

Implementation plan Finished

Study unit	Workplace Management (A0134), 5.0
Implementation	MFA1311: 1/2013-2014 (13.09.2013 - 20.12.2013)
Type	DEEPENING PROFESSIONAL COMPETENCE (A023)
Groups	Primary: MFA11SN Others :
Involved in the project	
Lecturers	
Number of participants	Minimum: Maximum:
Enrolment period	20.05.2013 08:00 - 02.06.2013
Main timing for implementation	
Applicability	For exchange students: Yes For elective studies: No Open UAS student: No Suitable for virtual UAS: No
Teachers	Pääskyvuori 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: 3 cr
Implementation class	
Focus areas	
Evaluation at the latest	20.01.2014 Storing of graded material ends.: 21.07.2014
Exam days	
Having completed the study unit the student is able to	• apply the principles of project management • work as experts in work station and facility design • assess the needs of various persons working in a facility as functions change and over the facility's life cycle • plan and coordinate acquisitions for work stations and facilities together with a customer
Previous studies	
Previous studies, more information	
Learning objectives	Students become familiar with the entire construction process, learning to figure out the factors to take into account in relation to the customer and to support services, and can define and justify choices of materials and the spatial requirements of the functions in relation to safety, environmental issues and the necessary technology.
Contents	• needs analysis and participatory planning in building projects • the expert's role in site meetings and other project-related meetings

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	• work station design • building plans, plan details and building specifications • material, furniture, machine and equipment acquisitions (needs, costs, implementation)
Study material	the teacher's own material
Tutoring and communication	Guidance and tutoring will be given at contact lessons
Evaluation criteria and methods	EXCELLENT grade 5 Students are able to: Students are able to: Students are able to: GOOD grade 3 Students are able to: SATISFACTORY grade 1 Students are able to: • Apply professional concepts expertly and extensively, and manage the big picture. • Develop occupational safety of their operating environment. • Develop operating methods by comparing, combining and selecting research knowledge. • Work independently and innovatively in line with objectives. Activities are mostly creative, focused on developing the workplace and distinctly professional. • Select, combine and develop appropriate techniques and models for activities. • Take initiatives and act responsibly in customer relations, and understand the meaning of customer relationships for the big picture. • Develop and renew activities of multidisciplinary teams. • Critically apply ethical principles in the subject field in complex and unanticipated situations. • Apply professional concepts expertly. • Take care of occupational safety for themselves and the work community, and perceive development objects. • Select methods of operation in accordance with research knowledge and guidelines. • Work systematically and critically in line with objectives in complex situations. Operations are often flexible, systematic, creative and active. • Select the appropriate techniques and models for activities, and justify the choices. • Prioritise and maintain customer relationships. • Promote group activities. • Critically apply ethical principles in the subject field in one's conduct and tasks. • Apply professional concepts systematically.

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	• Comply with occupational safety instructions responsibly and independently. • Justify and analyse their activities using general guidelines and in accordance with evidence-based information. • Act professionally and responsibly in unanticipated customer and problem situations. • Work independently in different tasks in each operating environment. • Apply acquired techniques and models diversely • Act in customer-oriented ways and according to the situation, and understand customer needs. • Work in a group in line with objectives. • Act and justify their activities in accordance with ethical principles.
Project (name)	To create and to design a new solution to Ovenia
Work strain	contacts lessons 33 hours independent working 35 hours groupworking 67 hours
Other arrangements	Contact lessons on Weeks 37-51 on Fridays at 9.00 - 11.30 am.....

Learning events

Date	o'clock/at h		Subject	Content	Status	Teachers
13.09.2013	9-11.30	3	Orientation	• Goals, assignments, schedule, evaluation criterions • Orientation: Building process, Blue prints • Starting 1. assignment	255	Marjo Pääskyvuori
20.09.2013	9-11.30	3	Starting an assignment	• 9.00 Sara Sainio from Ovenia; introduction of assignment; What Ovenia are going to get from us? • Discussion of project work; ideas, working process, methods • Choosing a project manager	255	Marjo Pääskyvuori
27.09.2013	9-11.30	3	Out comes of readed material	• Workshop and Presenting Outcomes of 1. assignment (books) • Conclusion and how to continue project work; rules and duties • Starting to do project plan; and sharing responsibilities; project manager, secretary and others = assistants	255	Marjo Pääskyvuori
04.10.2013	9-16	8	Working with project plan	• Planning and writing project plan • Upload to optima folder at 23.59.	independent working	
11.10.2013	9-11.30	3	Project plan and responsibilities	• Presenting project plan - Who? • Contact person for Ovenia - Who? • Working process and Methods,	255	

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				responsibilities, timetable - How? When? • Sending a project plan to Ouvia / Sara Sainio - Who?		
18.10.2013	9-11.30	3	Working with project	• Discussion of project plan with Sara Sainio - Who ? • Working at Ouvia; observation and interviewing - if possibility?	independent working/Ouvia	
25.10.2013	9-16	3	Working with project	Working at Ouvia / Observing	Ouvia	
01.11.2013	8.50-11.30	3		8.50 Visiting at Kinnarps; Rälssintie 2, HELSINKI (Pukinmäki)		
08.11.2013	9-11.30	3	Working with project	Project working • (Guidance for Visio programme ; Eva Forssen)	207A	
15.11.2013	9-11.30	3	Observation and interviewings	• Working at Ouvia; observation and interviewings • Guidance - if needed? (book time before)	255	
22.11.2013	9-11.30	3	Materials	• Presenting outcomes of project; each groups will present their outcomes and reports, drawings	255	
29.11.2013	9-11.30	3	Working with project	• Working with project: writing a report. • collecting feedback	independent working	
06.12.2013	9-16	8	Independent day	independent day	Independent day	
13.12.2013	9-11.30	3	Presenting Outcomes of project	• 9-11-30 Presenting Outcomes of project; photos and reports / Ouvia • 13.30 Feed back discussion; send a message if you are able to come	255/Ouvia	
20.12.2013	9-11.30	3	Ending study unit	• Ending study unit, feed back discussion; send a message if you are able to come	255	