



## Guidelines for the applicants to prepare a project report

It is to recommend ensuring a good flow of the information. The project steps may include the following:

1. The detailed project report shall be submitted in PDF/PPT/PPTX/Word doc formats.
2. Font size should be 12 with single line space.
3. It is to advise to limit the number of pages (including the images) in case of the PDF and Word doc to 15 pages and 35 pages in case of PPT.
4. Brief about the applying unit, its nature of business (products and services provided), years of operation, number of employees (permanent, contractual etc.), Overall organizations structure clarifying HO & Unit
5. Goal setting or purpose of the improvement project/work (what and why) must be defined and spelt out with projected or estimated time schedule of completion , budgeted cost, and quantifying details in case of tangible financial gain. Improvement in quality, process flow, reliability, safety, environment, sustainability, energy efficiency, natural resources conservation, material substitution or compliance of regulatory requirement etc. also be specified. All these must be before start of the project/work with approval of the appropriate authority or sponsor or top management as per practice and culture of the organization. This will be verified at the time of site visit assessment (planned & actual values/data to be shared on all parameters).
6. Specify in case the project has attempted to improve any of the organizational business objectives etc.
7. Profile of the Customers of the project of the Applying unit
8. Activities that have been outsourced for the project.
9. Initiatives taken with the Suppliers (in case applicable). for their improvement
10. Video links if any to be mentioned in the project document itself
11. The report shall also cover the following points to the extent possible. This will assist in a clear evaluation by the assessors:

1	Defining and analyzing the problem /issues/ pain points /objectives:
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	<ul style="list-style-type: none"> <li>• Approach for Identification of the problem area.</li> <li>• Identification of the causes of the problem.</li> <li>• Uncertainty associated with the problem and its impact (How the anticipated adverse impact is assessed. How the counter metrics and mitigation for likely problems are in place? Any new problems (Safety, regulatory etc) arising in other areas to be evaluated during this analysis.)</li> <li>• Is opportunity/ problem aligned and critical to the organization s business objective (Provide Control Impact matrix if applicable)?</li> <li>• Team formation (including involvement of the interested parties views/perceptions of the interested parties, stakeholders etc.).</li> <li>• Measurement, compilation, analysis, and verification of data to arrive at the root cause using appropriate project management tools/quality tools,_analytics (e.g. TOC, PDCA, 7QC tools, DMAIC etc.).</li> </ul>
2	<p><b>Identifying and Dealing with the solution:</b></p> <ul style="list-style-type: none"> <li>• Identification of solution(s) in line with data analysed/facts as identified.</li> <li>• Evaluation and shortlisting appropriate countermeasures/actions for potential solutions.</li> <li>• Zeroing on the most appropriate countermeasure (immediate, corrective and preventive).</li> <li>• Verification/validation of the solution (Testing for effectiveness using statistical tools used if applicable).</li> <li>• Does the solution address all the opportunity areas/objectives identified?</li> <li>• Checking the effective Implementation of the solution.</li> <li>• Scope of application of solution in other functions/units/ etc.</li> <li>• Contribution of solution to project &amp; organization’s business objective.</li> <li>• Has it been benchmarked at zonal, national, international level (within or outside the industry)?</li> </ul>
3	<p><b>Collaboration, Leadership &amp; Innovativeness</b> (Innovation and uniqueness of solution must be spelt out. IPR, patent, or comparison with benchmark etc. may be mentioned.)</p> <ul style="list-style-type: none"> <li>• Knowledge creation</li> <li>• Breakthrough improvement with quantum jump</li> <li>• Originality of the solution and ingenuity</li> <li>• IPR or patent applied/registered?</li> <li>• Leadership commitment (e.g. Role model, Training, Awards &amp; recognition, innovation/design council etc.)</li> <li>• Collaboration with Academia</li> </ul>

4	<p><b>Impact of the Project (including benefits to the organization):</b></p>
4a)	<p><b>Intangible benefits (indirect benefits) including</b> (in quantitative terms as far as possible)</p> <ul style="list-style-type: none"> <li>• Improvement in Design, Processes, operations etc.</li> <li>• Improvement in product quality/cost/delivery.</li> <li>• Internal/external stakeholder satisfaction</li> <li>• Scalability in terms of potential for growth &amp; replication (vertical and horizontal Deployment).</li> <li>• Impact of Digitalization (including LCA)</li> <li>• CSR initiatives taken and benefits to the society.</li> </ul> <p>Note: For direct/indirect improvement, is there any measurement(s) for pre and post improvement work?</p>
4b)	<p><b>Tangible benefits (if applicable) *</b></p> <ul style="list-style-type: none"> <li>• Methodology for arriving at the tangible benefits must be clearly mentioned.</li> <li>• If annualized benefits is being mentioned than the rational for arriving at the annual savings must be clearly stated.</li> <li>• Realization of the tangible benefits as per the trend over 6 months before and after the change or over any other duration/period. The period has to be statistically valid.</li> <li>• Cost Reduction, direct savings from quality and productivity improvements e.g. rejection reduction or OEE improvement etc.</li> <li>• Impact on new business/new product/market share</li> <li>• Future trends on recurring benefits with justification for the same.</li> <li>• Impact of Digitalization (e.g. low cost automation/i4.0 etc.) if any.</li> <li>• For direct/indirect improvement, is there any measurement(s) for pre and post improvement work?</li> </ul>
5	<p><b>Sustainability factors:</b></p> <p><b>Initiative taken as a part of project to sustain as a result of the countermeasure actions (but not limiting to):</b></p>

	<ul style="list-style-type: none"> <li>• Standardization and SOPs and control plan</li> <li>• Skill upgradation through training etc. as a part of the project.</li> <li>• To what extent the leadership has taken into consideration the sustainability factors like environment protection(e.g. improvement in Carbon footprint if any, in the complete life cycle of new products or services which have been improved or developed), energy/water/soil conservation(including material substitution to save natural resources if any) etc. in the project.</li> <li>• Are these sustainability factors being quantified/measured?</li> <li>• Are the employees being sensitized about these?</li> <li>• Actions taken to mitigate the adverse effects (if any).</li> <li>• Monitoring the progress e.g. management review, departmental meetings etc.</li> <li>• For sustainable improvement, is there any measurement(s) for pre and post improvement work?</li> <li>• Determining any future actions</li> </ul>
6	<p><b>Recognitions</b> received for the project(sectoral/state/national/international)</p>