

EXECUTIVE SUMMARY

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

11.0 Cost

No.	Item	Cost	Pax	Quantity	Total (RM)
A.	Business Virtual Services				
1.	Coordinator	RM500/man day	1	20-man day	10,000.00
B.	Business Virtual Mentoring				
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
C.	Business Virtual Coordination				
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
D.	Virtual Training (Digitalisation only)				
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
Total (RM)					125,000.00

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:



Abdul Rahman Kamis
Project Manager
Date: 16 June 2020

Checked by:



Dr. Mazlina Shafii
Programme Manager
Date: 16 June 2020

Approved by:



Suhaimi Hamad
Director
Date: 16 June 2020