PROJECT IMPLEMENTATION PLAN

2 September 2015

1.	**Project Code**	15-IN-92-GE-DON-C
2.	**Title**	Institutional Strengthening of National Productivity Organizations (NPOs) through the Development of Productivity Practitioners
3.	**Timing and Duration**	12–23 October 2015
4.	**Venue**	Colombo, Sri Lanka
5.	**Implementing Organization**	National Productivity Secretariat (NPS) 10th Floor, Sethsiripaya 2nd Stage Baththaramulla, Sri Lanka Phone: 94-11-2186026 Fax: 94-11-2186025 e-mail: nposlanka@gmail.com
6.	**Number of Local Participants**	50 participants per batch

7. Background

In 1994, the Ministry of Industries felt the need to strengthen the NPO and speed up the dissemination of productivity promotion techniques throughout the island. Therefore, the NPS was set up as a separate unit. The NPS has been functioning as the implementing body of national productivity policy since the end of 2002. Currently, the NPS is working as the implementing arm of the productivity drive in Sri Lanka under the Ministry of Public Administration, Local Government and Democratic Governance.

The NPS has recruited 750 graduates to serve at the divisional level to help disseminate the productivity message throughout the country. However, it is challenging to train these newly recruited graduates in productivity subjects, especially since the government has declared productivity improvement mandatory for all government institutions and enterprises. The number of specialists in productivity techniques and tools who could serve as local resource persons is still inadequate to cater to increasing demand. In addition, the NPS has been facing difficulties in selecting local resource persons.

The Development of Productivity Specialists (Basic Program) of the APO is important to strengthen the capacities of professional staff attached to the NPS. Training 100 people in two courses will have long-term multiplier effects. Since the NPS must cater to a huge target group within the country, this will be a good opportunity to transfer knowledge of best practices and reference publications.

8. Type of Project

A 10-day training course (held twice) will be held for NPS staff and others from its productivity network.

9. Objectives

a. To train NPO staff and relevant employees in basic productivity tools;
b. To identify appropriate tools and techniques leading to organizational excellence;
c. To develop a framework, strategies, and action plans for achieving excellence and competitiveness at the organizational level; and
d. To identify problems and implement solutions for achieving organizational excellence.

10. Project Schedule

The project schedule will be determined by the APO Secretariat and NPS in consultation with APO experts.

11. Implementation

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

12. Roles and Responsibilities

The roles and responsibilities of the NPS and APO are:

NPS:

a. Organize a 10-day training course (held twice) to create a critical mass of productivity and quality practitioners.
b. Assign a program manager and local coordinator(s) to organize the course (e.g., meeting room, participants' administration, training materials, site visit, and logistics).
c. Provide budget not covered by the APO.
d. Prominently display the APO name and logo on the banner and place the APO flag on the dais during the program.
e. Submit a comprehensive report to the APO.

APO:

a. Assign international resource speakers.
b. Assist the NPS in finalizing the course content in consultation with the resource speakers.
c. Provide administrative and financial support as detailed in the Project Notification.

13. Financial Arrangements

The APO will bear cost of the assignment 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;

b. Preparing and compiling training material sets for all participants; and
c. Transportation costs for site visits, if any.

Tentative budget

No.	Item	Amount (USD)
1	Meeting package	25,300.00
2	Training material sets	3,500.00
3	Transportation costs for site visits	1,000.00
	Total	**USD29,800.00**

The APO will pay implementation costs of up to USD10,000.00 toward the 10-day training course, and the NPS will cover any other local implementation costs not covered by the APO.

The APO will make a bank transfer of USD5,000.00 or 50% of the estimated cost, whichever is smaller, as its financial support to NPS, if necessary and as requested by the NPS one month before the commencement of the project.

The NPS will make the agreed expenditures and settle the entire account by providing all necessary bills and receipts to the APO after completion of the course. The final payment will be made based on the actual expenditure after the NPS submits the summary report.

14.   Final Project Output

The project is expected to create a pool of productivity practitioners in Sri Lanka who can act as trainers/consultants in their fields. Upon completion of the project, the NPS will undertake the following:

a. Submit a comprehensive report on the training course (following the format to be provided by the APO) detailing how the project was carried out in the country, explaining its benefits and advantages to local industries with numerical data, and describing technical guidance and consultancy that can be offered by the NPS. The report is to be submitted one month after the completion of the project.
b. Submit a publication, e.g., newsletter, or website article, written in English or the local language.
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 program six months after the completion of the project.

Mari Amano
Secretary-General
cc: APO Liaison Officer for Sri Lanka

15-IN-92-GE-DON-C

Institutional Strengthening of NPOs through the Development of Productivity Practitioners:
12–23 October 2015, Colombo, Sri Lanka

Tentative Daily Schedule (for two groups)

Monday, 12 Oct.	Tuesday, 13	Wednesday, 14	Thursday, 15	Friday, 16
OPENING PROGRAMME Part 1 (Getting-to-Know-You-Better) Pre-Assessment Test	MODULE I. UNDERSTANDING PRODUCTIVITY (Continuation) • Relationship of Productivity to Profitability, Quality and the Environment • Roles of Stakeholders in Productivity (Productivity Practitioners, Employees, Management, Customers)	MODULE II. PRODUCTIVITY TOOLS AND APPROACHES • Productivity Awareness Survey (Morale Survey) • Productivity Climate Diagnosis	Introduction of 5 S Concepts and its applications	Solving Problems at the Workplace Through Quality Circles (QCs) • PDCA Cycle
MODULE I. UNDERSTANDING PRODUCTIVITY • Productivity as a Multidisciplinary Concept (Kaizen/PDCA Cycle) • Framework for Productivity Improvement Welcome Dinner	• Developing Productivity Strategies – Productivity Promotion (Company, Industry/Sectoral, National)	Productivity Measurement (Fundamentals) • Productivity Measurement and Data Analysis • Objectives Matrix • Value-Added Productivity Measurement (VAPM)	Industrial Engineering • Basic IE • Techniques Value Engineering	Unleashing Improvement Ideas thru Suggestion Scheme (SS)

Monday, 19	Tuesday, 20	Wednesday, 21	Thursday, 22	Friday, 23
Green Productivity Methodology - GP tools and Techniques	MODULE III : DEVELOPING THE COMPETENCIES OF A PRODUCTIVITY PRACTITIONER A. Management Consulting • Concept of Management Consulting • Preparation for P& Q Diagnosis	Training • Basic Principles in Developing and Conducting Productivity Training Programmes • The Audit Learning Approach • Facilitation Skills	Preparation of Productivity Action Plan (PAP) Presentation	Post Assessment- Test Writing Examination
ISO 9001:2000 and Integrated Management System (IMS)	• Conduct of P & Q Diagnosis • Data Procession and Analysis • Report Preparation	Workshop on the Conduct of a Productivity Training Module • Demonstrating Presentation/ Facilitation Skills	Presentation of Action Plan	Course Evaluation CLOSING PROGRAMME