



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN

25 July 2013

1. **Project Code** 13- IN-92-GE-DON-C
2. **Title** Institutional Strengthening of NPOs through the Development of Productivity Practitioners
3. **Timing and Duration** 16 – 27 September 2013
4. **Venue** Ulaanbaatar, Mongolia
5. **Implementing Organization** Mongolian Productivity Organization (MPO)  
Bayangol District, Peace Avenue, 20<sup>th</sup> Khoroo  
Ulaanbaatar, 210526, Mongolia  
Phone: 976-99118770  
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6. **Number of Local Participants** Up to 25 local participants from MPO, MPO contracted experts and selected participants from productivity practitioners

### 7. BACKGROUND

NPOs are the key stakeholders in the productivity movement in APO member countries and are expected to nurture, strengthen, and spearhead this movement for the foreseeable future. Therefore, the capacity of National Productivity Organizations (NPOs) need to be continuously upgraded. Based on the DON need assessment survey, in-country programs specifically for the capacity building of NPOs were initiated. Through 20 programs since 2008, more than 550 professionals were trained in basic and/or advanced productivity tools and techniques. These practitioners are now expected to apply their acquired skills and knowledge in advisory and training services to create multiplier effects.

Based on the positive feedback received and expressions of interest from other NPOs, this program is being continued. The program will explore effective linkages with relevant multicountry projects and cater to the needs of NPOs.

NPOs are urged to exercise care in choosing subject areas for in-country training programs, because they should essentially upgrade the skills of NPO professional staff in current areas of work or help them acquire new skills to apply in the future. To ensure this, NPOs are required to prepare medium-to-long-term plans for staff utilization in productivity promotion-related activities and for their training needs.

Mongolian Productivity Organization (MPO), the NPO of Mongolia, has expressed interest in organizing an in-country capacity-building program to create advanced level productivity

practitioners in Mongolia. Many Mongolian companies are implementing productivity basic tools (5S, Kaizen suggestion scheme, QCC etc), and they would like to continually improve their management capability with advanced tools of productivity and quality. They are facing with the difficulties related to performance and measurement system, and innovation concept. The MPO has proposed a program which is Training Course on Development of Productivity Practitioners: Advanced Program (DPP: Advance)

## **8. TYPE OF PROJECT**

A 11-day training course will be organized by the MPO to develop MPO staffs and others.

## **9. OBJECTIVE**

This program is intended to help the MPO to enhance standard of productivity and quality for senior management, and trainers. This training course aims to deepen understanding and improve the competencies of participants through provisions of technical knowledge and application of productivity and quality tools and techniques at advanced level.

## **10. PROJECT SCHEDULE**

The tentative program was proposed by the MPO in Attachment I. The finalized program of the training course will be determined by the APO Secretariat, hereafter referred to as the APO, and MPO in consultation with APO experts.

## **11. IMPLEMENTATION**

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

## **12. ROLES & RESPONSIBILITIES**

The roles and responsibilities of MPO and APO are:

### **a) MPO**

- 1) Organize a 11-day training course to create a critical mass of productivity and quality practitioners.
- 2) Assign a program manager and local coordinator(s) to organize the course (e.g., meeting room, participants' administration, training materials, site visit, and logistics).
- 3) Provide budget not covered by the APO.
- 4) Prominently display the APO name and logo on the banner and place the APO flag on the dais during the program.
- 5) Submit a comprehensive report to the APO.

### **b) APO**

- 1) Assign international resource speakers.
- 2) Assist the MPO in finalizing the course content in consultation with the resource speakers.
- 3) 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) Hiring equipment and transportation costs for site visits, if any.

#### Tentative budget

No.	Item	Amount (USD)
1	Meeting package	5,730.00
2	Training material sets	570.00
3	Transportation costs for site visits	200.00
	<b>Total</b>	<b>USD 6,500.00</b>

The APO will pay implementation costs of up to USD6,500.00 toward the 11-day training course, and the MPO 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 its financial support to the MPO, if necessary and as requested by the MPO.

The MPO 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 MPO submits the summary report.

### 14. FINAL PROJECT OUTPUT

The project is expected to create a pool of productivity practitioners in Mongolia who can act as trainers/consultants and promote productivity in their respective fields. Upon completion of the project, the MPO 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 MPO. The report is to be submitted one month after the completion of the project.
- b) Submit a project publication, e.g., newsletter or website, written in English or the local language.
- c) Disseminate the knowledge and experience gained to the public and private sectors through publications, consulting, and training services.



Ryuichiro Yamazaki  
Secretary-General

cc: APO Liaison Officer for Mongolia, Mongolian Productivity Organization

13- IN-92-GE-DON-C

Institutional Strengthening of NPOs through the Development of Productivity Practitioners  
16 - 27 September 2013, Ulaanbaatar, Mongolia

### Tentative Daily Schedule

Date	Subject
16 September (Mon.)	Opening ceremony Pretest <b>Module 1 – Productivity concept and principle</b> Relation of productivity to organizational and national competitiveness and quality of life Understanding total factor productivity
17 September (Tue.)	<b>Module 2 – Productivity strategy and Implementation</b> Performance management
18 September (Wed.)	<b>Module 3 – Productivity tools and techniques</b> Total quality management
19 September (Thu.)	Knowledge management
20 September (Fri.)	Six sigma
21 September (Sat.)	Site visit (Full day)
22 September (Sun.)	Free
23 September (Mon.)	<b>Module 4 – Process management</b> Productivity measurement
24 September (Tue.)	Business Process Reengineering
25 September (Wed.)	Lean management

26 September (Thu.)	<b>Module 5 – Action plans</b> Site visit (Half day) Preparation for action plan
27 September (Fri.)	Case and action plan presentation Test Certification/Closing ceremony