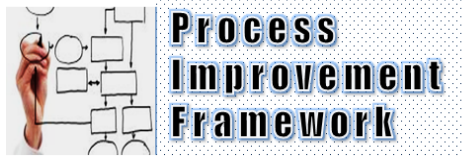


Walk the Productivity Talk with ...

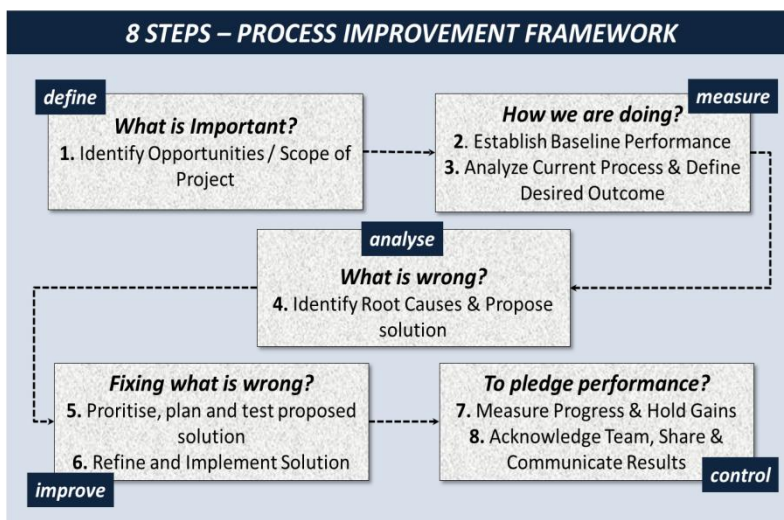


A pragmatic Process Improvement Framework specially customized for the Small & Medium Enterprises or SMEs. It is a light & powerful methodology from SiPi. This framework can be used as a standard **process improvement & problem solving model** within an organisation.

“An **8-STEPs** Process Improvement Framework + A3 Project Executive Summary”

It is all about customizing a LITE version of Process Improvement Framework (PIF) for your organisation and to coach & equip employees with right skill-sets to work on various productivity improvement projects.

Our **8-STEPs** Process improvement Framework is a series of actions which an



organization undertakes to increase the productivity and improve capability of their employees' skill-sets to identify, analyze and improve existing business and / or operational processes to meet new goals and objectives such as reducing defects, improve throughput yields, reducing costs and accelerating delivery performance to achieve

customer satisfaction. These actions often follow an **8-STEPs** process improvement framework which aligns to DMAIC methodology to increase its effectiveness.

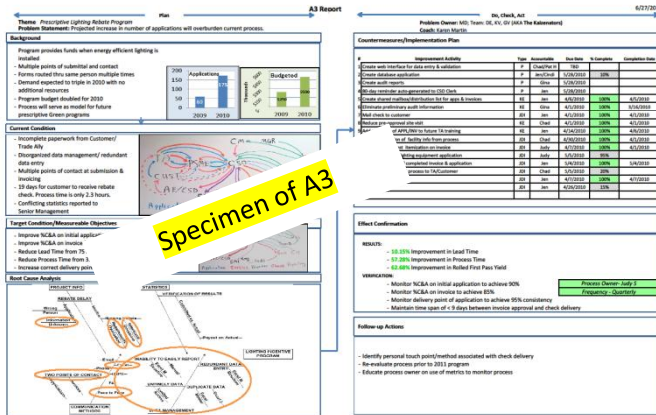
The **8-STEPs** Process Improvement Framework (refer to diagram) addresses the following questions. With help of SiPi's consultant, companies' management, staff & employees will be trained to utilize such framework.

1. Define – What is important? Identify opportunities & scope of project issues.
2. Measure – How we're doing? Establish baseline performance, analyze current process & develop the desired outcome.
3. Analyze – What is wrong? Identify root causes & propose solution.
4. Improve – Fixing what is wrong; Prioritize, plan, test & refine proposed solutions for implementation

- Control – To pledge for performance; To measure progress & hold gains and to acknowledge project team performance, share & communicate results.

A3 Project Executive Summary.

In-addition, an A3 Project Executive Summary is a project monitoring tool; it will also be shared with companies who're willing to engage & introduce SiPi's **8-STEPs**



Process Improvement Framework as part of their productivity roadmap. The A3 project executive summary will help management, staff & employees to monitor the progress of respective productivity improvement projects within their organization.

Deliverables. Companies can look forward to a customized **8-STEPs**

Process Improvement Framework (PIF) solution. Typical deliverables from a complete engagement from SiPi may include a day of coaching for any number of participants within the organization; staff & employees will be trained to use the standard framework to work on their projects; and they will become proficient in delivering an A3-Reporting format for management review. ****Companies who utilize the standard framework to drive productivity may likely to expect sustainable productivity gain**

***company is accountable for its own productivity gain.*

To walk the productivity talk with our **8-STEPs Process Improvement framework**, please contact SiPi to get started.



Email: enquiry@siipi.org.sg
 Telephone: (65)6826-3111
 Website: www.siipi.org.sg

Office:
 Singapore Innovation & Productivity Institute
 2985 Jalan Bukit Merah
 Singapore 159457
 (9am to 6pm, Mon to Fri)

Singapore Innovation & Productivity Institute (SiPi)

Part of the Singapore Manufacturing Federation, SiPi is a centre of excellence that champions manufacturing excellence through innovation & productivity for Singapore's manufacturing sector. Its key functions include providing productivity resources & customized roadmapping/coaching support to help enterprises implement specific productivity roadmaps. SiPi also undertakes research & benchmarking to steer industry development, and collaborates closely with the Singapore government agencies, industry experts, academia & overseas institutes to develop tools, case studies & localize best practices. SiPi also leverages on SMF's several centres of excellence to provide a one-stop solution for productivity & innovation.