP selection, planning, implementation and ongoing support phases. <br> 4. Assess risk factors associated with an ERP implementation project, and the alternatives for managing risks. <br> 5. Communicate using effective oral and written communication tools, act in a professional manner, be an effective team member or team leader <br> 6. Understand the ICT profession and professional expectations in enterprise systems |
| **Weight** | 25% of the total assessments |
| **Total Marks** | 25 |
| **Word limit** | 1000-1500 words |
| **Due Date** | Week 7 |
| **Submission Guidelines** | • All work must be submitted on Blackboard by the due date along with a completed Assignment Cover Page. <br> • The assignment must be in MS Word format, no spacing, 11-pt Times New Roman font and 2 cm margins on all four sides of your page with appropriate section headings. <br> • Reference sources must be cited in the text of the report, and listed appropriately at the end in a reference list using Harvard style. |

**Assignment Specification**

**Purpose:**

This assignment aims at analysing a case study on 'ERP Implementation' (uploaded on Blackboard as a separate file) and reporting their understanding/perspectives, answering the following questions

- Define purpose and scope of the case study using an ERP system.
- Discuss and evaluate case study ERP implementation approach.
- Analyse case study handling of change management during ERP implementation and propose appropriate strategies.

**Report structure should be as the following:**

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**Introduction:** Discuss the report objective and structure

**Purpose and Scope of ERP:** Describe Enterprise Resource Planning systems (ERPs) in the given context.

**Evaluate implementation approach:** Brief case study implementation approach and discuss your opinion with quality arguments.

**Analyse Change management:** Analyse case study change management activities, roles of key stakeholders and propose your strategies.

**Conclusion –** Draw conclusion and summarise findings

**References (make sure to use Harvard referencing)**

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**Marking criteria**

| Marking criteria | Weighting |
|---|---|
| Presentation (Report structure, Grammar and spelling, Written style and expression) | 2% |
| Introduction | 2% |
| Purpose and Scope of ERP | 5% |
| Evaluate implementation approach | 6% |
| Analyse change management | 6% |
| Conclusion | 2% |
| References | 2% |
| *TOTAL Weight* | 15% |
| **Assessment Feedback:** | |

**Marking Rubrics**

| Marking Criteria | Excellent | Very Good | Good | Satisfactory | Unsatisfactory |
|---|---|---|---|---|---|
| Introduction | Demonstrated excellent ability to describe the report purpose and structure clearly | Demonstrated very good ability to describe the report purpose and structure | Demonstrated good ability to describe the report purpose and structure | Demonstrated ability to describe the report purpose and structure | Did not demonstrate ability to describe the report purpose and structure |
| Purpose and Scope of ERP | Discussed the scope of work and objectives very clearly | Discussed the scope of work and objectives clearly. | Discussed the scope of work and objectives . | Discussed the scope of work and objectives briefly | Did not discuss the scope of work and objectives briefly |
| Evaluate implementation approach | Demonstrated excellent ability to think critically, analysed implementation approach critically and described very well | Demonstrated very good ability to think critically, analysed the implementation approach and described very well | Demonstrated ability to think critically, analysed the implementation approach and described well | Analysed the implementation approach and described briefly | Did not analyse the implementation approach |
| Analyse change management | Assessed critically in depth and suggested excellent strategieslogically and presented in very convincing manner | Assessed critically and suggested strategies logically and presented in convincing manner | Assessed well and suggested strategies logically and presented in well | Assessed and suggested strategies | Argument is confused and disjointed. |
| Conclusion | Demonstrated excellent ability to summarise findings very well. | Demonstrated very good ability to summarise findings well. | Demonstrated good ability to summarise findings | Demonstrated ability to summarise findings | Did not summarise findings |
| Presentation, Language and Grammar | Professional presentation with excellent writing skills | Professional presentation with very good writing skills | Professional presentation with good writing skills | Professional presentation and well written | Poor presentation |
| References | 5 relevant references | 4 relevant references | 3 relevant references | 2 relevant references | no relevant references |

*March, 2020*