

Implementation plan Finished

Study unit	Business Continuity Planning (A9017), 10.0
Implementation	HCA1311: 1/2013-2014 (05.09.2013 - 12.12.2013)
Type	DEEPENING PROFESSIONAL COMPETENCE (A802)
Groups	Primary: HCA11SN Others :
Involved in the project	
Lecturers	Reijo Lähde, Chris Spencer and guest lecturer(s)
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: Yes Open UAS student: Yes Suitable for virtual UAS: Yes
Teachers	Lähde Reijo (Teacher in charge), Spencer Chris (Other teacher)
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	12.01.2014 Storing of graded material ends.: 20.12.2014
Exam days	Real: 05.12.2013 Re-exams: 23.01.2014, 27.02.2014
Having completed the study unit the student is able to	· identify critical activities · do business impact analysis · prepare business continuity plan
Previous studies	Professional Orientation or equivalent knowledge
Previous studies, more information	Professional Orientation and Expert Methodology in Risk Assessment for/with Continuity Planning and Management.
Learning objectives	The student is able to systematically identify, assess, and objectively qualify & quantify risks, hazards & their impacts of changes in organisation's operating environment (internal or external).
Contents	The Contents of the Study Unit: - Aim, Scope & Requirements - Policy & Management Commitment - Planning - Understanding the Organisation - Implementation & Operation - Competence, Checking & Corrective Action - Monitoring & Measurement - Management Review - Review Inputs/Outputs
Study material	Business Continuity Planning (A9017) Updated exam requirements Following books/ebooks (ebooks are available through Laurus with your Laurea credentials): • Steerling, S. et al 2012, Business Continuity For Dummies, pages: 9-17, 33-49, 53-70, 127-139, 171-181, 257-261, 263-267 • Hotchkiss, Stuart (2010), Business Continuity Management: A Practical Guide, pages: 1-12, 28-51 Following presentation slides by lecturers & external expert lecturers: • Business Continuity Planning – Introduction (Lähde), all pages • The Security Strategy for Society, pages 1-10 • Business Continuity Planning – Introduction 2 (Lähde), all pages • BCP – Business Recovery Plan – Introduction (Lähde), all pages • Business Continuity as part of Enterprise Risk Management (Laukkala), pages 1-10 • Project Business Continuity Management, Case Metso (Laukkala), pages 3-7

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	- Security of Supply and Resilience in Finland (Fjäder), pages 7, 9, 12-15, 19-22-, 27-28, 31-34, 41-44, 55, 58-60 - Business Continuity Management (Linna), pages 13-19, 22-44 - BCP Impact Analysis/Project Overview (Spencer), pages 1-15 Material from following websites: http://www.yett.fi/en/materials/doc_download/26-security-strategy-for-society (Security Strategy for Society) http://www.defmin.fi/files/858/06_12_12_YETTS_in_english.pdf (The Strategy for Securing the Functions Vital to Society) http://www.finanssivalvonta.fi/en/Regulation/Regulations/Financial_sector/4_Capital_ade (Management of Operational Risk, Standard (FIN-FSA)) http://www.businessballs.com/project.htm, Businessballs.com, project management, tools, process, plans and project planning tips [opening webpage on project management]
Evaluation criteria and methods	5-1, failed - LUAS Project OR equivalent project 40 % of the total grade - Personal Portfolio 30 % of the total grade - Exam 30 % of the total grade
Other arrangements	On Thursdays between 09:00 - 16:00 hrs (weeks 36 - 50). Exam: 05.12.2013. Exam retake dates: 12.12.2013 (1st exam retake), 23.1.2014 (2nd exam retake (general examination day)).

Learning events

Date	o'clock/at h	at h	Subject	Content	Status	Teachers
05.09.2013	9:00 - 16:00	7	Contact lesson, Start up, management & organization	Contact session, In-class, compulsory attendance Teachers: Reijo Lähde (RL), Chris Spencer (CS) Introductions Codes of conduct Expectations BCP & BCM introduction (RL, CS) Student self-assessments, prior-knowledge & expertise elicitation Work experience/ business expertise areas Training, rehearsal & validation methods and exercises, creation of templates Instructions & preparations for the individual works (i.e. portfolio products) (RL, CS)		Reijo Lähde, Chris Spencer
12.09.2013	09:00 - 15:00	6	Contact lesson	- BCP & BCM introduction - Security of supply - The security strategy for society [in Finland] (RL) - Legislation on Emergency Conditions, Business Continuity Planning & Preparedness in Finland		Reijo Lähde

