

Establishing & Strengthening Kaizen/QPI Centre of Excellence

Working Group 5 (WG5)

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1. Major tasks planned for WG5
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3. Major challenges and countermeasures taken
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Presenter : **Mr. Richard P. Benaya (Tanzania)**
: **WG5 Chairman**

26th August, 2021

1. Major Tasks Planned for WG5

1. Preparing a **complete calendar of the WG5** (Who? what? When? where? How? etc.)
2. Collecting relevant materials used to fully understand the concept, competence, performance and operation of C.o.E;
3. Customizing the **knowledge** and **best experiences** acquired in (2) above to the context of Kaizen/QPI
4. Developing **criteria** or **requirements** for the COE
5. **Crafting description** for the criteria and formulating indicators
6. Formulating **questions** and **setting evidence** for the criteria
7. Developing **scores for evaluating criteria** and finalizing the main document of C.o.E

2. Outputs of the WG5 in Relation to the Tasks

S/N	Major Tasks Planned for WG5	Outputs Attained
1.	Preparing a complete calendar of the WG5 (what? Who? When? Where? How? etc.)	The division of tasks among the members was done promptly after each stage of activity is reached
2.	Collecting relevant materials used to fully understand the C.o.E;	A number of materials – books, journals, articles and online platforms were all accessed to build deeper understanding of the C.o.E
3.	Customizing the knowledge and best experiences acquired in the context of Kaizen/QPI	Members of WG5 tried to customize the knowledge acquired to reflect to KAIZEN in Africa
4.	Developing criteria or requirements for the COE	A document with criteria for operationalizing C.o.E is in place
5.	Crafting description for the criteria and formulating indicators	The explanation about the criteria were developed for better understanding by other stakeholders outside the WG5, like AKAC-2021
6.	Formulating questions and setting evidence for the criteria	Questions were formulated to guide this efforts of soliciting the C.o.E in Africa
7.	Developing scores for evaluating criteria and finalizing the main document of C.o.E	Each criteria is having its own weight (score). The main document detailing C.o.E issues is already in place.

2. Outputs of the WG5 in Relation to the Tasks

Centre of Excellence Evaluation Criteria with Scores - Sample for Discussion

NO	DESCRIPTION	EXPANDED EXPLANATION	EVALUATION CRITERIA (ENQUIRY)	EVIDENCE	EVALUATION LEVEL	WEIGHTED AVE	SCORE	Gr SCORE (Gr)
1	Existence of Mission, Vision, Strategy, Objectives and Plans (1.9)	The organization's purpose and approach that define and underline programs and activities, and inform the planning process.	1.1.1 The organization has clear vision, mission, and objectives for its operations (5)	Vision and mission statements, goals and objectives in the strategic plan document	excellent	1	5	
					moderate		3	
					poor		1	
			1.1.2 The leadership environment promotes creativity and innovation, learning and growth among consultants and other employees (5)	Employee suggestion systems in place	excellent	1	5	
					moderate		3	
					poor		1	
			1.1.3 The leaders promote an organizational environment that empowers consultants and other employees (5)	Clear SOPs for critical operations/ processes	excellent	1	5	
					moderate		3	
					poor		1	

AFRICA KAIZEN INITIATIVE ACTION PLAN 2021-2025

WORKING GROUP V

Interim Report One

(DRAFT)

3. Major Challenges and Countermeasures

S/N	Challenges	Countermeasure
1.	Failure to have full attendance to the planned meetings	Sharing meeting updates by both e-mails, WG5 WhatsApp, normal calls and involving JICA team
2.	Late submission of assignments from the group members	Continual follow up and alerting through communication channels – normal telephone calls, sending e-mails and WhatsApp group
3.	Internet connection problems	Making the meeting short, but fruitful for the better future Africa
4.	Other compulsory office routines (not AKI-AP)	Soliciting for WG5 member's commitment to accomplish various assignments in the same working day



4. Any Assistance from Stakeholders

1. Be part of this African movement (AKI-AP 2021-2025)
 - Read and communicate relevant issues connected to C.o.E
 - Submit policy issues related to this initiative for better Africa
 - Propose better ways to institutionalize Centers of Excellence in Africa
2. Mainstreaming QPI/KAIZEN for accelerating competitive industrial sector
 - Availing enough time for executing the AKIAP-related tasks
 - Provide any material or technical support

== THE END ==

THANKS YOU
ASANTENI SANA
ALIGATO