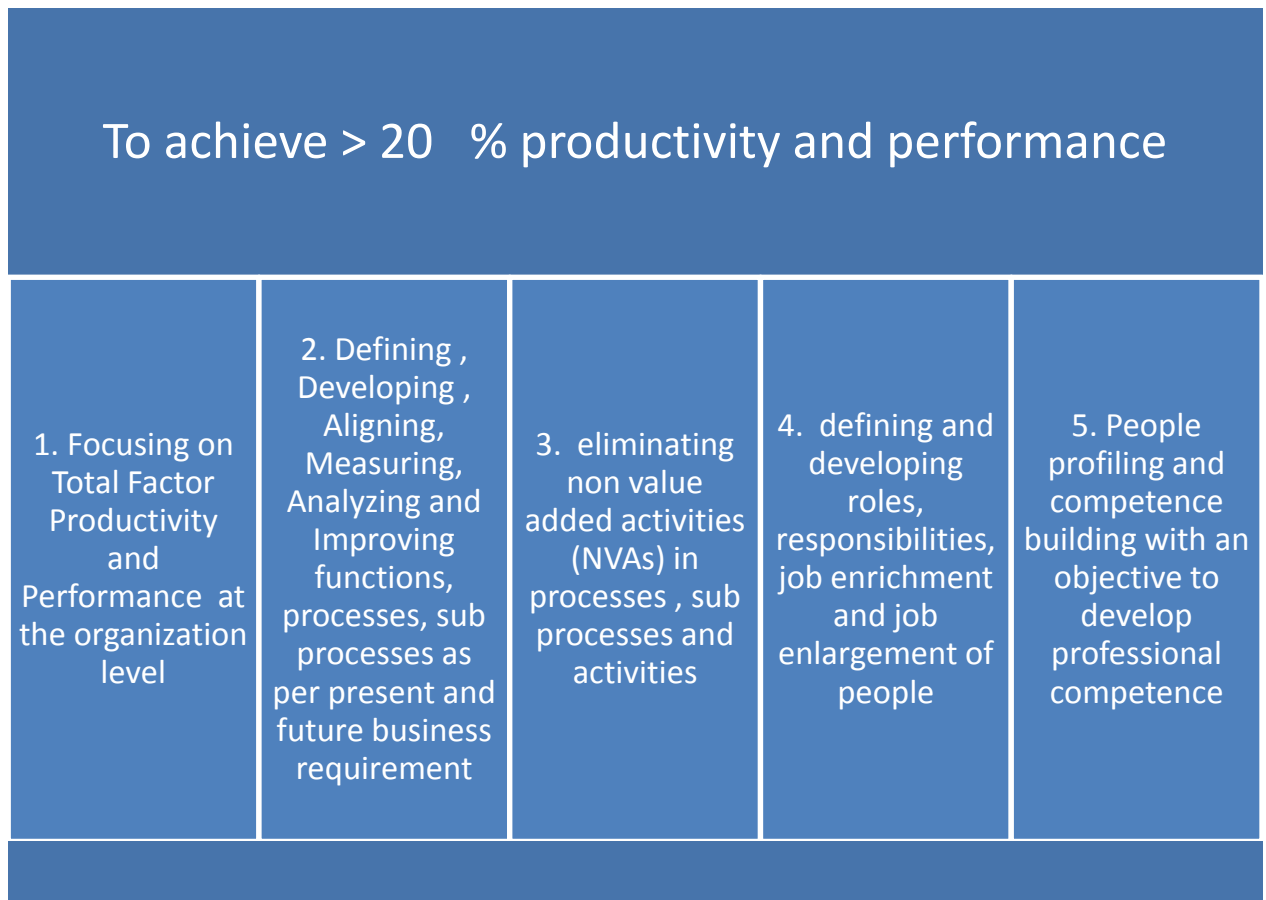


TPP

PROJECT OUTLINE

Middle Level Efficiency Improvement

I. Project objective



II. Project Approach followed by Team TPP

1 Based on PPI TPPP (Total People Productivity and Performance) Model, which is based on developing the responsible organization and accountable team

