

Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F
1-2-10, Hirakawa-cho, Chiyoda-ku
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950
E-mail: apo@apo-tokyo.org
URL: www.apo-tokyo.org

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Vietnam Productivity Centre (VPC)
Vietnam

Project Implementation Plan

12-IN-13-GE-TRC-B/C:

National Training Program on Total Productive Maintenance

(follow-up to the Training Course on TPM for Industry, Bangladesh, 8–12 April 2012)

1. Background

Total productive maintenance (TPM) is an approach to utilize machinery and related manpower resources effectively and efficiently. It combines the practice of preventive maintenance with the concepts of total quality management and total employee involvement. It leads to management systems for equipment maintenance which optimize effectiveness, eliminate breakdowns, and promote autonomous operator maintenance through day-to-day activities. TPM has been recognized as an essential part of world-class manufacturing, especially machine-based manufacturing. This can help enterprises to achieve a competitive advantage in global markets in terms of cost, quality, and delivery.

The APO held a five-day training course in Dhaka, Bangladesh, in April 2012 where the participants were trained in various tools and strategies to undertake TPM in their corporations and organizations. That project was well received, and the APO recognized that TPM was an effective approach to strengthen industries in member countries. Currently, however, TPM is not widely utilized due to a lack of knowledge, technical know-how, and management commitment.

The Vietnam Productivity Centre (VPC), the NPO of Vietnam, has expressed interest in organizing an in-country training program to develop a pool of TPM practitioners and consultants. This Project Implementation Plan (PIP) is for the organization of a national program to disseminate and apply similar learning. It will be held in Vietnam as a follow-up to the multicountry training course in Bangladesh to widen and deepen the impact of that project.

2. Type of Project:

National-level dissemination training course (five days)

3. Objective:

To provide participants with practical approaches to implement and apply TPM in industry.

4. Number of Participants:

There will be up to 100 (both in Hanoi and Ho Chi Minh City) from production, maintenance, planning, or quality assurance departments and other TPM implementation-related departments.

5. Timing of Project:

1–5 October 2012

6. Venue:

Hanoi (1–3 October 2012) and Ho Chi Minh City (4–5 October 2012), Vietnam

7. Implementing Organization:

This project will be implemented by the VPC in close collaboration with the APO Secretariat.

8. Roles and Responsibility:

The roles and responsibilities of the VPC and APO are:

VPC

- Organize a two-day national training workshop and half a day on-site training in Hanoi, and two-day workshop in Ho Chi Minh City.
- Assign a program manager and local coordinator(s) to organize the course (e.g., meeting room, participant administration, training materials, site visit, and logistics).
- Assign local resource speakers, if any.
- Provide administrative and logistics support not covered by the APO.

APO

- Assist the VPC in finalizing the course content in consultation with the expert.
- Assign international resource speakers.
- Providing financial support to cover a portion of expenses related to the national training course as detailed in section 10.

9. Methodology:

Lectures, small group discussions, factory visit, and assessment examination.

It is advisable to involve the local participants who attended the previous multicountry training course in Dhaka, Bangladesh, in April 2012. These participants should play a central role in facilitation and guidance during the sessions in the local language and assist the expert.

10. Financial Arrangements:

a) The expenses to be borne by the APO include the following:

- i) All assignment costs of international experts.
- ii) Implementation costs listed below (up to a maximum of USD6,000 as stated in the project proposal):

Item	Amount (USD)
1. Meeting package including meeting room with training facilities and requisite stationery, material, and documentation. (USD35.00 × 50 persons × 2 days x 2 cities)	7,000.00
2. Multimedia equipment rental	800.00
3. Preparing and compiling training material sets for all participants	1,500.00
4. Rental vehicle for site visit	200.00
Total	9,500.00

The APO will pay implementation costs up to USD6,000.00 toward the training course, and the VPC will cover any other local implementation costs not covered by the APO

b) The VPC will meet the following expenses:

i) Any other local implementation costs.

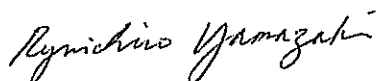
Note: Accounting Procedures for Implementation Costs

1. The APO will advance 50% of the total amount to the VPC, if necessary.
2. The VPC will make expenditures for the designated items and settle the entire account by providing all necessary bills and receipts to the APO after completion of the national training program. The final payment will be made based on the actual expenditure.

11. Final Project Output:

The project is expected to create a pool of TPM practitioners in Vietnam. Upon completion of the project, the VPC will undertake the following:

- Submit a comprehensive report on the training course detailing how the project was carried out in the country, explaining its benefits and advantages to local industries with the numerical data, and describing technical guidance and consultancy that can be offered by the VPC. **The report is to be submitted one month after the completion of the project;**
- Submit a publication, e.g., newsletter, brochure, or bulletin, written in English or the local language ; and
- Disseminate the knowledge and experience gained to the public and private sectors through publications, consulting, and training services.



Ryuichiro Yamazaki
Secretary-General