**Advance Assignment Master´s Degree Programmes**

**The advance assignment and its guidelines are for the following Master´s Degree Programmes:**

* Business Technologies
* Leading Business Transformation
* Tourism and Hospitality Business
* Strategising in Organisations

**Guidelines**

* Please read and follow these guidelines carefully.
* The advance assignment has two parts (1) Personal Development Plan and (2) Organisational Development Plan. Please write both parts.
* Submit both parts in one document (in one file). Remember to write your name on the document.
* The length of the document is maximum 2 + 2 pages. Please note that extra pages will be ignored in the assessment.
* Format: Times New Roman, size 12, line spacing 1.5, and margins 2 cm.
* The maximum total score is 25 points. The minimum score to pass is 10 points.

Attach your advance assignment and CV in pdf/jpg/png –format in to your application form. The due date of submission is **22 September 2021 at 15.00** Finnish time.Fill in the application form **by the end of the application period 15 September 2021 at 15.00** Finnish time at Studyinfo.fi.

**Advance Assignment**

**Part 1: Personal development (maximum 2 pages)**

Describe how the master’s studies and courses of Haaga-Helia (see: <https://opinto-opas.haaga-helia.fi/en/13338/en>) would advance your competencies and your preparedness for the future challenges of the business life. Indicate your planned specialisation field.

Use the table below to analyse and report your current competences, and describe your development needs.

|  |  |
| --- | --- |
| 1. Your current competences
 | 1. Future competence development demanded by your work
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| 1. Your current competence gaps
 | 1. Your other development needs
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**Part 2: Organisational development plan (maximum 2 pages)**

Identify a development need in your current or a previous organisation, and write a preliminary research and development plan for it. Remember to demonstrate how you will conduct it. If you are considering establishing your own business, you may write the preliminary plan related to your business idea.

Your plan should include the following topics:

* Introduce shortly the organisation.
* Describe the development target and its objectives.
* Argue for the reasons why the project is important.
* Identify the possible risks and difficulties of the development project.
* Estimate the resources required for the development project.
* Present preliminary steps and a schedule of the project.
* Draft how to engage the organisation to the development project and its expected outcomes. If possible, name a person from the organisation who would support you during the development project.
* Discuss how your development project would be applicable as a master’s thesis.