EXECUTIVE SUMMARY

TITLE	:	Developing crash course/modules in productivity improvement programmes
OBJECTIVES	:	- To enhance the productivity and efficiency of production or process - To conduct the quality management systematically - To increase yield by improving the bottleneck process - To decrease defective rate
EXPECTED DELIVERABLES	:	30 Crash course/modules in productivity improvement programmes.
PROPOSED PROJECT TIMELINE	:	November- December
ALLOCATION	:	RM 60,000
BUDGET	:	SPN
RECOMMENDED BY	:	Productivity Growth Division - DMO
Comment/ Signature by PCT	:	

MALAYSIA PRODUCTIVITY CORPORATION (MPC)
PROPOSAL FOR BOARD OF MANAGEMENT

1.0   Purpose

The purpose of this paper is to seek approval of MPC's Board of Management (BOM) to utilise the SPN budget to develop crash course/modules in productivity improvement programmes.

2.0 Objectives

i)   To enhance the productivity and efficiency of production/process
ii)   To conduct the quality management systematically
iii) To increase yield by improving the bottleneck process
iv) To decrease defective rate

3.0   Expected deliverables

i) 30 Crash course/modules in productivity improvement programmes.

4.0 Proposed Implementation Timeline

No	Item	Proposed Timeline
1.	Develop module and content and training session	November
2.	Review and Revise Module	November
3.	Upload at MPC YouTube Channel	December

5.0   Estimated cost

The total estimated cost to conduct this project is as follows:

Item	Details (RM)	Estimated Cost (RM)
Professional fees for the consultant i) Crash Course/Module	2,000.00 x 30 modules	60,000.00
TOTAL		60,000.00

5.0 Conclusion

The approval of BOM is sought to approve the budget of **RM60,000.00** to utilise the SPN budget to develop crash course/modules in productivity improvement programmes.

Prepared by:

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Date: 30 October 2020

Checked by:

Mohammad Norjayadi Tamam
Deputy Director
Date: 30 October 2020

Approved by:

Suhaimi Hamad
Director
Date: 30 October 2020