



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN

20 April 2017

1. **Project Code** 17-IN-92-GE-DON-C-03
2. **Title** Training Course on Management Consultancy on Productivity Tools at National Level
3. **Timing and Duration** 11–23 September 2017
4. **Venue** Ho Chi Minh City, Vietnam
5. **Implementing Organization** Directorate for Standards, Metrology and Quality (STAMEQ)  
No. 8 Hoang Quoc Viet St., Cau Giay District, Hanoi  
Vietnam  
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6. **Number of Local Participants** 30 participants (from STAMEQ, public and private sectors including SMEs)
7. **Background**

The Vietnamese government has entrusted the Ministry of Science and Technology with the implementation of the national program to improve the productivity, quality, and competitiveness of products and services and implement international agreements and treaties on mutual recognition of the results of assessment of conformity with standards and technical regulations on measurements of quality. STAMEQ is the government body under the Ministry of Science and Technology responsible for advising the government on issues in the fields of standardization, metrology, productivity, and quality management and representing Vietnam in relevant international and regional organizations.

In addition, the Prime Minister assigned STAMEQ as the focal point for “national strategies, master plans, programs, and projects on standards, technical regulations, metrology, productivity, and the quality of products and goods” under the Minister of Science and Technology for submissions to the government and other tasks.

In the area of productivity, STAMEQ’s role is to be an advisory organization to develop productivity programs, a catalyst to promote productivity enhancement cooperation, a national consultant on productivity programs to support economic and development goals, a unit builder to strengthen the capacity of SMEs, and an information center to disseminate information on productivity.

## **8. Type of Project**

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

## **9. Objectives**

The specific objectives of the proposed modular training and development program are:

- a. To develop professional national experts who have sufficient experience and knowledge to conduct training in basic productivity tools to meet international standards; and
- b. To enhance cooperation between STAMEQ consultants and Vietnamese SMEs.

## **10. Project Schedule**

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

## **11. Implementation**

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

## **12. Roles and Responsibilities**

The roles and responsibilities of STAMEQ and the APO are:

### **STAMEQ**

- a. Organize a 12-day training course with the main objective of creating 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, exams including collecting the scores and communicating them to the APO Secretariat, site visits, and logistics);
- c. Maintain the overall quality of the training program including ensuring the proper transfer of knowledge from resource speakers 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 STAMEQ in finalizing the course content in consultation with the resource speakers;
- c. Issue certificates based on the participants' attendance submitted by STAMEQ; 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 (the meeting package does not include the cost of accommodation and meals for participants);
- 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	7,000.00
2	Training material sets	750.00
3	Transportation costs for site visit(s)	1,800.00
	<b>Total</b>	<b>USD9,550.00</b>

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

Upon request by STAMEQ and after review, the APO will make a bank transfer of 50% of the estimated implementation cost (not more than USD4,775.00) as financial support to STAMEQ at least 45 days prior to the program.

STAMEQ 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 STAMEQ 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 trainers and practitioners in Vietnam who can act as trainers/consultants in their fields. Upon completion of the project, STAMEQ will undertake the following:

- a. Submit a comprehensive report on the training course following the format attached (Attachment II) 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 STAMEQ. The report is to be submitted within one month of project completion and/or together with 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

17-IN-92-GE-DON-C-03

Training Course on Management Consultancy on Productivity Tools at National Level  
11–23 September 2017, Ho Chi Minh City, Vietnam

Day	Date	Training Topics/Activities
1	11 Sept. (Mon.)	Opening Ceremony Productivity and Competitiveness - Relation of productivity to organizational and national competitiveness - Internationally accepted framework for competitiveness
2	12 Sept. (Tues.)	Understanding Total Factor Productivity (TFP) Input-driven and productivity-driven growth
3	13 Sept. (Wed.)	Understanding TFP (cont.) Understanding TFP and national growth contribution
4	14 Sept. (Thurs.)	Organizational Productivity Diagnosis - Productivity diagnosis practice - Data analysis
5	15 Sept. (Fri.)	Value Stream Mapping Concepts of material flow, information flow, and non-value-adding activities
6	16 Sept. (Sat.)	Value Stream Mapping (cont.) Value Stream Map Drawing Workshop
	17 Sept. (Sun.)	Weekend
7	18 Sept. (Mon.)	Six Sigma - Concepts and benefits - Elements of and how to implement Six Sigma - Implementation and management of Six Sigma in organizations
8	19 Sept. (Tues.)	Six Sigma (cont.) - Implementation and management of Six Sigma in organizations
9	20 Sept. (Wed.)	Site visit
10	21 Sept. (Thurs.)	Site visit
11	22 Sept. (Fri.)	Presentations
12	23 Sept. (Sat.)	Wrap-up of entire program Final exam Evaluation of workshop and Closing Ceremony

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**PROJECT REPORT FORMAT BY THE IMPLEMENTING NPO**  
**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.