



## PROJECT IMPLEMENTATION PLAN ADDENDUM

7 November 2017

1. **Project Code** 17-IN-06-GE-DLN-A-02
2. **Project Title** Self-learning e-Course on Productivity Tools and Techniques (Basic)
3. **Reference** Project Notification 17-IN-06-GE-DLN-A dated 22 December 2016; Project Implementation Plan 17-IN-06-GE-DLN-A-02 dated 27 March 2017
4. **Timing and Duration** 1 April–30 November 2017 (eight 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 April 2017–31 December 2018** (21 months).

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 22 December 2016 and Project Implementation Plan dated 27 March 2017 pertaining to this course remain valid.

Santhi Kanoktanaporn  
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN

27 March 2017

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2. **Title** Self-learning e-Course on Productivity Tools and Techniques (Basic)
3. **Reference** Project Notification 17-IN-06-GE-DLN-A dated 22 December 2016
4. **Timing and Duration** 1 April–30 November 2017 (eight 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 Japan Standard Time on 1 April 2017 on the APO Institute of Productivity e-learning web portal: <http://apo-ipro.org/>. (Participants can register directly on this portal through the APO website.)

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 FAQs on the home page of the portal.

### 8. Objectives

The objective of this course is for participants to acquire and enhance knowledge of the fundamentals of productivity concepts, principles, tools, and techniques. Specifically, at the end of the course, participants will be able to:

- a. Explain productivity concepts and principles;
- b. Describe how to use basic productivity tools and techniques; and
- c. Relate the importance of productivity to innovation and competitiveness.

### 9. Background

Productivity matters because it can drive growth in the quantity and value of national output. This can lead to improved economic growth and sustain the competitiveness of countries in the global market. Recognizing the importance of this, the pursuit of higher productivity growth has become the main development agenda item of most countries. This requires a

pool of practitioners fully equipped with skills, knowledge, and ability to lead productivity improvement initiatives through promotion, consultancy services, and training.

As the leader of the productivity movement in the Asia-Pacific region, the APO has developed many effective programs to enhance the capacity building of NPOs that serve as productivity champions in their countries. The programs known as Development of Productivity Practitioners (DPP): Basic and Advanced have been implemented for more than two decades with the main objective of creating a pool of experts and specialists in productivity improvement at the organizational and national levels.

To expand the coverage of those programs, the APO launched self e-learning courses to provide learners with a clear understanding of the background of the productivity movement in the Asia-Pacific, fundamental concepts of productivity, and selected tools and techniques for productivity improvement. This course is considered to be the foundation and is necessary preparation before participants take the APO-certified Productivity Practitioner Course.

## **10. Scope and Methodology**

### **Scope**

The course will cover the following modules:

- Module 1: Introduction to Productivity, Quality, and Competitiveness
- Module 2: Background of the Productivity Movement
- Module 3: Profiles of Productivity Practitioners
- Module 4: Basics of Productivity Measurement
- Module 5: Basic Productivity and Quality Tools and Techniques
- Module 6: Introduction to Total Quality Management
- Module 7: 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 staff and managers, government officials, and NPO staff 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