



PROJECT IMPLEMENTATION PLAN ADDENDUM

7 November 2017

1. **Project Code** 17-IN-06-GE-DLN-A-03
2. **Project Title** Self-learning e-Course on Productivity Tools and Techniques (Advanced)
3. **Reference** Project Notification 17-IN-06-GE-DLN-A dated 22 December 2016; Project Implementation Plan 17-IN-06-GE-DLN-A-03 dated 22 May 2017
4. **Timing and Duration** 1 July–1 December 2017 (five months)
5. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
6. **Addendum No.** 1
7. **Details** Changes in Project Implementation Plan Item No. 4 “Timing and Duration”

7-1 Change in Item No. 4 “Timing and Duration”

The timing and duration of the Self-learning e-Course on Productivity Tools and Techniques (Basic) have been changed to **1 July 2017–31 December 2018** (18 months).

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 22 December 2016 and Project Implementation Plan dated 22 May 2017 pertaining to this course remain valid.

Santhi Kanoktanaporn
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

22 May 2017

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2. **Title** Self-learning e-Course on Productivity Tools and Techniques (Advanced)
3. **Reference** Project Notification 17-IN-06-GE-DLN-A dated 22 December 2016
4. **Timing and Duration** 1 July–1 December 2017 (five months)
5. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
6. **Number of Participants** Minimum 20 from each participating country (Minimum 400 participants per course)
7. **Self-registration** Self-registration opens from 10:00 AM Japan Standard Time on 1 July 2017 on the eAPO web portal: <http://eAPO-tokyo.org>

Note: Participants can register directly from this portal on the APO website. Those who are already registered can access the course by using the assigned username and password. If you have forgotten your username and password, please refer to the help page on the home page of the portal.

8. Objectives

The objective of this course is to enable participants to understand the concepts and methodology of advanced productivity tools and techniques. Specifically, at the end of the course, participants will be able to describe, explain, and use the techniques and tools learned within their organizations and in offering consultancy services, especially to SMEs.

9. Background

The Self-learning e-Course on Productivity Tools and Techniques (Advanced) is a continuation of the Self-learning e-Course on Productivity Tools and Techniques (Basic) launched earlier by the APO. While the basic e-learning course introduces productivity fundamentals, this course provides knowledge on selected advanced productivity improvement tools and techniques such as measurement techniques, statistical data analysis, lean concepts, and the business excellence framework. Therefore, participants who have completed the basic course are encouraged to enroll in the advanced course. In addition, this

is a prerequisite course for participants from APO member countries before attending multicountry face-to-face courses on similar topics.

10. Scope and Methodology

Scope

The course will cover the following modules:

- Module 1: Productivity Measurement
- Module 2: Business Excellence
- Module 3: Lean Techniques
- Module 4: Basic Statistical Data Analysis
- Module 5: Value Stream Mapping

Final Exam

Methodology

Self-learning e-modules, additional study material for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO e-certificate.

11. Qualifications of Candidates

The target groups are SME managers, government officials, and NPO consultants involved in consultancy and training for SMEs.

12. Eligibility for e-Certificate

A minimum score of 70% on the final examination is required to qualify for the APO e-certificate.

Note: Participants from nonmember countries are welcome to take the course for self-development, although APO e-certificates will not be provided.



Santhi Kanoktanaporn
Secretary-General