

# ***CAPSTONE: BUSINESS PROCESS MANAGEMENT IN THE DIGITAL ERA***

***(ISM-C2003, 6 ECTS)***

## **SYLLABUS**

Preliminary version (March 11, 2024)

Instructors' contact information	Course information
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### **1. OVERVIEW**

The course deploys a business simulation game called RealGame (<https://www.realgame.fi/>). RealGame is clock-driven, so students learn the dynamics and interdependencies of business operations and supply chain management in a unique way. They gain a holistic view on business and learn to observe the effects of their decisions and balance the supply chain. The course includes a compulsory pre-assignment that needs to be completed before the simulation sessions start to best prepare for them. The course assignments are related to the planning of the simulation company operations and the analysis of materialized operations. These include, for example:

- developing a business plan,
- analysing the profitability in light of various parameters and reporting these to the different stakeholders,
- various strategic analyses of the company operations and competitive situation (SWOT, PESTEL, benchmarking),
- calculations related to the company's basic supply chain and ERP parameters,
- income statement and profitability, gross margin and cash flow analyses, and
- market analysis.

Furthermore, there will be a written assignment on team dynamics and a team functionality analysis and reflections.

### **2. PREREQUISITES**

The Capstone course is optimally taken at the end of bachelor studies.

### 3. LEARNING OUTCOMES

After completing the course, students will:

- understand how different areas in business studies are connected in the entity of enterprise functions and in making a profit,
- understand the role of supply chains and Enterprise Resource Planning (ERP) systems and their significance in managing a company,
- be able to apply different business analysis tools in planning and managing a business and to understand the essential role of strategy in the process, and
- be able to apply various methods of collaboration in a virtual team.

A central part of the course is to see the business as a whole, students will understand why it is not practical to optimize single functions separately and why the management needs to have a holistic perspective of the company.

### 4. ASSESSMENT, GRADING, FEEDBACK

The course is graded with 0-5 scale. The capstone course rubric will be used in evaluation. **Presence is compulsory in the 5 real-time operated business simulation sessions (see schedule below) – one absence is allowed for valid reasons if you can agree that in advance with your team members!** Teams will be formed and informed to you Mid April before the course starts, for conducting the pre-task (= familiarizing with the simulation game, and agreeing on the team roles).

### 5. ASSIGNMENTS

The pre-task is due before the course starts. Various team assignments between the simulation sessions (see overview of the course for details). One personal reflection report on team work and dynamics.

### 6. READINGS

Delivered before each simulation session to prepare for it.

### 7. SCHEDULE

Week#	Date	Topic	Due Date for reports
16		Submission of <b>pre-task: Preliminary business plan and goals of the simulation company</b> (team report, 10% of grade)	<b>April 24</b>
17	<b>April 25 (Thu)</b> 13.15 - 16.30	Simulation session 1: Introduction to the course and simulation tool. Focus on <b>Balancing the Supply Chain</b> (team report, 20%)	April 29
18	<b>May 2 (Thu)</b> 13.15 - 16.30	Simulation session 2: Focus on <b>Profitability Analysis and Strategy</b> (team report, 20%)	May 6
19	<b>May 6 (Mon)</b> 13.15 - 16.30	Simulation session 3: Focus on <b>Supply Chain Management and Enterprise Resource Planning (ERP)</b> (team report, 20%)	May 15
20	<b>May 16 (Thu)</b> 13.15 - 16.30	Simulation session 4: Focus on <b>Teamwork and collaboration</b> (individual assignment, graded pass/fail)	May 22
21	<b>May 23 (Thu)</b> 13.15 - 16.30	Simulation session 5: Focus on <b>Annual Reporting</b> (team report, 30%)	May 30

## 8. COURSE WORKLOAD

Conducting the pre-assignment	8 h
Preparing for the sessions, reading supplementary material	60 h
Planning and analysis tasks	60 h
Business simulation game sessions	20 h
Reflecting on the team work and dynamics	12 h
<b>Total</b>	<b>160 h (6 cr)</b>

## 9. ETHICAL RULES

As a general rule, Artificial Intelligent (AI) tools such as ChatGPT can be used for ideation but not for content creation, that is, you should write text-based assignments yourself. However, you can use AI tools, to a limited extent, for checking the grammar or increasing the understandability of your text. In case you use AI tools for this purpose, mention it in the assignment. In addition, you should always save your original text versions separately at your disposal, in case the teacher asks for them later on. You must also proofread your text yourself, instead of relying only on AI tools. Otherwise, the Turnitin software will provide a high AI-% score, which will lead to an inspection process. Please also note that you cannot use AI tools as a valid reference source, but you should yourself double-check them and search for source materials, where needed. Here are Aalto's general guidelines of using AI for students: <https://www.aalto.fi/en/services/tips-for-using-artificial-intelligence-for-students> .

See also Aalto University Code of Academic Integrity and Handling Thereof

<https://into.aalto.fi/display/ensaannot/Aalto+University+Code+of+Academic+Integrity+and+Handling+Violations+Thereof>

## 10. OTHER ISSUES

- Registration to course: via Sisu 10 days in advance of the course start due to the team formation and pre-assignment task.