

EXECUTIVE SUMMARY

TITLE	:	PRODUCTIVITY1010 (Productivity through Digitisation)
PROPOSED DATE AND VENUE	:	February – May 2021
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.
OVERALL OUTPUT	:	The expected outputs include: <ul style="list-style-type: none">• Standard operating procedures (SOP), process flow and manuals;• Terms of reference (TOR) for mentor and company;• Current business issues, challenges and recommendations;• 300 company digitisation blueprints.• Company evaluation report.• PRODUCTIVITY1010 report.
BUDGET/COST	:	MPB-MEPN : RM113,000.00
DEPARTMENT	:	Machinery and Equipment Productivity Nexus (MEPN)
COMMENTS/ SIGNATURE OF ACCOUNTANT	:	
COMMENTS/SIGNATURE OF PCT SENIOR MANAGER	:	

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
Total (RM)					113,000.00

*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

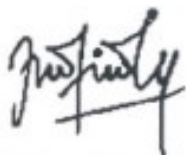
The approval of BOM is sought to approve the budget of **RM113,000.00** to utilise the **MPB-MEPN** budget to conduct PRODUCTIVITY1010 (Productivity through Digitisation).

Prepared by:



Abdul Rahman Kamis
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Date: 16 February 2021

Checked by:



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

Approved by:



Suhaimi Hamad
Director
Date: 16 February 2021