

Executive Summary

This document is the final project report of the CSR project carried out at the Atulugama Primary School in order to improve the overall productivity of the school. This CSR project is an initiative taken by the PIM to improve the productivity of primary schools in the Avissawella/Dehiowita Educational Zone. The project was undertaken by two members of the MBA 2015 batch as partial fulfilment of the MBA degree programme.

When evaluated against the criteria defined by the National Productivity Secretariat, we observed that the current system implemented at the school scored very low marks. The project plan was to develop a project activity plan with the focus of improvement of all eight dimensions.

The solution was to implement productivity improvement techniques like 5S, Kaizen, Total Quality Management, Quality Circles, Green Productivity etc. and utilize them to improve the productivity of all aspects of the school and improve the scores obtained for the project components identified earlier.

The project was carried out with the help of the supervisors from PIM and the principal of the selected school as well as the staff members. The project team visited the school on every Saturday where a selected group of parents too were present along with the principal. Before every visit, the team discussed with the supervisor and agreed on an activity plan and a budget. It was this activity plan which was implemented in each of the weekly visits. The main responsibility of the project team was to delegate the work between the parents who were present and assign tasks which should be carried out by the principal and to monitor the progress of each activity to ensure successful completion.

The key findings included that the reason for any previous attempts to improve the productivity were not successful due to the lack of leadership and domain knowledge. Therefore one of the main objective of the project team was to improve the leadership qualities of the principal and at the same time educate all the stakeholders involved with the team about the importance of the productivity improvement tools and techniques so that they can continue the work in the future once the project duration ends.

A representative from the Dehiowita NPS office was identified as the main resource person for productivity related information and trainings. Training sessions were planned for the teachers, students as well as the parents to increase their awareness on quality

improvements, 5S and productivity improvements so that they can take back what they learned and raise awareness in the society as well. The total duration for the project was 4 months and the budgeted cost was LKR 300,000.00.

The final deliverables included changes implemented in the school such as the model classroom, good habit book, herbal garden, productivity unit etc., and the project report, the NPS application, a pictorial notice in a common study room and a web page in the <http://www.pim.sjp.ac.lk/> web portal to raise awareness in the PIM community.

Weekly visits to the school and weekly meetings with the project supervisors was very important in making sure that the project was conducted properly and in the correct direction to ensure successful completion.

The project is scheduled to be completed by 31 January 2017 as initially planned and with the expected quality and within the budget.