

## Step 9: Project Details for Labour Productivity Plans (EMAP-PR-B)

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1. Select the activity/activities you will complete as part of the project (check all that apply):

First-time assessment/audit by business advisor or third-party consultant, including:

Productivity-costing models

Automation and technology acquisitions study

Productivity audit/assessment

Manufacturing and competitiveness audit

Operations and process audit

Enterprise Resource Planning

Supply chain optimization planning

Reconfiguration planning related to production efficiencies

Labour resource planning

2. Confirm your application meets the following requirement:

Between 1 and 199 employees are located at the facility that this project supports

What number of employees are located at the facility? \_\_\_\_\_

3. 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

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

4. 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

5. 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
- 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:** \_\_\_\_\_