

Asian Productivity Organization

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**NATIONAL PRODUCTIVITY SECRETARIAT
SRI LANKA**

Project Implementation Plan

11-IN-92-GE-DON-C: Institutional Strengthening of NPOs through the Development of Productivity Practitioners (Advanced Program):

DON Implementation for Sri Lanka

1. 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 ongoing need for the capacity building of NPOs cannot be overemphasized. Based on the DON need assessment survey, in-country programs specifically for the capacity building of NPOs were initiated. Through 14 such programs, 76 professionals from three countries in 2008, 166 from six countries in 2009, and 164 from five countries in 2010 were trained in basic and/or advanced productivity tools and techniques, energy management, and total quality management. These practitioners are now expected to apply their acquired skills and knowledge in advisory and training services for multiplier effects.

Based on the positive feedback received from NPOs, this program is being continued in 2011. Since 2010, this program has been expanded to cover specific subject areas of relevance to NPOs such as total quality management, total productive maintenance, balanced scorecard, knowledge management, Six Sigma, lean production, energy/environmental management, Green Productivity, etc. based on member country needs.

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 near 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.

The National Productivity Secretariat (NPS), Sri Lanka, the NPO of Sri Lanka, has expressed interest in organizing an in-country training program to develop a pool of productivity practitioners who can use the tools and techniques of productivity improvement and capacity building along with other stakeholders. This in-country program will cater to the needs of the NPS.

2. TYPE OF PROJECT:

A two-week training course will be held for NPS and associate consultants and other practitioners engaged in the promotion of productivity and working as trainers, consultants, technical staff, managers, and local experts on productivity.

3. OBJECTIVE:

The objective of the training course is to provide productivity and quality practitioners with firsthand exposure to the tools and techniques of productivity improvement with a focus on advanced productivity tools, thereby enabling them to build a critical mass of practitioners in the country who could become agents for change among stakeholders.

4. NUMBER OF PARTICIPANTS:

The course will train 35 local participants (60% from the NPS).

5. TIMING OF PROJECT AND VENUE:

23–28 January and 30 January–4 February 2012 (12 days) in Colombo, Sri Lanka.

6. PROJECT SCHEDULE:

The tentative program is given in Appendix 1. The finalized program of the training course will be determined by the APO Secretariat, hereafter referred to as the APO, and NPS in consultation with APO experts.

7. IMPLEMENTATION:

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

8. ROLES AND RESPONSIBILITIES:

The roles and responsibilities of the NPS and APO are:

NPS

- Organize a two-week training course to create a critical mass of productivity and quality practitioners.
- Assign a program manager and local coordinator(s) to organize the course (e.g., meeting room, participant administration, training materials, site visit(s), and logistics).
- Provide budget not covered by the APO.
- Prominently display the APO name and logo on the banner and place the APO flag on the dais during the course.

APO

- Assign international resource speakers.
- Assist the NPS in finalizing the course content in consultation with the experts.
- Provide administrative and financial support under the DON Implementation budget.

9. FINANCIAL ARRANGEMENTS:

The APO will bear cost of the assignment of an international resource speaker(s) and provide financial support to meet the following costs:

- 1) Meeting package including meeting room with training facilities and necessary stationery, materials, and documentation;
- 2) Preparing and compiling training material sets for all participants; and
- 3) Transportation costs for site visits, if any.

< Tentative budget >

No.	Item	Amount (USD)
1	Meeting package for 35 persons for 12 days (30 USD per participant)	12,600
2	Training material sets	500
3	Transportation cost for site visits	1,100
	Total	14,200

To meet the above costs, the APO will pay up to USD10,000 toward the two-week training course, and the NPS will cover any other local implementation costs not covered by the APO.

The APO will make an advance bank transfer of 50% of the estimated cost as its financial obligation to the NPS.

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.

10. FINAL PROJECT OUTPUT:

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

- Submitting a comprehensive report on the training course following the format to be provided by the APO;
- Disseminating the knowledge and experience gained among the public and private sectors through publications, consulting, and training services; and
- Implementing productivity improvement program in 175 institutions (5 for each participant) organized by the Planning and Monitoring Division of the ministry.



Ryuichiro Yamazaki
Secretary-General

Tentative Program**Institutional Strengthening of National Productivity Organizations (NPOs) through the Development of Productivity Practitioners**

Date: 23 January–4 February 2012

Project title: Development of Productivity Practitioners (Advanced Program)

Date (Jan/Feb 2012)	Morning	Afternoon
23 Mon	Opening Ceremony	Productivity, Innovation, and Competitiveness
24 Tue	Understanding Total Quality Management (TQM)	Understanding TQM
25 Wed	Understanding TQM	Understanding TQM
26 Thu	Site visit 1	Lean Manufacturing Systems
27 Fri	Lean Manufacturing Systems	Lean Manufacturing Systems
28 Sat	Advanced Productivity Measurement through the Balanced Scorecard (BSC)	Advanced Productivity Measurement through the BSC
29 Sun	Free	
30 Mon	Advanced Productivity Measurement through the BSC	Total Productive Maintenance (TPM)
31 Tue	Site visit 2	TPM
1 Wed	TPM	Knowledge Management (KM)
2 Thu	KM	KM
3 Fri	Group action plan presentation	Group action plan presentation
4 Sat	Course Integration and Evaluation	Closing Ceremony