APO Productivity Practitioners Certification Program

Project Report for Enhancement of Productivity (PREP)

PPCP 1001: APO Productivity Practitioners

Guidelines

1.   Eligibility

Applicants are eligible to undertake Stage 3: Project Report for Enhancement of Productivity (PREP) only after successfully completing the previous two stages of completing a self-learning e-course or the face-to-face Development of Productivity Practitioners (DPP): Basic and Advanced courses and passing the examinations.

After applicants pass those courses, the APO will provide assistance through certified resource persons during the subsequent independent project implementation stage. The projects can involve productivity promotion, training, or consultancy. It is mandatory for DPP participants to undertake those projects to qualify as APO Certified Productivity Practitioners.

2.   Introduction

The PREP demonstrates practical applications and integration of knowledge and skills acquired in the DPP courses or self-learning e-courses on Productivity Tools and Techniques (Basic and Advanced).

The PREP is an essential component of the APO Certification Program and provides an opportunity to DPP participants to put into action knowledge and information received through Stage 1: Self-learning e-course and Stage 2: Face-to-face course.

Those who pass the self-learning e-course or DPP course can register and apply for the APO Productivity Practitioners Certification Program.

3.   Objectives

The PREP demonstrates that applicants are able to:

- Utilize the skills acquired as productivity trainers, productivity consultants, or productivity promoters;

- Develop and undertake projects on productivity and quality improvement;
- Practice competencies in project management, team training, and time management; and
- Apply their knowledge and skills in practical productivity enhancement projects.

4.   Timeline for PREP Submission

The PREP must be submitted within six months of completion of the DPP course.

5.   Time Requirements

Those applying for certification are expected to spend at least 200 hours for all three PREP stages as explained below. Applicants can conduct one major project or three smaller ones involving 200 hours.

Reports submitted must detail the number of hours required for each stage of the project(s).

6.   Approach and Methodology

The PREP should focus on practical, effective ways of utilizing knowledge from Stage 1 and Stage 2 after completion of the DPP course.

The PREP can cover three types of projects: type 1, productivity promotion; type 2, productivity training; and type 3, productivity consultancy/implementation. All types must involve a total of at least 200 hours before submitting the PREP.

Type 1: Productivity promotion basically includes but is not limited to the development of a productivity agenda for an organization; preparation of a comprehensive productivity promotion plan with goals, objectives, roles and responsibilities, timeline, and resources required at organizational level; and preparation of innovative dissemination materials based on productivity themes.

Type 2: Productivity training involves carrying out need assessment, developing actions plans for training, preparing training material, and conducting training for at least 30 to 40 people covering at least two productivity tools/techniques that applicants are confident in using for productivity improvement in organizations.

Type 3: Productivity consultancy/implementation includes carrying out productivity improvement projects in organizations utilizing at least one productivity tool/technique that applicants are confident in using.

The PREP must describe three project stages: 1) initial preparation/diagnosis; 2) implementation; and 3) report preparation.

The project described in the PREP can be carried out in applicants' own organizations, other organizations, or NPOs.

The preparation stage refers to the conceptualization, determining the project scope, and preparing the action plan for project execution. This stage also includes identification of issues and problems and reason for the project. Applicants must inform their NPOs of this stage of their projects in writing.

The implementation stage refers to project implementation, monitoring, and evaluation of milestones and results.

Applicants must document the highlights and milestones achieved in the projects based on the action plans. During the implementation period, it is important for applicants to maintain close coordination and communication with the institutional partner/s and project team to receive updates and resolve concerns.

Report preparation includes compilation and documentation of the entire project including photos of the preparation and implementation stages and results. Depending on the quality and contents of the reports, the APO may utilize them as case studies in its face-to-face projects or online courses.

