

## **EXECUTIVE SUMMARY**

<b>TITLE</b>	:	<b>Machinery &amp; Equipment Business Virtual Advisory Services</b>
<b>PROPOSED DATE AND VENUE</b>	:	June – October 2020
<b>OBJECTIVES</b>	:	<ul style="list-style-type: none"> <li>• Help business to make the right choice for their organisation;</li> <li>• Tailored to business needs to deliver value proposition.</li> <li>• Customise activities to ensure solution meet business needs in addressing real business problem; and</li> <li>• Facilitate business by focusing on instilling knowledge, building capabilities and empowering them to implement sustainable change.</li> </ul>
<b>OUTPUT</b>	:	<p>The expected outputs include:</p> <ul style="list-style-type: none"> <li>• Module/ Curriculum for the coaches to implement the task force;</li> <li>• Digitalisation blueprint;</li> <li>• Standard operating procedures (SOP), process flow and manuals;</li> <li>• Terms of reference (TOR) for mentor and company;</li> <li>• Current business issues, challenges and recommendations;</li> <li>• Reports on selected participating companies – 1 consultation report for each company comprising the company's diagnostic information, challenges and restriction for expansion, as well recommendation for solutions; and</li> <li>• Company evaluation report.</li> </ul>
<b>BUDGET/COST</b>	:	SPN-M&E : <b>RM125,000.00</b>
<b>DEPARTMENT</b>	:	Machinery and Equipment Productivity Nexus (MEPN)
<b>COMMENTS/ SIGNATURE OF ACCOUNTANT</b>	:	
<b>COMMENTS/SIGNATURE OF PCT SENIOR MANAGER</b>	:	

## 11.0 Cost

No.	Item	Cost	Pax	Quantity	Total (RM)
<b>A. Business Virtual Services</b>					
1.	Coordinator	RM500/man day	1	20-man day	10,000.00
<b>B. Business Virtual Mentoring</b>					
1.	Technical Expert (Program Master)	RM500/man day	7	10-man day	35,000.00
2.	Technical Expert (Survey & Analysis)	RM500/man day	1	20-man days	10,000.00
3.	Advisor (Mentor)	RM200/hour	7	10 hours	14,000.00
4.	Facilitation of Virtual Platform	RM100/hour	1	70 hours	7,000.00
5.	Promotion and Marketing	RM5,000	-	-	5,000.00
<b>C. Business Virtual Coordination</b>					
1.	Speaker	RM500/pax	3	15 sessions	22,500.00
2.	Moderator	RM300/pax	1	15 sessions	4,500.00
3.	Facilitation of Virtual Platform	RM100/hour	1	30 hours	3,000.00
<b>D. Virtual Training (Digitalisation only)</b>					
1.	Online Short Course Training	RM1,000/program	1	10 Programs	10,000.00
2.	Facilitation of Virtual Platform	RM100/hour	1	40 hours	4,000.00
<b>Total (RM)</b>					<b>125,000.00</b>

## 12.0 Conclusion

The approval of BOM is sought to approve the budget of **RM125,000.00** to utilise the SPN-M&E budget to conduct Machinery & Equipment Business Virtual Advisory Services.

Prepared by:



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Date: 16 June 2020

Checked by:



Dr. Mazlina Shafi'i  
Programme Manager  
Date: 16 June 2020

Approved by:



Suhaimi Hamad  
Director  
Date: 16 June 2020