Focus on Z concept & DDAMAIR Approach

- Z -Concept - Organization – Functions- Process- People
- **DDAMAIR** Approach
 - Define, Develop, Align, Measure, Analyze, Improve and Reward - this to be followed at the organization , functions, processes and people level

Dealing with both the hard and soft elements of givne job and positions

- Hard elements – job responsibility , KRA and Targets , MIS being generated
- Soft Elements – technical ability , focused approach, wisdom and accountability

Cont....Approach followed by Team TPP

Middle Level Efficiency Improvement

4. Identifying the value add by each functions and mapping each processes and sub processes



5. Working on removing the non value added activities (NVA)



6. People profiling and competence mapping for giving work to be done in the department



7. Job enrichment and job enlargement

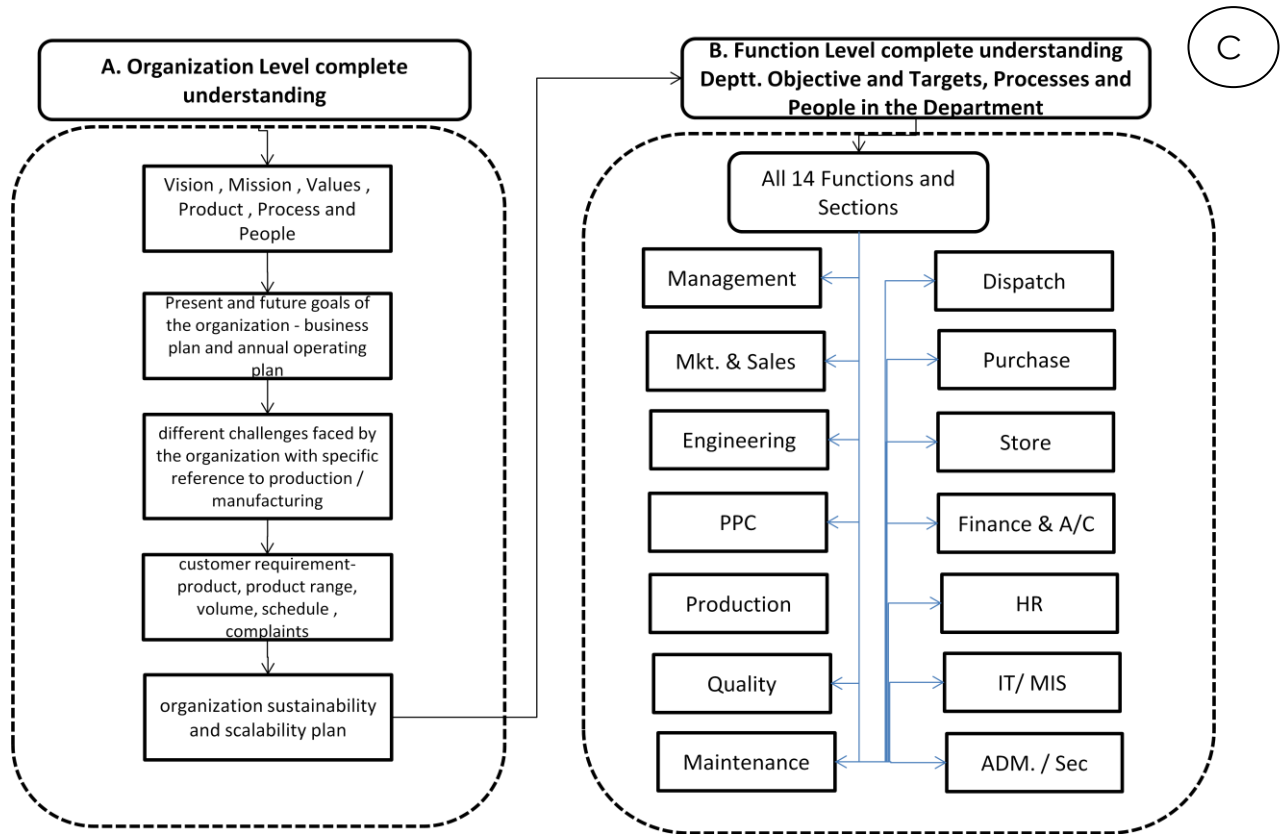


8. Follow the SCAMPER method for improvement

- Substitute, combine, alter, modify, put to other use, eliminate , reverse

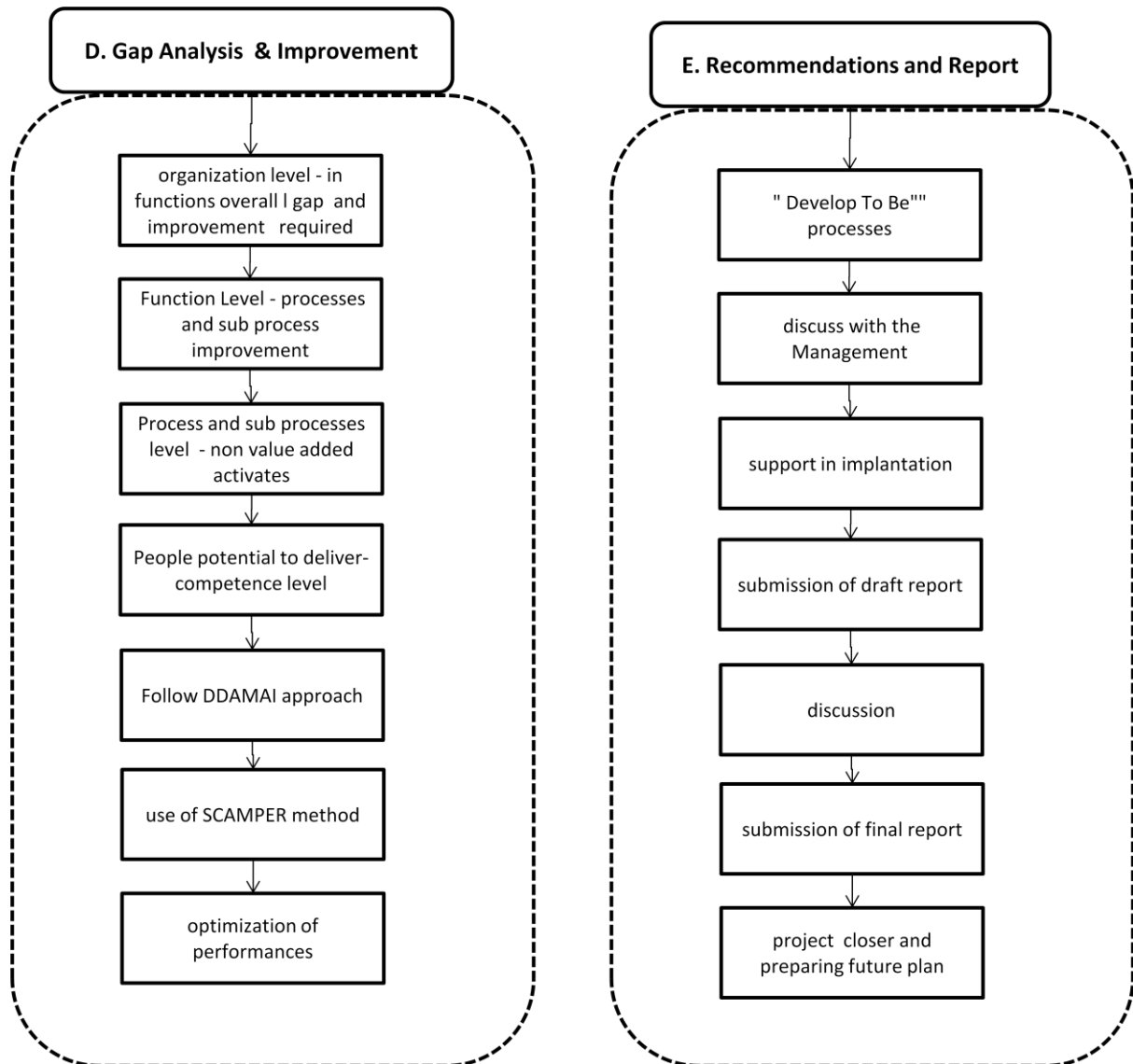
III. Process followed

a. "As Is Process"

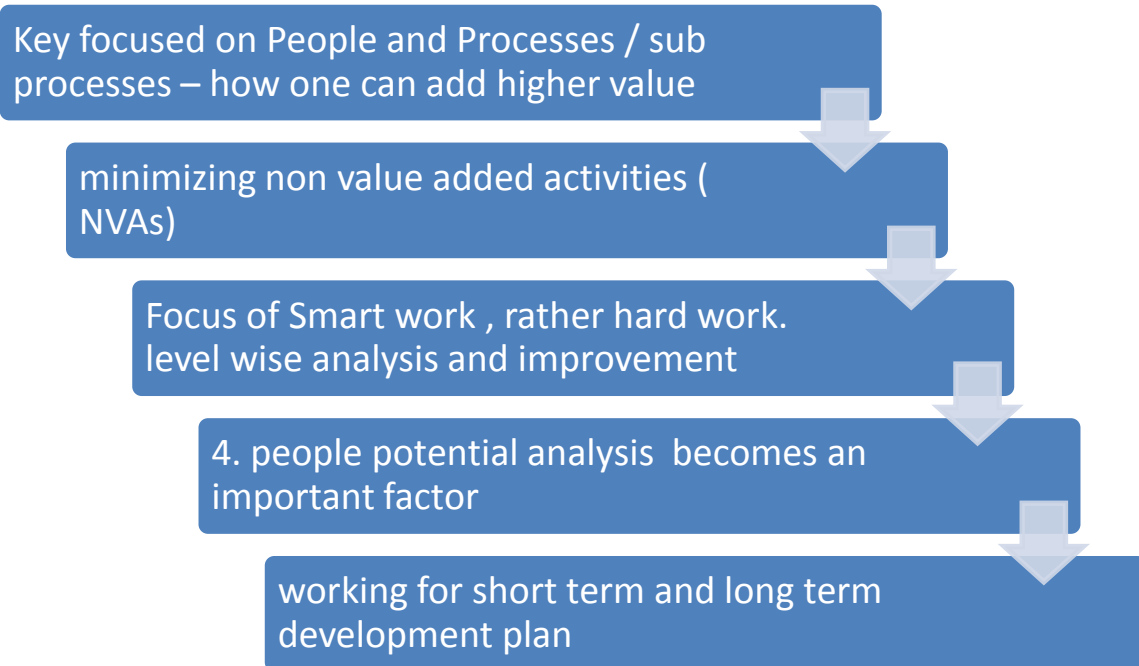


Middle Level Efficiency Improvement

B. Gap Analysis and “To Be Process”



IV. Key focused areas in Process Mapping



V. Report / Data to be required

1. Business Plan
2. Annual Operating Plan
3. Organization chart / functional chart
4. Departmental objective
5. Monthly review and data – 3 months
6. List of processes and sub processes
7. Job responsibility – roles and responsibility
8. Key Result Areas (KRA Sheet) for the year 2015-16
9. People Profiling Data – Name, Age, Qualification and Experiences
10. MIS and Report being generated at the organization and function level
11. Review , reward and recognition data
12. Salary data – level wise
