



PROJECT IMPLEMENTATION PLAN

PIP Issue Date	26 June 2019
Project Code	19-RP-07-GE-DON-C-01
Title	<ol style="list-style-type: none">1. Development of the Toolkit for SMEs on Industry 4.0 Transformation2. Consultation Meeting on Development of an Assessment Model for Industry 4.0-led Digital Transformation
Reference	APO Project Notification for 19-RP-07-GE-DON-C dated 20 March 2019
Timing and Duration	<ol style="list-style-type: none">1. June–December 20192. 23–25 July 2019 (three days)
Venue	<ol style="list-style-type: none">1. APO Secretariat2. New Delhi, India
Implementing Organization(s)	National Productivity Council (NPC, India) 5-6 Institutional Area, Lodi Road, New Delhi 110003, India Phone: +91-11-24690331/3 Fax: +91-11-24615002 e-Mail: isg@npcindia.gov.in

1. Objectives

- a. To support the APO Center of Excellence (COE) on IT for Industry 4.0 in developing a toolkit on IT for Industry 4.0 for SMEs; and
- b. To promote and scale up the adoption of IT for Industry 4.0 technologies in SMEs in APO member countries.

2. Background

The 59th APO Governing Body Meeting in Tehran, IR Iran, in April 2017 approved the establishment of the APO COE on IT for Industry 4.0 under the auspices of the NPC of India. In 2019, efforts will be made to enhance the capability of the COE in scaling up the adoption of IT for Industry 4.0 technologies in SMEs.

As SMEs struggle to create their own methods to maximize the potential of Industry 4.0., a toolkit guiding them to identify their own definitions of and approaches to Industry 4.0 and supporting them in adopting new, often disruptive business models will therefore be developed. The toolkit is expected to be a useful package covering the fundamentals of Industry 4.0 and its implications for SMEs. Different tools and techniques, methods, and sets of technologies for the Industry 4.0 transformation of SMEs will be introduced. Utilizing the toolkit, SMEs will be able to position themselves in terms of readiness and maturity level, thereby determining focus areas and prioritizing digital initiatives to accelerate their transformation.

3. Scope and Methodology

- a. Fundamentals of IT for Industry 4.0 for SMEs;
- b. Tools, technologies, and techniques for the Industry 4.0 transformation;
- c. Various readiness assessment frameworks for SMEs in adopting technology and undertaking the Industry 4.0 transformation; and
- d. Identification of focus areas, interventions, and digital initiatives to transform successfully.

3.1. Development of the Toolkit for SMEs for Industry 4.0 Transformation

Date/Time	Activity
March–April 2019	Suitable experts are identified and engaged
April–May 2019	Resource person(s) holds discussions with representatives of the COE on IT for Industry 4.0, and the APO Secretariat defines the components of the toolkit on IT for Industry 4.0 for SMEs through Skype meeting sessions
June–August 2019	Resource person(s) develops the toolkit to cover the scope above
September–November 2019	Resource person(s) visits the COE on IT for Industry 4.0 (if necessary) Pilot testing the use of the toolkit in SMEs in India Refining the toolkit and incorporating it in the web portal of the COE on IT for Industry 4.0
December 2019	Finalizing the toolkit in the COE on IT for Industry 4.0 web portal Resource person(s) submits a report to the APO Secretariat and COE on IT for Industry 4.0

3.2. Consultation Meeting on Development of an Assessment Model for Industry 4.0-led Digital Transformation

The tentative program of this project is given below:

Date/Time	Activity
Monday, 22 July 2019	Arrival of participants in New Delhi, India
Tuesday, 23 July	Opening session Keynote speech Presentations by resource persons
Wednesday, 24 July	Presentations by resource persons
Thursday, 25 July	Group discussions and presentations Closing session
Friday, 26 July	Departure of participants

4. Task Assignments of the Resource Persons

- a. Discussing with representatives of the COE on IT for Industry 4.0 and APO Secretariat to define the components of the toolkit on IT for Industry 4.0 for SMEs;
- b. Developing, pilot testing, refining, and finalizing the toolkit to cover: 1) the fundamentals of IT for Industry 4.0 for SMEs; 2) tools, technologies, and techniques for Industry 4.0 transformation; 3) readiness assessment frameworks for SMEs in adopting technology and undertaking the Industry 4.0 transformation; and 4) Identification of focus areas, interventions required, and digital initiatives for successful transformation;
- c. Working closely with the Secretariat and COE on IT for Industry 4.0 to agree upon the components of the toolkit;
- d. Conducting virtual coordination meeting(s) with the APO Secretariat and COE on IT for Industry 4.0 stakeholders;
- e. Visiting the COE on IT for Industry 4.0 and conducting pilot testing of the toolkit, if necessary;
- f. Supporting the incorporation of the toolkit in the COE on IT for Industry 4.0 web portal;
- g. Preparing and delivering presentations during the sessions of the consultation meeting as well as any related activities;
- h. Discussion of the readiness index and other approaches in detail and their applicability to India; and
- i. Gap analysis in consultation with stakeholders.

5. Roles and Responsibilities

The roles and responsibilities of the NPO and APO are:

NPO

- a. Organizing the expert meeting in New Delhi.
- b. Assigning local resource persons, if applicable.
- c. Assigning staff to act as focal points in communicating with the resource person(s) and the Secretariat as well as scheduling and arranging interviews with the beneficiaries of COE activities when necessary; and
- d. Assisting the resource person(s) and Secretariat in any other activity involved in the process of toolkit development as needed.

APO

- a. Assigning an overseas resource person(s) for the development of the toolkit.
- b. Coordinating with the overseas resource person(s) and implementing organization.

6. Financial Arrangements

To be met by the APO

- a. All assignment costs of the overseas resource person(s).

To be met by the host country (India)

- a. Project management fees and personnel costs of the implementing organization; personnel service fees for the development of the toolkit; honorarium for local resource person(s), if applicable; and consultation meetings with key stakeholders.
- b. Local implementation costs.



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Secretary-General