

## EXECUTIVE SUMMARY

<b>TITLE</b>	: <b>PRODUCTIVITY1010</b> <b>(Productivity through Digitisation)</b>
<b>PROPOSED DATE AND VENUE</b>	: February – May 2021
<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>OVERALL OUTPUT</b>	: The expected outputs include: <ul style="list-style-type: none"><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>• 300 company digitisation blueprints.</li><li>• Company evaluation report.</li><li>• PRODUCTIVITY1010 report.</li></ul>
<b>BUDGET/COST</b>	: <b>MPB-MEPN : RM113,000.00</b>
<b>DEPARTMENT</b>	: Machinery and Equipment Productivity Nexus (MEPN)
<b>COMMENTS/ SIGNATURE OF ACCOUNTANT</b>	:
<b>COMMENTS/SIGNATURE OF PCT SENIOR MANAGER</b>	:

## 7.0 Partial Cost for BOM Approval

MEPN target 20 sessions for the period of February to May 2021 which covers 5 companies per session, a total of 100 companies will be benefited. Following is the breakdown of the cost for the purpose of BOM approval.

No.	Item	Cost/ Unit	Pax	Quantity	Total (RM)
1.	Program Coordinator (including online platform services)	RM1000/session	1	20-sessions*	20,000.00
2.	Mentor	RM400/hour	10	20 hours**	80,000.00
3.	Promotion and Marketing (posting booster package via social media, online tools subscription, video, poster, brochure, etc)	-	-	-	10,000.00
4.	Webinar/ Training Speaker	RM300/hour	5	2 hours	3,000.00
<b>Total (RM)</b>					<b>113,000.00</b>

\*Each session will be run for 10 hours with 5 companies, a total of 200 hours for 100 companies.

\*\*Equivalent to 2 sessions for each mentor.

## 7.0 Conclusion

The approval of BOM is sought to approve the budget of **RM113,000.00** to utilise the **MPB-MEPN** budget to conduct PRODUCTIVITY1010 (Productivity through Digitisation).

Prepared by:



Abdul Rahman Kamis  
Project Manager  
Date: 16 February 2021

Checked by:



Dr. Mazlina Shaf'i'i  
Programme Manager  
Date: 16 February 2021

Approved by:



Suhaimi Hamad  
Director  
Date: 16 February 2021