



PROJECT IMPLEMENTATION PLAN

22 September 2017

1. **Project Code** 17-IN-92-GE-DON-C-05
2. **Title** Training Course on Certified Productivity Champions
3. **Timing and Duration** 27 November–14 December 2017 (14 days)
4. **Venue** Selangor, Malaysia
5. **Implementing Organization** Malaysia Productivity Corporation (MPC)
P.O. Box 64, Off Jalan Sultan, Lorong Produktiviti 46904
Petaling Jaya, Selangor
Malaysia
Phone: 60-3-7951-2444 (Ext. 444)
Fax: 60-3-7958-1697
e-Mail: khidzir@mpc.gov.my
6. **Number of Local Participants** 25 participants (from the MPC, public and private sectors including SMEs)
7. **Background**

The goal of the Malaysian government is to strengthen the economic base and stability continuously by improving overall productivity in line with the 11th Malaysia Plan. Malaysia's approach and concerted efforts to improve national productivity are expected to shift from primarily government-driven initiatives at the national level to targeted actions across the public sector, industry players, and individual enterprises.

In order to achieve its goals, the government has outlined several initiatives that will enhance productivity growth in all sectors and spur economic growth that will directly raise the national per capita income and therefore household incomes. One initiative identified is to develop and recognize productivity champions.

8. Type of Project

A 14-day training course will be held for MPC staff and others from the public and private sectors.

9. Objectives

The objectives of the proposed training program are:

- a) To train and equip productivity champions with the necessary competencies to support and facilitate industries in improving their productivity levels;

- b) To share the best practices on the concept of productivity to enhance understanding of how to measure and then improve it in organizations; and
- c) To create a pool of productivity champions in organizations in various sectors.

10. Project Schedule

The project schedule is determined by the APO Secretariat and MPC in consultation with APO experts (see Attachment I). Any adjustment to the agreed project schedule should be communicated and confirmed by the parties concerned.

11. Implementation

This project is to be implemented in close collaboration with the APO Secretariat.

12. Roles and Responsibilities

The roles and responsibilities of the MPC and APO are:

MPC

- a. Organize a 14-day training course with the main objective of creating a critical mass of productivity and quality champions/practitioners;
- b. Assign a program manager and local coordinator(s) to organize the course (e.g., meeting room, participants' administration, training materials, exams including collecting the scores and communicating them to the APO Secretariat, site visits, and logistics);
- c. Maintain the overall quality of the training course including ensuring the proper transfer of knowledge from experts to participants;
- d. Inform participants that they must attend the entire program to receive the APO certificate and collect attending participants' signatures every day;
- e. Provide budget not covered by the APO;
- f. Prominently display the APO name and logo on a banner in the training venue on the working days of the project;
- g. Submit a comprehensive report to the APO within one month after completion of the training course; and
- h. Distribute certificates to participants who attended the entire project.

APO

- a. Assign international resource speakers;
- b. Assist the MPC in finalizing the course content in consultation with the resource speakers;
- c. Issue certificates based on the participants' attendance submitted by the MPC; and
- d. Provide administrative and financial support as detailed in the Project Notification.

13. Financial Arrangements

The APO will bear the cost of assigning of international resource speakers and provide financial support to meet the following costs:

- a. Meeting package including meeting room with training facilities and necessary stationery, materials, and documentation based on the agreed details of the training course;
- b. Preparing and compiling training material sets for all participants; and
- c. Transportation costs for site visits, if any.

Tentative budget (USD1 = MYR4.2710@APO rate, September 2017)

No.	Item	Amount (USD)
1	Meeting package	9,014.28
2	Training material sets	735.72
3	Transportation costs for site visit(s)	250.00
	Total	USD10,000.00

The APO will pay implementation costs of up to USD10,000.00 toward the 14-day training course, and the MPC will cover any other local implementation costs not covered by the APO.

Upon request by the MPC and after review, the APO will make a bank transfer of 50% of the estimated implementation cost (not more than USD5,000.00) as financial support to the MPC.

