

## EXECUTIVE SUMMARY

# **MALAYSIA PRODUCTIVITY CORPORATION (MPC) PROPOSAL FOR BOARD OF MANAGEMENT**

## **1.0 Purpose**

The purpose of this paper is to request approval from the Board of Management (BOM) on application of system development project on Lean Management: Improving Process Efficiency on Governance Documents Towards International Standard Requirement for Sedafiat Sdn Bhd by using operating budget.

## **2.0 Background**

Lean Management is an applied methodology and techniques that cause work tasks in a process to be performed with minimum of non-value adding activities resulting in reduce waiting time, queuing time, administrative time, and delays. It also focuses on tracing waste and non-value-added products. The lean philosophy emphasizes creating more value for customers with fewer resources through optimizing the flow of work. The outcome is a more organized where employees have access to tools they need and empowered to deliver delightful customer service. At the end, it can give an impact on cost savings due to efficient processes and workflows and leads to profitable business results. Lean Provides services and deliver product with the optimal use of resources, including time, money, and people.

## **3.0 Objectives**

The objective of this program is to identify opportunities and problem areas within existing business to improve process efficiency on governance documents.

## **4.0 Outputs**

The expected outputs of the program will consist as follows:

- i. Physical in-house workshop;
- ii. Briefing/ brainstorming session; and
- iii. Revenue of RM 17,500.00. (Refer *Proposal Attachment 1*).

## **5.0 Expected Outcomes**

At the end of this program, the expected outcomes may include:

- i. To understand the concept of tools required in identifying organisational value and waste.
- ii. To understand the importance of lean in improving business performance and process efficiency.
- iii. To identify opportunities and problem within existing business.

## **6.0 Facilitator and Auditor**

The course will be facilitated by MPC's external technical expert that is qualified and experienced Quality Management System (QMS) training and consultancy.

## **7.0 Proposed Course Content**

- i. Briefing and brainstorming on improving governance documents.
- ii. Workshop on understanding management system requirement and document mapping.
- iii. Workshop on reviewing Standard Operating Procedure (SOP), Key Performance Indicator (KPI) and normative reference & standard requirement information.

## **8.0 Proposed Budget and Revenue**

### **i. Proposed Budget**

<b>NO</b>	<b>ITEM</b>	<b>COST (RM)</b>
1.	Technical Expert Fee – RM 2,500 x 5 days (1 person)	<b>12,500.00</b>
2.	Participants' Food and Beverage – RM 750.00 x 5 days	<b>3,750.00</b>
<b>TOTAL</b>		<b>16,250.00</b>

### **ii. Revenue**

<b>NO</b>	<b>ITEM</b>	<b>REVENUE (RM)</b>
1.	5 days In-house workshop – RM 3,500 x 5 days	<b>17,500.00</b>
<b>TOTAL</b>		<b>17,500.00</b>

## 9.0 Approval from BOM

The approval of the Board of Management (BOM) is sought on system development project on Lean Management: Improving Process Efficiency on Governance Documents Towards International Standard Requirement for Sedafiat Sdn Bhd by using operating budget with an estimated expenditure of RM 16,250.00.

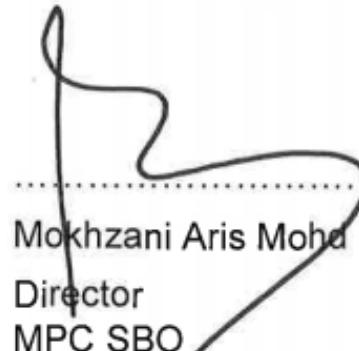
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