



CMIS CASE COMPETITION DEADLINES AND RULES 2017

TABLE OF CONTENTS

Preface	2
Competition Overview	2
Competition Format.....	2
Deliberation Period	3
Round 1 Presentations.....	3
Presentation Slide Deck	4
Submitting Round 1 Deliverable	4
Submitting Round 2 Presentations (Finalist Teams).....	4
Handouts for Judges (Hardcopy Deliverables).....	5
Presentation Guidelines.....	5
Case Competition Prizes and Participant Recognition	6
Case Competition Evaluation Criteria	6
Miscellaneous	7
Competition Agenda	8

PREFACE

The Center for the Management of Information Systems (CMIS) provides these rules and guidelines to ensure a fair, equitable, and enjoyable competition. We expect all participants to adhere to all rules and guidelines. Violation of the rules by any participant may result in disqualification of the entire team.

For rule clarifications, please send your questions to CMIS at cmis@mays.tamu.edu.

COMPETITION OVERVIEW

1. The competition begins when CMIS releases the business-IT case on Thursday, November 2 at 10:00 AM for the case deliberation period. Each team has six days to develop a solution to the problem(s) identified in the case.
2. The deliberation period ends when teams submit their softcopy deliverables on Wednesday, November 8, 2017 by 12:00 noon.
3. At the end of the deliberation period, each team must submit a single PowerPoint file containing their presentation slide deck to the CMIS email cmis@mays.tamu.edu. Please see #42 for file naming rules.
4. Each team will present its solution to a judging panel of business-IT professionals. Judges will score each team they see and select finalists for round 2 presentations.
5. The fall 2017 competition has two divisions for undergraduate students, ISTM 320 and ISTM 410.
6. Judging will take place in two rounds inside the Memorial Student Center (MSC). Round 1 judging will occur between 12:30 PM and 4:20 PM on Thursday, November 9, 2017. Two finalist teams will be selected from each room.
7. Finalists will be announced at the required networking reception on Thursday evening (November 9, 2017). The reception is from 4:45 PM – 6:15 PM at the Stark Gallery, inside the MSC Level 1, next to the Flag Room. All team members should be present for this event, and finalists will be announced by 5:45 PM.
8. Finalists are allowed to rework their presentations based on feedback received from Round 1 judges. Teams selected as finalists will present again in Round 2 on Friday, November 10, 2017 between 8:45 AM and 11:00 AM in the MSC.
9. The judges' scores for Round 2 will produce the CMIS Case Competition 2017 winners who receive scholarship funds or prizes.

COMPETITION FORMAT

10. Students present their case analysis and recommendations to the judges at an assigned time in an assigned room in the MSC. Power Point slides and an oral description of recommendations will be communicated to the judges.

11. The judging panels will be comprised of information systems professionals from the CMIS advisory board companies and guests.
12. Teams will be asked questions by the judging panel during the Q&A session, and will also receive feedback from the judges' notes about the Round 1 presentations at the reception.

Deliberation Period

13. The competition begins when CMIS releases the business-IT case on Thursday, November 2 at 10:00 AM. A packet with written copies of the case for each team must be picked up in Wehner 315 between 10:00 AM – 2:30 PM by one team member.
14. No questions regarding the case content will be entertained by the CMIS director or staff during the deliberation or presentation period.
15. Teams may not communicate (physically or electronically) about the case content or the topics of the case with any person outside of their immediate teammates at any time from when CMIS releases the case until after the last Round 2 presentation.
16. Teams may use textbooks, published articles, notes from courses taken, professional books, magazines, library resources, internet search engines, corporate websites, etc. as resources to gather information to use in producing their solution to the case. However, teams may not use any of these resources to contact another person (other than their teammates) about the topics of the case or the content of the case. Further, teams may not use these resources to search for a previously published "solution" to the case.
17. At the end of the deliberation period on Wednesday, November 8, 2017 teams must email one PowerPoint file containing their presentation slide deck to the CMIS office (cmis@mays.tamu.edu).
18. After submitting their deliverable, teams should finalize their oral presentation for Round 1 of the competition. However, the teams will not be allowed to make any changes to the slide deck they submit.

Round 1 Presentations

19. Round 1 presentations are on Thursday, November 9, 2017 from 12:30 PM and 4:20 PM in the MSC.
20. Teams will make their presentations in a randomly assigned order with specific assigned start time and room location.
21. **All team members will report to MSC 2500 to check in with the CMIS staff 15 minutes before their scheduled Round 1 and Finals Round presentation time.**
22. CMIS staff will post a complete list of presentation times and associated rooms to the CMIS website on Thursday, November 2, 2017 after 11:00 AM as well as on the office door of Wehner

315. Your team is responsible for reviewing the information on the CMIS website to know your assigned presentation time and room.

23. No team may watch the presentation of any other team during competition presentations.

24. Finalist teams will be announced during the reception event on Thursday, November 9, 2017.

Submitting Round 1 Deliverable

25. One member of the team must email the PowerPoint file to the CMIS office (cmis@mays.tamu.edu) by 12:00 PM (Noon) on Wednesday, November 8, 2017.

26. After the submission deadline has passed, no resubmissions will be allowed. Teams should ensure they have the most up-to-date copy of the team deliverable when submitting to the CMIS office. CMIS staff will verify that all deliverable files can be opened.

Round 2 Presentations (Finals Round)

27. Finalist teams will compete again in Round 2 with presentations on Friday, November 10, 2017 from 8:45 AM to 11:00 AM in the MSC as posted. Arrive 15 minutes early to check in outside of MSC 2500.

28. Finalist teams will draw for presentation order for Round 2 at the reception Thursday night.

29. Finalist teams will receive some written feedback from the judges. Teams may use these comments and the feedback they received during the Q&A session of the Round 1 presentation to make changes to their slide deck in preparation for Round 2.

30. Finalist teams are not permitted to have physical or electronic communication about case content or case topics with anyone other than their team members until after the last presentation of Round 2.

31. One member of each finalist team must email an updated softcopy of their PowerPoint slide deck to the CMIS Office (cmis@mays.tamu.edu) by Friday, November 10, 2017 at 7:00 AM.

32. After the submission deadline has passed, no resubmissions will be allowed. Finalist teams should ensure they have the most up-to-date copy of the revised presentation slides when submitting. CMIS staff will verify that the file can be opened.

33. After all Round 2 presentations, the judges will rank the finalist teams in each room. Winners will be announced during brunch at 11:15 AM on Friday, November 10 in MSC 2404. Finalists should be in attendance for brunch, photos, and awards.

Presentation Slide Deck

34. Each team must create a single presentation slide deck in .pptx file format only. The team will use this set of slides for their presentation.

35. Teams should prepare their slides using only Windows-based Microsoft PowerPoint 2010 or later (i.e., do not use Microsoft Office for Mac).
36. Teams are encouraged to design their own slide format and theme to demonstrate their individuality and creativity; however, teams should select standard or common fonts, formats, styles, etc. to avoid incompatibility issues during the presentation.
37. To assist the judges by providing reference points, slide numbers **MUST** be clearly visible on every slide.
38. Teams must adhere to this naming convention for their file name:
[Class]_[Room]_[Order]_[TeamName].pptx

Undergraduate students should use the three digit class number “320” or “410” to indicate their class. You will be given your presentation order and room number by CMIS when the case is released. For example, the filename would be “410_2501_1_ABConsultants.pptx” for an ISTM 410 class team named “ABConsultants” presenting in MSC 2501 as the 1st presentation.

Presentation Guidelines

39. In both Round 1 and Round 2, each team receives 15 minutes to present to the judging panel. The judges will then have 10 minutes to ask questions of the team members.
40. Time limits will be strictly enforced by the timekeeper in the room.
41. Each team member is required to speak during the team’s presentation.
42. Presentation rooms will have a computer, projector, projection screen, and a slide advancing device (which includes a laser pointer). Students may not use their own laptops.
43. The softcopy PowerPoint deliverable submitted by the team will be loaded on the computer in the presentation room. The electronic file submitted as softcopy deliverable are the only electronic resources that may be used by the team during their presentation.
44. Teams will not have internet access for their presentations.

Handouts for Judges (Hardcopy Deliverables)

45. Handouts for the judges are **REQUIRED**.
46. Teams should prepare handouts that includes the following **ONLY**:
 - a. Cover sheet (include team name, class number 410 or 320, order of presentation)
 - b. Presentation slides (handout view with 6 slides per page)
47. Handouts must be bound with a single staple in the upper left corner (i.e., no folders, binders, plastic covers, etc.).

- 48. Each team should bring at least 8 copies of their handouts for the judges in round 1; six copies for round 2.
- 49. CMIS will retain one copy of your handouts.
- 50. Teams are responsible for ensuring that extra copies of their handouts are not left in the presentation rooms for other teams to obtain.

CASE COMPETITION PRIZES AND PARTICIPANT RECOGNITION

- 51. All finalists will receive prizes in recognition of advancing to the finals round.
- 52. In addition to the above, competition winners (1st place only) will be awarded a \$250 CMIS scholarship per team member.

