

Implementation plan Finished

Study unit	Procurement of Facility Services (A0130), 5.0
Implementation	MFA1121: 2/2011-2012 (02.02.2012 - 24.05.2012)
Type	DEVELOPMENT OF CORE COMPETENCES IN THE FIELD (A022)
Groups	Primary: MFA10SN Others :
Involved in the project	
Lecturers	
Number of participants	Minimum: Maximum:
Enrolment period	28.11.2011 08:00 - 04.12.2011
Main timing for implementation	
Applicability	For exchange students: Yes For elective studies: No Open UAS student: No Suitable for virtual UAS: No
Teachers	Pääskylvuori Marjo (Teacher in charge)
Campus	Laurea Leppävaara
Main location for implementation	
Implementation method	Optima realization/student group, Other method of implementation, Project/venture/R&D Language: English Virtuality: 1 cr Integration of R&D: 4 cr
Implementation class	
Focus areas	
Evaluation at the latest	24.06.2012 Storing of graded material ends.: 24.06.2013
Exam days	
Having completed the study unit the student is able to	• master the procurement process • manage the competitive tendering process concerning products and services
Previous studies	
Learning objectives	Student learn to recognise the critical stages in planning, acquisition and tendering processes, from desing to implementation. The study unit is partly taught in Finnish.
Contents	* public procurement act * Procurement process
Study material	Hilma: http://www.hankintailmoitukset.fi/fi/ Laki julkisista hankinnoista: http://www.edilex.fi/saadokset/lainsaadanto/20070348?search=1 Asetus julkisista hankinnoista: http://www.edilex.fi/saadokset/lainsaadanto/20070614?search=1 Kiinteistöhoitoalan yleiset sopimusehdot: http://www.isannointiliitto.fi/ammatti/yse/
Tutoring and communication	Tutorial and feedback sessions with the teams but also one-to-one. Workshop. Optima platform.
Evaluation criteria and methods	EXCELLENT, grade 5, Students are able to: • Apply professional concepts expertly. • Work independently and take initiatives in line with objectives. Operations are often flexible, systematic, development-oriented, creative and active. • Promote group activities. • Able to critically apply ethical principles in the subject field in one's conduct and tasks. GOOD, grade 3, Students are able to: • Apply professional concepts systematically. • Able to cope independently in different tasks in each operating environment. • Work in a group in line with objectives. • Justify their activities in accordance with ethical principles..

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	SATISFACTORY, grade 1; Students are able to: • Apply most important/individual and appropriate professional concepts, and indicate their familiarity with the knowledge base. • Act appropriately under guidance. • Act as group members. • Act in accordance with ethical principles.
Project (name)	BarLaurea and Cafe Beat procurement process
R&D methods	Interview
Work strain	* contact lessons and tutoring 50 hours * individual working 25 hours * pair working 60 hours
Other arrangements	lessons at thursdays at 12.30 - 16.00

Learning events

Date	o'clock/at h		Subject	Content	Status	Teachers
02.02.2012	12.30-16	4	Starting study unit	* orientation, goals, assignments, evaluation and schedule * starting a orientation assignment		
09.02.2012	12.30-16	4	Orientation assignment	* Outcomes and discussion of orientation assignment * Starting a procurement assignment:, organizing pair work * getting information from BarLaurea manager Miia Vakkuri and/or Ilari Paananen		
16.02.2012	12.30-16	4	Procurement process	* criteria of purchasing detergents and coffee machines		
23.02.2012	9-16	8	procurement process	Individual working: companies which could be offering available products		
01.03.2012	12.30-16	4	Procurement process	Checking of purchasing process situation: available companies * Tutoring		
08.03.2012	12.30-16	4	Procurement process	Working with procurement process: tutoring		
15.03.2012	12.30-16	4	Procurement process	Working with procurement process: comparison documents/ forms * tutoring		
22.03.2012	12.30-16	4	Procurement process	Working with procurement process: creating tendering forms * Tutoring		
29.03.2012	9-16	8	FM Seminar	Participation in the Facility Management - seminar		
05.04.2012	12.30-16	4	Procurement process	Finalization procurement documents and covering letter; mailings * Tutoring		
12.04.2012	9-16	8	Procurement process	Individual working: writing a conclusion of procurement actions and writing a self/pair evaluation		
19.04.2012	12.30-16	4	procurement process	Working with procurement process * to open offerings and making summary, compare and evaluate offerings * tutoring		
26.04.2012	8-16	8	Procurement process	Individual working * Working with procurement process; Make a decision of procurement		
03.05.2012	12.30-16	4	Procurement	Working with procurement process; Make		

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			process	a decision of procurement Giving study unit feedback		
10.05.2012	12.30-16	4	Evaluation	Ending study unit, feedback discussion and evaluation * developing ideas		