

Implementation plan Finished

Study unit	Business Continuity Planning (A9017), 10.0
Implementation	HCA1511: 1/2015-2016 (01.09.2015 - 08.12.2015)
Type	DEEPENING PROFESSIONAL COMPETENCE (A802)
Groups	Primary: HCA13SN Others :
Involved in the project	
Lecturers	Reijo Lähde, Harri Koskenranta and visiting lecturer(s)
Number of participants	Minimum: Maximum:
Enrolment period	18.05.2015 08:00 - 31.05.2015
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: 1 cr Integration of R&D: 2 cr
Implementation class	
Focus areas	Security, safety and social responsibility
Evaluation at the latest	08.01.2016 Storing of graded material ends.: 20.12.2016
Exam days	Real: 13.10.2015 Re-exams: 05.11.2015, 03.12.2015
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 Laurea Finna with your Laurea credentials): • Steerling, S. et al (2012), Business Continuity For Dummies (ebook) • 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 50 % of the total grade • Project (assignment) 50 % of the total grade
Other arrangements	On Tuesdays between 09:00 - 16:00 hrs (weeks 36 - 51), see Learning events for details.

Learning events

Date	o'clock/at h	Subject	Content	Status	Teachers
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Implementation plan Finished

01.09.2015	09:00 - 12:00	3	Contact session	<u>Compulsory attendance</u> - Study unit information - Start up, management & organization - Project works - general information - Business Continuity Planning - Introduction		Harri Koskenranta, Reijo Lähde
01.09.2015	13-16		Independent studies			
08.09.2015	09:00 - 12:00	3	Visiting lecturer	<u>Compulsory attendance (absentees have to complete a separate written assignment)</u> Heljo Laukkala, VP, Corporate Risk Management, Metso Group		Harri Koskenranta, Reijo Lähde
08.09.2015	13:00 - 16:00	3	Contact session	Risk Assessment, Principal Lecturer Harri Koskenranta		Harri Koskenranta
15.09.2015	09:00 - 12:00	3	Contact session	<u>Compulsory attendance (absentees will have to complete a separate written assignment)</u> Business Continuity Management, Senior Adviser Mika Linna, Federation of Finnish Financial Services		Reijo Lähde
15.09.2015	13-16		Independent studies			
22.09.2015	09:00 - 12:00	3	Contact session	- The security strategy for society [in Finland] - Legislation on emergency conditions, business continuity planning and preparedness in Finland - Security of supply in Finland		Reijo Lähde
22.09.2015	13:00 - 16:00	3	Contact session	- Business Impact Analysis (BIA) - Continuity Requirements Analysis (CRA) - Principal Lecturer Harri Koskenranta		Harri Koskenranta
29.09.2015	9-16		Independent studies - Lessons cancelled - lecturer fallen ill	Lessons cancelled - lecturer has fallen ill		
06.10.2015	13:00 - 16:00	3	Contact session	Detailed project work instructions for students (Harri Koskenranta & Reijo Lähde) - Lessons: - Developing an implementing a BCM response - Making a business continuity & business recovery plan - Embedding BCM in the		Harri Koskenranta, Reijo Lähde

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				organisation's culture BCM exercising, maintaining and reviewing (Reijo Lähde)		
06.10.2015	09:00 - 12:00	3	Independent studies			
13.10.2015	9-13		Independent studies			
13.10.2015	13:00 - 15:00	2	Exam			Harri Koskenranta, Reijo Lähde
20.10.2015	9-16		Independent studies	No guidance available		
27.10.2015			Independent studies	No guidance available		
03.11.2015	13-14		Guidance for the assignment - if necessary	NB: Book time for guidance in advance by email.		
05.11.2015	16:00 - 20:00	4	1 st retake exam			
16.11.2015	9-16		Independent studies			
24.11.2015	9-16		Independent studies			
01.12.2015	9-16		Independent studies			
01.12.2015	13-14		Guidance for the assignment - if necessary	NB: Book time for guidance in advance by email.		
01.12.2015	16:00		Assignment return to Optima	<u>Assignment return to Optima- report at the latest Dec 1 at 16:00 hrs- presentation at the latest Dec 7 at 23:55 hrs</u>		
03.12.2015	16:00 - 20:00	4	2nd retake exam	General examination day		
07.12.2015	23:55		Presentation return to Optima	<u>Presentation return to Optima at the latest Dec 7 at 23:55 hrs</u>		
08.12.2015	09:00 - 16:00	7	Contact session - presentations	<u>Compulsory attendance</u> Project work presentationsCourse wrap-up & feedback		Harri Koskenranta, Reijo Lähde