Note: It is understood that all applicants may not have the freedom and access to carry out the implementation stage of Type 3 projects. In that case, partial implementation may be considered. Applicants must describe the constraints and limitations preventing full implementation. Type 1 does not necessarily include the implementation stage. However, any efforts made for implementation will be considered in the overall evaluation.
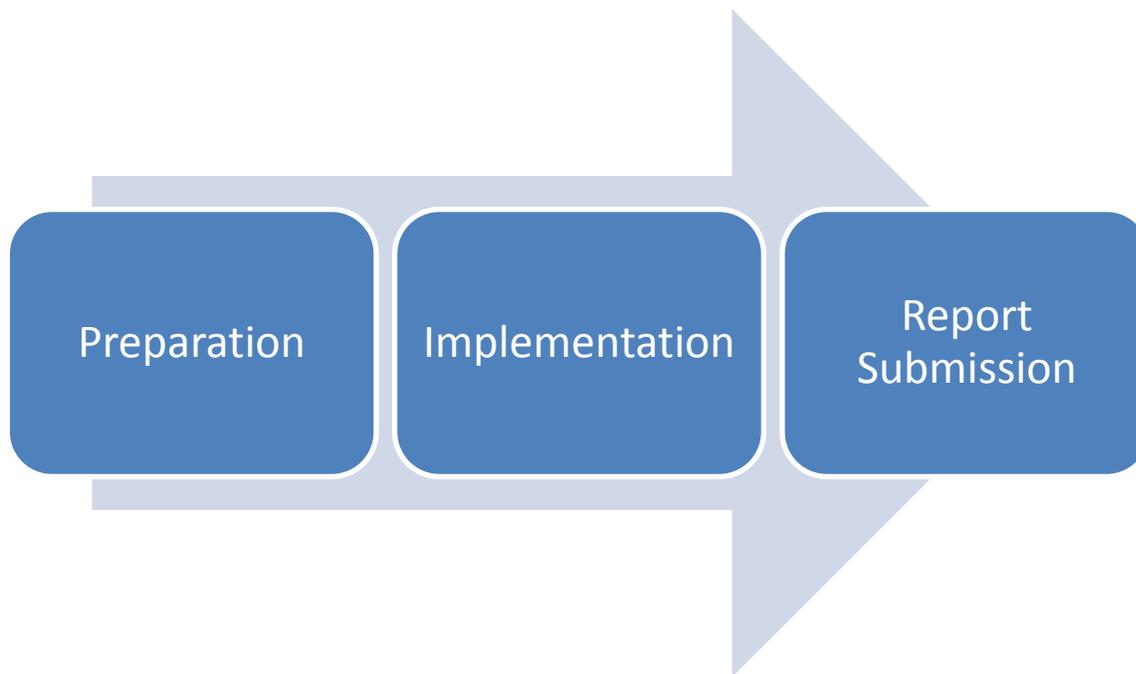
Figure 1 Individual PREP process model

Chart 1 Three Stages in the PREP

Stage 1: Preparation	Stage 2: Implementation	Stage 3: Report Preparation
•Identification of issues/problems •Objectives • Scope and timeline •Approach and methodology •Identification of institutional partners •Overall plan •Written notification to APO Liaison Officer and supervisor/head of organization	•Implemenation plan •Identification of constraints in implementation, if any •Partial or full implementaion •Documentation and record keeping • Monitoring and evaluation of milestones	•Collation and compilation of project activities, data, and results •Compilation of photos, worksheets, and related statistics •Compilation and documentation of partial/full results and outcome or expected results/outcome •Submission of 3 hard copies and one soft copy to the APO

7. Outputs/Submission Required

- Application for the APO Certification Program (attached format)
- Project summary (Part 5 of the above application)
- A soft copy of the project report should be sent to

> Md Zainuri Juri
> Program Officer, Asian Productivity Organization
> Email: mzainuri@apo-tokyo.org/tgoto@apo-tokyo.org

Reports should include all data, worksheets, photos, and other relevant documents utilized during and resulting from projects.

- A letter of endorsement from the NPO, applicant's organization, and organization in which the project was carried out (if applicable)

8. Suggested Report Format

Applicants must submit reports in the following format:

Font type and size: Arial, 12-point

Spacing: double space

Margins: all 2.54 cm

Pagination: ensure that every page is numbered and consistent with the table of contents

Paper size: A4

The report must include but is not limited to:

- Project Title
- Acknowledgments
- Table of Contents
- Organizational Profile
- Productivity and Quality Improvement Needs (description of the problem identified by the applicant)
- Project Objectives
- Project Outputs/Deliverables
- Project Work Plan/Project Milestones
- Project Implementation Results
- Lessons Learned from Project Implementation

- Project Documentation (Photos, Figures, Tables)
- Sustainability Plan
- Conclusion
- Annexes/References

The Annexes/References Documents may contain:

- Endorsement letters/forms from the NPO and applicants' organizations/project organizations
- Any other data/photos/worksheets/statistics/dissemination material, etc.

9.   PREP Evaluation Process

The project reports are evaluated by a panel of experts. The evaluation criteria primarily include clarity in explaining the use of productivity tools/techniques; overall understanding of applicants; analysis of issues, approaches, and methodology; detailed process followed; and presentation of facts, figures, and overall results or intended results/outcomes.

Applicants will be informed of the evaluation results within 60 days of report submission.

Depending upon the quality of the project reports and decision of the panel of experts, some applicants may be given additional time to improve, revise, and resubmit reports.

10.   Overall Results

Based on the PREP assessment, the APO will determine whether to issue certification and report the decision to each applicant.

SAMPLE FORMS

Final report endorsement form (from the NPO)

TO: The APO

FROM: NPO (give name)

Content:

This is to endorse the PREP prepared and submitted by ………(name, designation, organization, country)………………. for evaluation by the APO as part of the application to become an APO Certified Productivity Practitioner.

Signed:

APO Liaison Officer

Date:

Final report endorsement form (from applicants' organizations or project organizations)

TO: The APO

FROM: Participant's organization or organization where the project was conducted

Content:

This is to endorse the PREP prepared and submitted by ………(name, designation, organization, country)………………. for evaluation by the APO as part of the application to become an APO Certified Productivity Practitioner.

Signed:

Supervisor of the applicant and/or head of the organization where the project was conducted.

Date: