



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

16 June 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** 16–28 August 2015
4. **Venue** Dhaka, Bangladesh
5. **Implementing Organization** National Productivity Organisation (NPO)
Ministry of Industries
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6. **Number of Local Participants** 25 participants (NPO, public and private sectors)
7. **Background**

The NPO of Bangladesh is a government institution. Originally the National Centre for Monitoring Labour Productivity established under the Ministry of Labour and Manpower in 1983, in 1987 it was renamed the Bangladesh Productivity Centre. In 1989, in line with the progressive new industrial policy of the government, it became the NPO under the Ministry of Industries to act as a catalyst and focal point for the promotion of productivity in the country.

The NPO has a multidimensional National Productivity Council (NPC), which is the highest-level body for productivity, to provide national productivity policy, planning, and programs. The NPC is chaired by the Minister of Industries and has 36 members representing key ministries, chambers of commerce and industry, workers' federations, and academic bodies.

Systematic productivity improvement efforts have been undertaken with the involvement of the NPO of Bangladesh in areas like the formation of productivity improvement cells at enterprise and corporate level, missions for motivation of management to improve productivity, skill development through training, productivity seminars, distribution of productivity motivation manuals, implementation of APO programs, etc. with full support from the government. The NPO is now working to motivate workers, employers, and others at all levels and undertaking programs and policies for the improvement of productivity.

Despite all the efforts, still some areas need to be upgraded, especially the training aspect, to generate more productivity trainers and practitioners for multiplier effects. This is necessary because:

- a. The NPO must generate more productive trained manpower, which is not possible in multicountry programs;
- b. New professional skills are required in the area of advanced productivity tools and techniques.
- c. Public-sector professionals need to use advanced productivity tools.
- d. A good team trained in an advanced program will work for the Productivity Day, productivity movement, and productivity and quality award programs.

8. Type of Project

A 12-day training course will be held for NPO staff and others from the public and private sectors.

9. Objectives

The objectives of the proposed training program are to:

- a. Train NPO staff and relevant company employees in advanced productivity tools;
- b. Identify and appropriate tools and techniques leading to organizational excellence;
- c. Develop a framework, strategies, and action plans for achieving excellence and competitiveness at the organizational level; and
- d. Identify problems and implement solutions for achieving organizational excellence.

10. Project Schedule

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

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 NPO and APO are:

NPO:

- a. Organize a 12-day training course 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 NPO 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 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;
- b. Preparing and compiling training material sets for all participants; and
- c. Transportation costs for site visits, if any.

Tentative budget (1 US\$=78.50 taka; NPO rate)

No.	Item	Amount (US\$)
1	Meeting package	7,406.64
2	Training material sets	2,229.30
3	Transportation costs for site visits	363.06
	Total	USD 9,999.00

The APO will pay implementation costs of up to USD10, 000.00 toward the 12-day training course, and the NPO will cover any other local implementation costs not covered by the APO.

The APO will make a bank transfer of 50% of the estimated cost as financial support to the NPO, if necessary and as requested by the NPO.

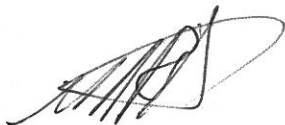
The NPO will make the agreed expenditures and settle the entire account by providing all necessary bills and receipts to the APO after completion of the course. The final payment will be made based on the actual expenditure after the NPO submits the summary report.

14. Final Project Output

The project is expected to create a pool of productivity trainers and practitioners in Bangladesh who can act as trainers/consultants in their fields. Upon completion of the project, the NPO 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 productivity tool-related technical guidance and consultancy that can be offered by the NPO. 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 Bangladesh

**Institutional Strengthening of NPOs through the Development of Productivity Practitioners:
16–28 August 2015, Dhaka, Bangladesh**

Proposed Daily Program

SESSION	I		II		III		IV
DAY / DATE							
SUNDAY 16 TH AUG, 2015	INAUGURATION	C O F F E / T E A B R E A K	PRECOURSE ASSESSMENT TEST & PROGRAM BRIEFING	L U N C H B R E A K	PRODUCTIVITY AND BUSINESS COMPETITIVENESS	C O F F E / T E A B R E A K	PRODUCTIVITY AND BUSINESS COMPETITIVENESS
MONDAY 17 TH AUG, 2015	TOTAL FACTOR PRODUCTIVITY (TFP)		COUNTRY EXPERIENCE		BUSINESS EXCELLENCE FRAMEWORK		BUSINESS EXCELLENCE FRAMEWORK
TUESDAY 18 TH AUG, 2015	ORGANISATIONAL PRODUCTIVITY DIAGNOSIS (OPD)		OPD		OPD		OPD
WEDNESDAY 19 TH AUG, 2015	STRATEGIC MANAGEMENT SYSTEM THROUGH BALANCED SCORECARD (BSC)		STRATEGIC MANAGEMENT SYSTEM THROUGH BALANCED SCORECARD (BSC)		BENCHMARKING & BEST PRACTICES		PROCESS MANAGEMENT
THURSDAY 20 TH AUG,15	FACTORY		VISIT		FACTORY		VISIT
FRIDAY 21 ST AUG, 2015	FREE		FREE		FREE		FREE
SATURDAY 22 ND AUG, 2015	INTRODUCING PRODUCTIVITY TOOLS & TECHNIQUES		TOTAL QUALITY MANAGEMENT (TQM)		TOTAL QUALITY MANAGEMENT (TQM)		LEAN MANAGEMENT TECHNIQUES
SUNDAY 23 RD AUG, 2015	LEAN MANAGEMENT TECHNIQUES	C O F F E / T E A B R E A K	VALUE STREAM MAPPING	L U N C H B R E A K	VALUE STREAM MAPPING	C O F F E / T E A B R E A K	TOTAL PRODUCTIVE MAINTENANCE (TPM)
MONDAY 24 TH AUG, 2015	TOTAL PRODUCTIVE MAINTENANCE (TPM)		KNOWLEDGE MANAGEMENT		KNOWLEDGE MANAGEMENT		SUPPLY CHAIN MANAGEMENT
TUESDAY 25 TH AUG, 2015	SUPPLY CHAIN MANAGEMENT		SUPPLY CHAIN MANAGEMENT		SIX SIGMA		SIX SIGMA
WEDNESDAY 26 TH AUG, 2015	GP & MATERIAL FLOW COST ACCOUNTING		GP & MATERIAL FLOW COST ACCOUNTING		GP & MATERIAL FLOW COST ACCOUNTING		GP & MATERIAL FLOW COST ACCOUNTING
THURSDAY 27 TH AUG, 2015	ACTION PLAN		ACTION PLAN		ACTION PLAN		ACTION PLAN
FRIDAY 28 TH JUNE 2015	POST TEST EVALUATION		CLOSING				