

## Step 6: Project Details for Planning for Increased Labour Productivity (EMAP-PD-B)

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1. What activity/activities will you complete as part of the project? (Check all that apply)

Third-party advisory services to complete a labour productivity assessment to define opportunities to reduce labour costs per unit of production

Third-party advisory services to complete a labour productivity assessment to define opportunities to reduce logistics costs

Third-party advisory services to complete a labour productivity assessment to define opportunities to reduce waste

Third-party advisory services to complete a labour productivity assessment to define opportunities to improve quality and/or consistency

Third-party advisory services to complete a labour productivity assessment to define opportunities to encounter less rework/downtime

Development of productivity objectives and strategies

Development of measurable labour productivity goals and timelines to achieve those goals

Identifying labour saving opportunities and potential return on investment

Identifying potential skills development and/or training opportunities to improve labour productivity

Development of performance measures and indicators that can measure performance or improvements

Development/review of written report

Training and education from a third-party training institution or consultant on topics focused on increasing understanding of labour productivity

Training and education from a third-party training institution or consultant on topics focused on enhancing skills and knowledge to increase labour productivity

Training and education from a third-party training institution or consultant on topics focused on developing a highly skilled workforce; adopting new technologies

Training and education from a third-party training institution or consultant on topics focused on implementing new business practices to increase labour productivity

2. What are the ultimate goals of this project? (Check all that apply)

Assess and identify gaps and inefficiencies in labour productivity

Assess and identify opportunities for improvement

Develop a plan to evaluate potential productivity improvements by comparison to a benchmark

Develop indicators that help measure performance and improvements

Develop skills required to improve labour productivity

None of the above

3. What are the areas addressed by this project? (Check all that apply)

Current labour costs per unit of production

Logistics costs

Quality and/or consistency and waste

Areas of opportunity and risk

Identify skills necessary to your business

Business competency relating to labour productivity

Critical business decisions

None of the above

**Full Name:** \_\_\_\_\_

**FBRN:** \_\_\_\_\_

4. Which of the following actions will your business be able to do as a result of this project?  
(Check all that apply)

Assess current finances

Describe business objectives and/or goals

Create a plan to prioritize and achieve business goals

Identify areas of opportunity and risk

Identify skills necessary to your business

Define your business core competency

Provide direction to make critical business decisions

Determine feasibility of expansion/scale up

Identify areas of production inefficiencies

Evaluate need for specific skills training

Identify actions, tactics, activities and/or plans that need to be developed and implemented

None of the above

5. Briefly describe how the actions you selected above relate to the project:

6. What are the anticipated timelines to see results of the project? (Select one)

The completion of immediate improvements in my business (in the next 1 to 2 years)

The completion of long-term improvements in my business (in the next 3 to 5 years)

Not yet determined

**Full Name:** \_\_\_\_\_

**FBRN:** \_\_\_\_\_