CASE COMPETITION EVALUATION CRITERIA

- 53. The overarching guideline given to the judging panel is **“Would I want to hire this group of students to work for my company?”**
- 54. Judges will mark a score sheet for each team. The judges will consider the specific criteria in four different categories identified in the following table:

Issues Identified -- How well does the team address the key issues of the case?
<ul style="list-style-type: none"> a. Central issue b. Range of issues
Proposed Solution -- How well are the following aspects of the solution developed?
<ul style="list-style-type: none"> c. Strategic fit d. Change management e. Resource requirements and cost/benefit analysis f. Risk analysis and mitigation strategy
Recommendation -- Are recommendations plausible, implementable, and supported?
<ul style="list-style-type: none"> g. Clarity h. Feasibility i. Balance
Presentation -- Was the team comfortable and poised during the presentation?
<ul style="list-style-type: none"> j. Team communication k. Organization l. Professionalism m. Q&A response

MISCELLANEOUS

55. All case competition participants are expected to attend their regular classes during the deliberation period. Preparing for the competition is not considered an acceptable excuse for missing regularly scheduled classes.
56. CMIS will provide documentation for your participation in the competition only for your actual presentation time if needed for other classes/professors. This event is also on the Student Activities list of approved events as a class requirement.
57. Dress for the team presentations is business professional. Reception attire is business casual.
58. Copies of feedback forms from judges will be provided to all teams, if requested.
59. Judges from the competition will attend the reception event on Thursday evening. Because the competition is not finished, judges are not available for conversation regarding the case content or case topics. Judges should not be asked for verbal feedback regarding team performance from the Round 1 presentations.



CMIS Case Competition

November 9 - 10, 2017

Thursday, November 9, 2017

11:30 am - 12:20 pm	Judges and faculty lunch and case competition overview	MSC 2406
	<i>Move to assigned judging positions</i>	
12:30 – 4:20	Presentations (25 minutes per team) Seven presentations in 2501, 2503, 2504 Six presentations in 2500, 2502 15 minute presentation, 10 minutes for Q&A, transition	MSC 2500 – ISYS 410 MSC 2501 – ISYS 410 MSC 2502 – ISYS 320 MSC 2503 – ISYS 320 MSC 2504 – ISYS 320
1:30 – 1:40 2:40 – 2:50	Break times for judges	
4:20 – 4:40	Judges Deliberation, turn in completed score sheets to room 2500. Select top two teams in each room.	MSC 2500
4:45	<i>Move to Stark Gallery inside the MSC, 1st floor</i>	Stark Gallery, MSC 1 st floor
4:45 – 6:15	Networking Reception in Stark Gallery for all student participants, judges and INFO faculty. Finalists announced. Dress is <i>business casual</i> .	Stark Gallery, MSC 1 st floor

THURSDAY ROOMS: MSC 2500, 2501, 2502, 2503, 2504

Friday, November 10, 2017*

(*Exabyte Member companies only)

8:30 – 8:45 am	Breakfast for judges, move to assigned judging positions	MSC 2500
8:45 – 9:45	Presentations (25 minutes per team) 15 minute presentation, 10 minutes for Q&A, transition	MSC 2500 – ISYS 320 MSC 2501 – ISYS 320 MSC 2502 – ISYS 410
9:45 – 9:55	Break time for judges	
9:55 – 10:55	Presentations (25 minutes per team) 15 minute presentation, 10 minutes for Q&A, transition	MSC 2500 – ISYS 320 MSC 2501 – ISYS 320 MSC 2502 – ISYS 410
10:55 – 11:15	Judges Deliberation, turn in score sheets to room 2500	
11:15 – 12:30 pm	Awards Brunch for team finalists, Exabyte judges, and INFO faculty. Awards announced at 11:45 and team photos.	MSC 2404

FRIDAY ROOMS: MSC 2500, 2501, 2502

Team Presentations Thursday:

12:30 – 1:00 1
1:00 – 1:30 2
1:30 – 1:40 Break
1:40 – 2:10 3
2:10 – 2:40 4
2:40 – 2:50 Break
2:50 – 3:20 5
3:20 – 3:50 6
3:50 – 4:20 7
4:20 – 4:40 Deliberation
4:45 Reception

Team Presentations Friday:

8:45 – 9:15 1
9:15 – 9:45 2
9:45 – 9:55 Break
9:55 – 10:25 3
10:25 – 10:55 4
11:15 Awards Brunch