The MPC will make the agreed expenditures and settle the entire account by providing all necessary proof of payment to the APO after completion of the program. The proof of payment, e.g., bills, payment records, and receipts issued by third parties, must be submitted together at one time, written in clear English, with English translations for all documents not originally written in English. The final payment will be made based on the actual expenditure after the MPC submits the comprehensive report. In general, internal evidence, i.e., expenditure confirmation issued by the implementing organization, is not accepted as proof of payment and will not be reimbursed.

14. Final Project Output

The project is expected to create a pool of productivity champions, i.e., trainers and practitioners, in Malaysia who can act as trainers/consultants in their fields. Upon completion of the project, the MPC will undertake the following:

- a. Submit a comprehensive report on the training course following the format attached to this document detailing how the project was carried out, explaining its benefits and possible advantages to stakeholders with as much as information as possible, and describing productivity tool-related technical guidance and consultancy that can be offered by the MPC. The report is to be submitted within one month of project completion and/or together with submitting the evidence for the financial settlement.
- b. Submit publications related to the project if any, e.g., newsletters or website articles written in English or the local language including local media coverage of the event.
- c. Disseminate the knowledge and experience gained on the subject to the public and private sectors through publications, consulting, and training services.
- d. Submit an assessment of the program within six months of project completion.
- e. Report any follow-up actions to the project.



Santhi Kanoktanaporn
Secretary-General

**Training Course on Certified Productivity Champions:
27 November–14 December 2017, Selangor, Malaysia**

Time \ Day	27 Nov. (Day 1) Monday	28 Nov. (Day 2) Tuesday	29 Nov. (Day 3) Wednesday	30 Nov. (Day 4) Thursday	1 Dec. (Day 5) Friday
08:30–10:00	08:30: Opening Consulting Process: The Framework of Consulting	Environment Analysis 1: External Environment	Environment Analysis 2: Industrial Environment	Environment Analysis 3: Internal Environment	Corporate & Marketing Strategy Framework 1
10:00–10:20	Morning Break	Morning Break	Morning Break	Morning Break	Morning Break
10:20–12:30	Consulting Process: The Framework of Consulting	Environment Analysis 1: External Environment	Environment Analysis 2: Industrial Environment	Environment Analysis 3: Internal Environment	Corporate & Marketing Strategy Framework 1
12:30–13:30	Lunch	Lunch	Lunch	Lunch	Lunch
13:30–15:00	Consulting Process: The Framework of Consulting	Environment Analysis 1: External Environment	Environment Analysis 2: Industrial Environment	Environment Analysis 3: Internal Environment	Corporate & Marketing Strategy Framework 1
15:00–15:20	Afternoon Break	Afternoon Break	Afternoon Break	Afternoon Break	Afternoon Break
15:20–16.30	Consulting Process: The Framework of Consulting	Environment Analysis 1: External Environment	Environment Analysis 2: Industrial Environment	Environment Analysis 3: Internal Environment	Corporate & Marketing Strategy Framework 1

Time \ Day	4 Dec. (Day 6) Monday	5 Dec. (Day 7) Tuesday	6 Dec. (Day 8) Wednesday	7 Dec. (Day 9) Thursday	8 Dec. (Day 10) Friday
08:30–10:00	Practical Use of Analytical Tools 1	Practical Use of Analytical Tools 2: Assessment	Corporate & Marketing Strategy Framework 2	Corporate & Marketing Strategy Framework 3	Financial Analysis 1: Business Performance
10:00–10:20	Morning Break	Morning Break	Morning Break	Morning Break	Morning Break
10:20–12:30	Practical Use of Analytical Tools 1	Practical Use of Analytical Tools 2: Assessment	Corporate & Marketing Strategy Framework 2	Corporate & Marketing Strategy Framework 3	Financial Analysis 1: Business Performance
12:30–13:30	Lunch	Lunch	Lunch	Lunch	Lunch
13:30–15:00	Practical Use of Analytical Tools 1	Practical Use of Analytical Tools 2: Assessment	Corporate & Marketing Strategy Framework 2	Corporate & Marketing Strategy Framework 3	Financial Analysis 1: Business Performance
15:00–15:20	Afternoon Break	Afternoon Break	Afternoon Break	Afternoon Break	Afternoon Break
15:20–16.30	Practical Use of Analytical Tools 1	Practical Use of Analytical Tools 2: Assessment	Corporate & Marketing Strategy Framework 2	Corporate & Marketing Strategy Framework 3	Financial Analysis 1: Business Performance

