

Implementation plan Finished

Study unit	Business Continuity Planning (A9017), 10.0
Implementation	HCA1411: 1/2014-2015 (05.09.2014 - 19.12.2014)
Type	DEEPENING PROFESSIONAL COMPETENCE (A802)
Groups	Primary: HCA12SN Others :
Involved in the project	
Lecturers	Reijo Lähde, Harri Koskenranta and visiting lecturer(s)
Number of participants	Minimum: Maximum:
Enrolment period	19.05.2014 08:00 - 02.06.2014
Main timing for implementation	On working days during daytime
Applicability	For exchange students: Yes For elective studies: Yes Open UAS student: Yes Suitable for virtual UAS: Yes
Teachers	Lähde Reijo (Teacher in charge), Koskenranta Harri (Other teacher)
Campus	Laurea Leppävaara
Main location for implementation	At the campus
Implementation method	Optima realization/student group, Other method of implementation, Project/venture/R&D Language: English Virtuality: 0 cr Integration of R&D: 2 cr
Implementation class	
Focus areas	Security, safety and social responsibility
Evaluation at the latest	12.01.2015 Storing of graded material ends.: 20.12.2015
Exam days	Real: 05.12.2014 Re-exams: 22.01.2015, 12.02.2015
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), identify critical activities, do business impact analysis and prepare business continuity plan.
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	• Following books/ebooks (ebooks are available through Laurus with your Laurea credentials): • Steerling, S. et al (2012), Business Continuity For Dummies • Hotchkiss, Stuart (2010), Business Continuity Management: A Practical Guide, pages: 1-12, 28-51 • Optima material & presentation materials
Evaluation criteria and methods	5-1, Failed • Exam 60 % of the total grade • Project 40 % of the total grade
Other arrangements	On Fridays between 09:00 - 16:00 hrs (weeks 36 - 51), see Learning events for details.Exam: 5.12.2014.Exam retake dates: • 22.1.2015 (1st retake exam), • 12.2.2015 (2nd retake exam (general examination day)).

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Learning events

Date	o'clock/at h	at h	Subject	Content	Status	Teachers
05.09.2014	09:00 - 12:00	3	Contact session	<u>Compulsory attendance</u> Start up, management & organizationProject worksBusiness Continuity Planning - IntroductionBusiness Continuity Planning - BCAM Programme Management		Harri Koskenranta
05.09.2014	13:00 - 16:00	3	Independent studies	Guidance given if necessary		
12.09.2014	09:00 - 12:00	3	Contact session	- The security strategy for society [in Finland] - Legislation on Emergency Conditions, Business Continuity Planning & Preparedness in Finland - On Security of Supply		Reijo Lähde
12.09.2014	13:00 - 16:00	3	Independent studies			
19.09.2014	09:00 - 12:00	3	Contact session	Business Continuity Planning - Understanding the Organisation - Risk Assessment - Business Impact Analysis (BIA) - Continuity Requirements Analysis (CRA)		Harri Koskenranta
19.09.2014	13:00 - 16:00	3	Contact session, Visiting lecturer - compulsory attendance	<u>Compulsory attendance</u> (absentees will have to complete a separate written assignment) Business Continuity as part of Enterprise Risk Management; VP, Group Risk Management, Heljo Laukkala, Metso Corporation		Harri Koskenranta, Reijo Lähde
26.09.2014	09:00 - 12:00	3	Contact session (incl. visiting lecturer)	<u>Visiting lecturer:</u> Dr. Petri Puhakainen, Senior Security Architect, IBM Integrated Technology Services (ITS) - Understanding the economics of IT risk and reputation, - Reijo Lähde: - Developing and implementing a BCM response - Making a business continuity & business recovery plan - Why business continuity& business recovery plansfail? - BCM exercising, maintaining & reviewing		Reijo Lähde

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				Embedding BCM in the organisation's culture		
26.09.2014	13:00 - 16:00	3	Independent studies			
03.10.2014	09:00 - 12:00	3	Contact session, visiting lecturer, compulsory attendance	<u>Compulsory attendance</u> (absentees will have to complete a separate written assignment) Business Continuity Management, Senior Adviser Mika Linna, Federation of Finnish Financial Services		Reijo Lähde
03.10.2014	13:00 - 16:00	3	Independent studies	Independent studies. Guidance given if necessary		
10.10.2014	09:00 - 12:00	3	Contact session	(To be continued from the previous contact lessons) - Developing and implementing a BCM response#Making a business continuity & business recovery plan - Why business continuity& business recovery plans fail? - BCM exercising, maintaining & reviewing - Embedding BCM in the organisation's culture		Reijo Lähde
10.10.2014	13:00 - 16:00	3	Independent studies, Preparing the assignments			
17.10.2014	09:00 - 16:00	7	Independent studies, Preparing the assignments			
24.10.2014	09:00 - 16:00	7	Independent studies, Preparing the assignments			
31.10.2014	09:00 - 12:00	3	Contact session, Visiting lecturer, compulsory attendance	<u>Compulsory attendance</u> (absentees will have to complete a separate written assignment) Security of Supply and Resilience in Finland, Business Continuity Manager (ICT), Christian Fjäder, NESÄ		Reijo Lähde
07.11.2014	09:00 - 16:00	7	Independent studies, Preparing the assignments			
14.11.2014	09:00 - 16:00	7	Individual/group studies for the exam & finalizing			

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			open individual/group works		
21.11.2014	09:00 - 16:00	7	Individual/group studies for the exam & finalizing open individual/group works		
26.11.2014	23:59		Project Work Returns to Optima		
28.11.2014	09:00 - 16:00	7	Contact session, Project work presentations, compulsory attendance	<u>Compulsory attendance</u> (absentees will have to complete a separate written assignment)	Harri Koskenranta, Reijo Lähde
05.12.2014	09:00 - 11:00	2	Exam		Harri Koskenranta, Reijo Lähde
12.12.2014	09:00 - 12:00	3	Exam return & course wrap-up	Contact session • 1st exam return & analysis • Students and teachers feedback • Course wrap-up	Harri Koskenranta, Reijo Lähde