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**Productivity and Development Center
2016 PROJECT ACCOMPLISHMENT REPORT**

I. Project Information

Project Code : QBIBY
Project Title : Training Course on Development of Productivity Practitioners:
Basic Program (DPP: Basic)
Project Start : June 4, 2016
Project End : July 1, 2016
Project Price : P3,200,000.00
Client Organization : Asian Productivity Organization (APO)

II. Project Team

Project Manager : Ma. Theresa A. Agustin

Team Members

Ceazar Valerei E. Navarro	Melani Garcia – Mercader
Chenier Nicu C. Villanueva	Nory Grace Evangelio
Earl P. Tongol	Mary Jill Myria D. Ong Gue

Supervising Fellow : Carlos A. Sayco, Jr.

Consultants/Resource
Persons

Local Resource Persons	
Homer H. Alcon	Niña Maria B. Estudillo
Themistocles D. Padla	Ma. Theresa A. Agustin
Foreign Resource Person	
Kelvin Chan	Chantalux Mongkol
George Wong	

III. Project Details

Project Description APO-Development of Productivity Practitioners (DPP): Basic Course is part of the APO Program on the Development of National Productivity Organizations (NPOs). This has been implemented since 1996 by the DAP-PDC in partnership with APO to help build the competencies of NPO staff as productivity practitioners.

Putting a premium on the development of NPOs capability, the NPO has considered the DPP as part of its regular program on productivity.

As a productivity practitioner, participants will help their respective organizations and client organization as well as address productivity and quality improvement concerns via the expression of the application of productivity and quality tools through training, promotion and consulting services.



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Project Objectives: To develop APO-certified productivity practitioners with good knowledge of fundamental productivity concepts, principles, and tools. The certified practitioners are expected to be able to:

- Identify, utilize, and explain basic productivity tools and other approaches to improve productivity;
- Adopt an integrated productivity framework to diagnose productivity problems and develop and implement solutions; and,
- Provide training, consulting, and promotional services to NPO clients.

Focus Area : Less advanced NPOs of APO-member countries
Project Type : Training
Regional Coverage : Asia

IV. Project Accomplishments

Key Activities Implemented

Pre-Implementation

- Conduct of project team meetings; and
- Meeting with host organizations: Municipality of Talisay, One Tagaytay Place, Tagaytay Medical Center, and Santa Luisa Multi-Purpose Cooperative.

Implementation

- Conduct of the four (4) week training course;
- Conduct of a P&Q Diagnosis for selected four (4) local organizations namely: Municipality of Talisay, One Tagaytay Place, Tagaytay Medical Center, and Santa Luisa Multi-Purpose Cooperative.
- Presentation of P&Q Diagnosis Results to the Top Management of the above four (4) organizations;
- Conduct of Presentation Skills Workshop;
- Preparation and Presentation of Individual Action Plan of Participants;
- Conduct of Opening and Closing Program;
- Conduct of International Night;
- Hosting by DAP and APO, respectively, of Welcome and Farewell Lunch; and,
- Conduct of Manila and Tagaytay City Tours.

Post-Implementation

- Project Team debriefing meetings;
- Liquidation of expenses (payment to resource persons/suppliers); and,
- Preparation of documentation report.



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Major Outputs

- Trained twenty-two (22) participants, from fourteen (14) participating APO-member countries, as productivity practitioners;
- Revised course design;
- Revised course program;
- Set of training materials;
- P&Q Diagnosis Report for the four (4) Local Host Organizations;
- Presentation of Participants on Basic P&Q Tools;
- Individual Action Plans of Participants; and,
- Project Terminal Report.

Project Impact

- Identified participants' competency level on productivity and quality improvement tools;
- Developed twenty-two (22) participants as productivity practitioners;
- Developed competencies of participants as a productivity trainer, consultant, promoter and a technical expert on productivity;
- Appreciation on the use of the basic P&Q tools in specific situations;
- Assisted four (4) local organizations to identify organizational productivity and quality improvement concerns and to appreciate corresponding recommendations;
- Developed a spirit of camaraderie among participants based on the use of the management of learning (MOL), the assignment of host teams as effective training management approaches; and,
- High interest and enthusiasm to apply learning by way of the action plan implementation.

Lessons Learned

Administrative aspects:

- Strong commitment and dedication of project team members to carry out a long-term 4-week program an important consideration in projects of this nature;
- Minimum of three (3) project team members including the project documenter necessary as mainstay during the training implementation proper, i.e. project manager, junior technical staff and an administrative staff;
- Technical and support staff involvement during the conduct of the P&Q Diagnosis deemed very helpful in carrying out the technical and administrative concerns;
- Assistance from the APO Liaison Officer (APOLO) greatly helped in addressing project and participants' concerns;
- Guided City Tours for Manila and Tagaytay City have been well appreciated and enjoyed by participants;
- Cooperation by the DAP Support Services and the DAP Conference Center – Tagaytay in preparation for and in the conduct of this project deemed important and helpful;



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- Additional budget support is necessary to accommodate additional local participants;
- Reservation of the DAP Conference Center Tagaytay must be done a year ahead to prevent bump-offs;
- DAP Conference Center Tagaytay and The Linden Suites are the preferred residences of DPP Participants;
- It is important for the project team to prepare contingency plan for unexpected changes in program schedule;
- The boodle-fight is a good activity for participants that promotes bonding and appreciation for the Filipino culture; and,
- The International Night is a good opportunity to showcase the country's culture and participants' talents.

Technical aspects:

- Very good program introduction helped set the friendly and enjoyable learning atmosphere;
- Participants' active participation and cooperation during the implementation proper one of the important factors to program success;
- Host team assignments fostered team spirit and group learning;
- Use of different instructional methodologies proved effective in motivating and enhancing participants' learning;
- Practicum session on P&Q Diagnosis, Case Presentation, Presentation Skills Workshop and Action Plan Presentation helped enriched participants learning; and,
- Off-session activities like showcase of national food of each country, Tagaytay City tours, videoke and dance sessions helped in enhancing interpersonal, team relationships and bridging cultural differences.


V. Attachments

- Notice of Project Completion (DAP-WI-05 F2,REV.0)
- Summary of Course Evaluation and Resource Person (for Training Program)

Prepared by:


MA. THERESA A. AGUSTIN
Project Manager

Noted / Approved by:


ARNEL D. ABANTO
Center Head

Notes:

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation.
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data