Time \ Day	11 Dec. (Day 11) Monday	12 Dec. (Day 12) Tuesday	13 Dec. (Day 13) Wednesday	14 Dec. (Day 14) Thursday
08:30–10:00	Financial Analysis 2: Financial Statement Analysis	Financial Analysis 3: Productivity	Practical Use of Analytical Tools 1	Practical Use of Analytical Tools 2: Assessment
10:00–10:20	Morning Break	Morning Break	Morning Break	Morning Break
10:20–12:30	Financial Analysis 2: Financial Statement Analysis	Financial Analysis 3: Productivity	Practical Use of Analytical Tools 1	Practical Use of Analytical Tools 2: Assessment
12:30–13:30	Lunch	Lunch	Lunch	Lunch
13:30–15:00	Financial Analysis 2: Financial Statement Analysis	Financial Analysis 3: Productivity	Practical Use of Analytical Tools 1	Practical Use of Analytical Tools 2: Assessment
15:00–15:20	Afternoon Break	Afternoon Break	Afternoon Break	Afternoon Break
15:20–16.30	Financial Analysis 2: Financial Statement Analysis	Financial Analysis 3: Productivity	Practical Use of Analytical Tools 1	Practical Use of Analytical Tools 2: Assessment
16.30–17.00				End of course

17-IN-92-GE-DON-C-05

PROJECT REPORT FORMAT BY THE IMPLEMENTING NPO
Training Course on Certified Productivity Champions
under
Institutional Strengthening of National Productivity Organizations through the
Development of Productivity Practitioners

Guidelines

It is requested that the implementing NPO present a report on the implementation of the project to the APO Secretariat within one month of project completion.

The report should outline a factual summary of what was achieved during the project together with recommendations on steps to be taken by the APO and NPO to follow up with necessary actions. Another element of the report is an evaluation of the performance of the parties involved and recommendations on measures to be taken by the APO and NPO for improving similar activities in future.

Format

1. Background

- a. Reason for implementing the project
- b. Objectives
- c. Venue and timing

2. Summary of project implementation

- a. Program content, methodology, and mode of delivery
- b. Type and number of participants
- c. Names and designations of local experts, if any, indicating the roles played by them
- d. Participants' understanding, i.e., based on results before and after the exams
- e. Description of site visits including how they facilitated the learning process
- f. Limitations in conducting the project
- g. Overall summary including effectiveness, room for improvement, linkage of the project to objectives, etc.

3. Evaluation

- a. Suitability of topics of the program selected, indicating the applicability of techniques taught to the local situation
- b. Duration allocated for the various topics
- c. Lead time for planning and preparing the activities
- d. Assessment of the implementing NPO
- e. Performance of resource persons
- f. Involvement of those attending
- g. Training materials and equipment
- h. Physical arrangements

4. Recommendations

5. Follow-up activities

- a. Steps to be taken by the APO and NPO to follow up the completed project and ensure multiplier effects including efforts to link the project and methods to overcome current challenges, indicating whether seminars, training courses, symposia, consulting services, or other activities would be beneficial
- b. The feasibility of developing case study materials resulting from the project including publications

6. Attachments

- a. Detailed schedule/itinerary
- b. Organizations and persons, with their official designations, visited
- c. Names and designations of participants
- d. Any other supporting material such as press and magazine clippings, photographs, etc.