Abstract:

This paper briefs about improving the productivity of the process using PLAN, DO, CHECK, ACT cycle. Initially used as a tool for product quality control, PDCA is now recognized as a tool for production process improvement. It transforms a simple worker into a knowledge worker. This is done by implementing four major key mechanism, to push workers for the achievement of companies objectives and the superiors to provide required on-job training.

Introduction:

Improving productivity methodologies have a great impact on the production, whereas only few methodologies have been developed to relate to office knowledge thus generally not profited significantly because knowledge work is very vast .