

NAME OF MDA

(With Logo and Motto/slogan where applicable)

Productivity Improvement Strategy

Date

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- 3.1 Root Cause Analysis (Use: Cause and Effect/Fishbone diagram Methodology)
- 3.2 Counter Measures development

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- 4.1 Productivity Implementation plan development

The plan to outline the following; The challenge/problem/gap to be addressed, the countermeasure/s to be adopted, task completion timelines, responsible office/person, output/outcome/success indicator

N.B Countermeasures prioritization should be guided by Pareto principle and any other criteria chosen by the institution

Chapter 5 - Monitoring and Reporting

- 5.1 Monitoring and reporting on the progress of countermeasures implementation as the Implementation plan

The Strategy to be submitted to NPCC Via a forwarding Letter signed by the head of Institution and bearing the Official Stamp