

Implementation plan Finished

Study unit	Procurement of Facility Services (A0130), 5.0
Implementation	MFA1221: 2/2012-2013 (04.04.2013 - 24.05.2013)
Type	DEVELOPMENT OF CORE COMPETENCES IN THE FIELD (A022)
Groups	Primary: MFA11SN Others :
Involved in the project	
Lecturers	Thursday 9- 16
Number of participants	Minimum: Maximum:
Enrolment period	26.11.2012 08:00 - 02.12.2012
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: 4 cr Integration of R&D: 4 cr
Implementation class	
Focus areas	
Evaluation at the latest	24.06.2013 Storing of graded material ends.: 24.06.2014
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	The studying, tutorial and feedback sessions one-to-one at optima platform. Workshop with teams. Mainly virtual / 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)	Cleaning services procurement process
R&D methods	Interview
Work strain	* the studying and the guidance mainly take place at virtual/ optima platform * contact lessons and tutoring 26 hours * individual and team working 108 hours
Other arrangements	

Learning events

Date	o'clock/at h		Subject	Content	Status	Teachers
28.03.2013	14-16	2	Starting study unit	* orientation, goals, assignments, evaluation and schedule	it class room	Marjo Pääskyvuori
04.04.2013	9-16	16	Legislation and HILMA	Working with assignments 1.a, 1.b. Return your assignments at 4.4.2013. Return box will be closing at 23.59.	individual working, no class room	
11.04.2013	9-16	16	Working with assignment 1.c.	Working with assignment 1.c. Return your assignment 1.c. at 11.4.2013. Return box will be closing at 23.59.	Individual working, no class room	
17.04.2013	before 23.59	16	Discussion ends	Discussion of strategies ends at 17.04.2013. Discussion platform will be closing at 23.59.	individual	
18.04.2013	10-16	8	Legislation and HILMA, Strategies, procurement process	• Presenting outcomes of legislation and strategies • Orientation to Procurement process, criterians and documents • starting assignment	it class room	Marjo Pääskyvuori
25.04.2013	9-16	20	procurement process	• Working with procurement process; selection and evaluation criterians • Starting to create a tender document	it class room/ individual working	
30.04.2013	before 23.59	8	Return assignment 2.a.	Return selection and evaluation criterians at 30.4.2013. Return box will be closing at 23.59.	Individual working, no class room	
02.05.2013	9-16	8	procurement process	• Checking of process situation: selection and evaluation criterians • looking for available companies • working with a tender document	it class room	Marjo Pääskyvuori
09.05.2013	9-16	20	Tendering process and preparing presentation	Individual working: • preparing tender document • preparing presentation	no contact lessons	
12.05.2013	before	12	Return tender	Return a tender document at 12.05.2013.	individual	

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	23.59		document	Return box will be closing at 23.59.	working, no class room	
14.05.2013	before 23.59	4	Self evaluation and learning outcomes	Write and return your self evaluation + learning diary 14.05.2013. Return box will be closing at 23.59.	Individual working, no class room	
16.05.2013	9-16	8	Ending study unit	Presenting procurement documents Ending study unit; feedback discussion	in classroom	Marjo Pääskyvuori