



Great Factory  
Great Management

# Factory and Management Consulting and Training Service

## Proposal for Operations Efficiency and Productivity Enhancement Project (OEPE)

**Business Name:** Customer Company Name

**Project Period:** May 1- November 30, 2010

**Address:** Customer Company Address

**Head Consulting:** Mr. Somsak Phakderatnamitr, MBA.

Work address: 68 Soi 9, Taiban Road, Paknam, Muang, Samutprakarn 10270

Phone: +66(0)87-094-0726

E-mail: [manufacturing-management@hotmail.com](mailto:manufacturing-management@hotmail.com)

Website: [www.FactoryAndManagement.com](http://www.FactoryAndManagement.com)

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## 1. Introduction

A company (Thailand) Co., Ltd. has contacted Factory and Management Consulting and Training Service (FMCTS) to evaluate its assembly operations for possible consulting project. A consulting team has visited the assembly plant on March 28, 2010 and conducted a pre-evaluation process.

The team primarily concluded many issues on operations efficiency and productivity, worker motivation, work standardization, quality improvement, and production standard.

## 2. General problem analysis

### Company profile

A company (Thailand) Co., Ltd. began its operations since 2005. It currently employs over 100 staffs and has sales income more than hundred millions baht. The main product categories can be classified into 6 groups, which are

1. Product type group1
2. Product type group2
3. Product type group3
4. Product type group4
5. Product type group5
6. Product type group6

### Problems and Obstructions

1. Issues on operations efficiency working performance in employees, adversely effecting on production goals, production planning and production control.
2. Issues relate to standard system and improvement for production standard, base on setting up working performance standard and continuous development for upgrading quality.
3. Issues involves coordination management , including logistics, marketing that affects inventory control of some items inconsistent with sale volume, leading to short of product in marketplace and current capital.

### 3. Objectives and Goals

#### Objectives

1. Encourage employee to be proud of work team, more responsible and self-owned tasks.
2. Improve operation standard and up-leveling factory system.
3. Develop manufacturing system to maximize resources.
4. Co-ordinate to minimize manufacturing losses and reduce invisible wastes in organization.

#### Qualitative Expected Results

1. To have active work team to develop work system. To have skilled employees understanding in corporate objective definitely. Able to adjust for the advantages of company both in short-term and long-term period.
2. To standardize working performance and production standard.
3. To reduce defective products in production and customer complaints.
4. To reduce lead time and increase inside management capacity
5. To develop value-added system in organization, reduce overhead costs.

Quantitative Indicators	Major Project Goals (within 6 month)
Production capacity/ productivity	35% increased
Efficiency (per employee)	25% increased
Number of regular employee	not over 10% increased
Defective in production and customer complaints.	25% decreased

*Note: Mentioned numbers are forecast figures by corporate data and offering by consultant as to conditions offered.*

#### **4. Scope, Direction, Approach and Plan (Gantt Chart)**

##### Scope

1. To provide additional knowledge on management, methods of how organization develops competition ability continuously.
2. To provide knowledge about working performance development and motivation building that allows employees to participate and gain self-owned task responsibility.
3. To arrange working and production standard.
4. To consult and advise action plan for production and develop staffs to reach objective goals.
5. To consult conducting indicator index and perform assessment in work units relevant.

##### Direction

1. Examine, analyze, conduct operation practices that meets goals in operation with administrative.
2. To evaluate production capacity, logistics, human resource (in factory) and management.
3. To consult conducting action plan, duration, operation process, measurement method, and assessment method.
4. To be consultant and trainer on operation as specified in designed plan.
5. To follow-up, and give guidance on work plan improvement along with submit to administrative for decision-making.

##### Approach

1. Examine and analyze diagnosed data and assess enterprise operation status by consulting team.
2. Perform major goals and minor goals, along with set indicator index and measurement method.
3. Train and give guidance about action plan with indicator index and measurement method.
4. To consult assessment and instruct improvement continuously.

Plan (Gantt Chart)

Activities	Duration (month)									Responsible person Consultant	Number of Days required
	1	2	3	4	5	6	7	8	9		
1. To build work team and working as team to create self-owned task through working performance standard.	4	4	3	2	2	1				Mr. A and Team	16 MD
2. To consult and guide action plan for production and enable staff to reach designed goals.			3	3	2	1				Mr. B and Team	9MD
3. To consult and direct indicator index and conduct related performance assessment.					3	2				Mr. A and Mr. B	5 MD

Note: 1<sup>st</sup> month of April 2010 is summed up 30 days for consulting and training

**5. Consulting Team Member and Working Hours**

Project Consultants Staffs

To make ultimate use of consultant, we have selected qualified consultant team that correspond to operate activities to be project consultant staffs as followed.

- |                                    |                     |
|------------------------------------|---------------------|
| 1. Mr. Somsak Phakderatnamitr, MBA | Project Head        |
| 2. Mr. A                           | Consulting Team     |
| 3. Mr. B                           | Project Coordinator |
| 3. Mr. C                           | Project Coordinator |

Duration of Operation

- Consultants are to provide guidance and instructions in factory periodically at least 6 months schedule mentioned above (Excluded other methods of consulting)
- Enterprise operation place are equipped with facility, responsible marketer and salesperson, human resource, management, are ready to provide consultants with convenience effectively.

Fee

Consulting : ..... Baht ( Exclude VAT 7% )

Training : ..... Baht ( Exclude VAT 7% )

Confidentiality

- Consultants assures to keep company data confidentiality strictly and will not have company confidentiality to be disclosed in any cases and any forms without the consent of prior written permission. This is to protect company from any business loss.
- The consultant are to handle on record report to enterprise operator at every times and sent latest statement after the termination of project not over 1 month.

Therefore, detailed project operation process and conditions acceptable to company and consultant team. All of them undersign in this submission document to be informed

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Managing Director

A Company (Thailand) Co., Ltd.

Date.....

\_\_\_\_\_  
( )

(Somsak Phakderatnamitr, MBA)

Project Head

Date.....

\_\_\_\_\_  
( )

Managing Director

Factory and Management Consulting and Training Service (FMCTS)

Date.....