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				Legal requirements, regulations and standards on securing Security of Supply in Finland (RL)		
12.09.2013	15:00 - 16:00	1	Independent studies			
19.09.2013	09:00 - 16:00	7	Contact session	Teacher: CS Project Management Project Process & Management (CS)BCP Project Initiation & Planning (CS)Individual & group works (portfolio products) preparations & analysis (CS)		Reijo Lähde, Chris Spencer
26.09.2013	09:00 - 16:00	7	Contact session - BCP Project & Threat, Risk & Impact Analysis	Teachers: CS, RLIn-class <i>09:00 – 12:00 BCP Project</i> Home work exercises & practice session <i>13:00 - 16:00 Threat, Risk & Impact Analysis</i> Most commonly used threat, risk & impact analysis methods & management (CS) Instructions & preparations for the individual & group works (RL, CS)		Reijo Lähde, Chris Spencer
03.10.2013	09:00 - 12:00	3	Contact session - compulsory attendance between 09:00 (external expert lecturer)	<i>09:00 - 12:00: External Expert Lecturer: VP Heljo Laukkala, Metso Corporation -</i> In-class, compulsory attendance <i>13:00 - 16:00: Independent studies</i>		Reijo Lähde, Chris Spencer
10.10.2013	09:00 - 16:00	7	Independent studies			
17.10.2013	09:00 - 12:30	3	Contact session			Reijo Lähde, Chris Spencer
24.10.2013	09:00 - 12:00	3	External expert lecturer (NESA)	<u>Contact session: In-class, compulsory attendance (external expert lecturer)</u> 09:00 - 12:00 External expert lecturer: <i>Manager Christian Fjäder, ICT Business Continuity Management, NESA</i>		
31.10.2013	09:00 - 12:00	3	External expert lecturer (FFF)	09:00 - 12:00: <i>External expert lecturer, Senior Adviser Mika Linna, Federation of Finnish Financial Services</i> <u>In-class, compulsory attendance</u>		Reijo Lähde
07.11.2013	11:00 -	1	Contact	Stefan Schneider:		Reijo Lähde

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	12:30		session	• Exercise • General information regarding Crisis Management Teams • Information regarding structuring up an Crisis Management exercise		
14.11.2013	09:00 - 16:00	7	Independent studies	Individual & group studies (homework, individual & group work preparation)		
21.11.2013	09:00 - 16:00	7	Independent studies	Individual group studies for the exam & finalizing open individual/group works		
28.11.2013	09:00 - 14:30	5	Contact session - presentation of group and individual works on BCP	In-class, compulsory attendanceNB: The exam will be held on the 5th of December (notNovember 28th) to give you more time for individual & group works & exam preparations!		Reijo Lähde
05.12.2013	09:00 - 12:00	3	Exam	NB: the change of exam date and updated exam requirements!Written ExamBusiness Continuity Planning (A9017) - Updated exam requirements Following books/ebooks (ebooks are available through Laurus with your Laurea credentials): • • Steerling, S. et al 2012, Business ContinuityFor Dummies, pages: 9-17, 33-49, 53-70, 127-139, 171-181, 257-261,263-267 • Hotchkiss, Stuart (2010), Business Continuity Management: A Practical Guide, pages: 1-12, 28-51 Following presentation slides by lecturers & external expert lecturers: • Business Continuity Planning – Introduction (Lähde), all pages • The Security Strategy for Society, pages 1-10 • Business Continuity Planning – Introduction 2 (Lähde), all pages • BCP – Business Recovery Plan – Introduction (Lähde), all pages • Business Continuity as part of Enterprise Risk Management (Laukkala), pages 1-10 • Project Business Continuity Management, Case Metso (Laukkala), pages 3-7 • Security of Supply and Resilience in Finland (Fjäder), pages 7, 9, 12-15, 19-22-, 27-28, 31-34, 41-44, 55, 58-60 • Business Continuity Management		Reijo Lähde

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				(Linna), pages 13-19, 22-44 - BCP Impact Analysis/Project Overview (Spencer), pages 1-15 Material from following websites: http://www.yett.fi/en/materials/doc_download/26-security-strategy-for-society (Security Strategy for Society) http://www.defmin.fi/files/858/06_12_12_YETTS_in_english.pdf (The Strategy for Securing the Functions Vital to Society) http://www.finanssivalvonta.fi/en/Regulation/Regulations/Financial_sector/Operational_Risk/Standard_(FIN-FSA) (Management of Operational Risk, Standard (FIN-FSA)) http://www.businessballs.com/project.htm, Businessballs.com, project management, tools, process, plans and project planning tips [opening webpage on projectmanagement]		
12.12.2013	09:00 - 12:00		1st exam retake			Reijo Lähde
12.12.2013	13:00 - 16:00	3	Contact session	<u>Contact session</u> - Exam return (Dec 5th) & analysis - Project presentations & individual works review - Teachers & students feedback - Course wrap up		Reijo Lähde
23.01.2014	16:00 - 20:00		2nd exam retake	NB: General examination day - Tenti-ilmo		