Persekitaran Amalan 5S

Project Brief

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PREPARED: SETIAUSAHA 5S DATE:7/2018

ACCEPTED: SEMUA STAF DATE:8/8/2018

|  |  |
| --- | --- |
| Title: | Persekitaran Amalan 5S |
| **Background/Context:** | *Membuat alaman 5S* |
| **Objective:** | *Syarikat sentiasa mengamalkan 5S* |
| **Target Outcomes** | *Persekitaran pejabat mengamalkan 5S* |
| **How will the success of the project be measured:** | *Mengadakan audit berkala dan audit mengejut pada setiap zon* |
| **Governance:** | *Describe the management arrangements that will be put in place to govern the project and briefly describe the accountabilities of each party. As a minimum this will include the name and title of the Project Manager and Project Sponsor.* |
| **Reporting Requirements:** | What is the reporting frequency, format and to whom? |
| **Resources:** | *What human resources, internal, external, consultants and/or working groups will be required for the project?*  *Is the project is being conducted within existing operational resources or have specific funds been supplied? If the project has a specific budget provide details of the proposed expenditures.* |
| **Stakeholders & Communication Strategy:** | *List the key stakeholders or stakeholder groups who will impact the project or be impacted by the project and describe how they will be engaged.* |
| **Assumptions and Constraints:** | *Provide a list of any underlying assumptions and/or constraints.* |
| **Major Risks & Minimisation Strategies:** | What are the barriers to achieving project success (ie the major risks)? For each of these risks, what steps will be undertaken to minimise them? |
| **Risk Management:** | What will be the process used to manage risks throughout the project, particularly in relation to risk identification, review and reporting? See the Risk Management resource kit at [www.egovernment.tas.gov.au](http://www.egovernment.tas.gov.au) for more information. |
| **Issues Management:** | What will be the process used to manage issues throughout the project, particularly in relation to issue identification, review and reporting? |
| **Related Projects:** | *List any projects which are dependent on this project, or projects that are interdependent on this project, or projects upon which this project is dependent. Briefly describe the relationship.* |
| **Guidelines/Standards:** | *What guidelines, standards or methodologies will be applied manage the project?* |
| **Quality Control:** | *What levels of review will be undertaken throughout the development of the project outputs? For example the timing of output reviews, how the reviews will be conducted and who will be involved.* |
| **Capturing the Lessons Learnt:** | *Describe any review process (internal or external) to capture the lessons learnt throughout the project* |

**Project Activities & Milestones:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Id*** | ***Description*** | ***Who*** | ***Scheduled Start*** | ***Scheduled Finish*** | ***Predecessor*** |
| 01 | Mengadakan taklimat perancangan 5S | Penyelaras/setiausaha | 8.8.2018 | 8.8.2018 |  |
| 02 | Memulakan aktiviti sisih dan sapu | Semua ahli zon | 15.8.2018 | 15.12.2018 | Aktiviti susun diakan 5-10 minit setiap hari |
| 03 | Memulakan aktiviti sapu, seragam dan sentiasa amal | Semua Ahli Zon |  |  |  |
| 04 | Mengadakan latihan | Jawatan kuasa latihan | 9.8.2018 | 10.8.2018 |  |
| 05 | Mengadakan promosi | Jawatan kuasa promosi | 9.8.2018 | 15.12.2018 |  |
| 06 | Mengadakan audit | Jawatan kuasa audit | 20.8.2018 | 15.12.2018 |  |
| 07 | Memberi penghargaan | Jawatan kuasa Promosi | 23.12.2018 | 23.12.2018 | Pemberian hadiah kepada zon mengikut pengiktirafan yang disediakan |