

General Guidelines

to

ASEMEP-Quality & Productivity Council

6th Benchmarking Convention

ASEMEP-Q & PC

General Guidelines

1. Convention is open to all regular SEIPI member companies as of Dec 2009.
2. Categories:
 - 2.1 Problem Solving /Continuous Improvement
 - 2.2 Breakthrough/Innovation Projects

~ Only projects completed and standardized not later than Dec 2009 are qualified for submission.

General Guidelines

3. Composition:

3.1 Team - Cross-Functional Team (CFT) / Self –Directed Team (SDT)

A group of people with different skills and different tasks, who work together on a common project, service or goal.

3.2 Circle - Small Group Activity (SGA)

A group whose members are from the same section or department having similar job or highly coordinated functions.

Both composed of 5-10 members (excluding adviser)

General Guidelines

All project entries must be submitted through email in word-pdf format not later than **5:00 P.M. of February 19, 2010.**

Bong Anading
AQ&PC Convention Chairman
a111@cypress.com

General Guidelines

4. Screening and selection of entries will be conducted by ASEMEP – Q&PC Technical Committee from Feb 19, **2010 to March 11, 2010.**

List of qualified projects for presentation in the convention will be released on **March 12, 2010.**

Project entries that will not be selected for presentation during the convention will be included in the publication.

General Guidelines

5.1 Project Category 1

Category	PROBLEM SOLVING /CONTINUOUS IMPROVEMENT PROJECTS
Definition	To eliminate the major costs of quality /non-conformances in an organization: waste, variation, and time.
Methodology	Any applicable problem solving methodology that constitute PDCA
Team Composition	Quality Circle, Small Group Activity (SGA), Cross-Functional Team (CFT), Self-Directed Team (SDT)
Membership	5-10 members

General Guidelines

5.2 Project Category 2

Category	BREAKTHROUGH /INNOVATION PROJECTS
Definition	Projects that created new value (no existing non-conformances) and use out of the box thinking. Pro-active in setting bold targets to achieve visions of the organization.
Methodology	No prescriptive tools
Team Composition	Quality Circle, Small Group Activity (SGA), Cross-Functional Team (CFT), Self-Directed Team (SDT)
Membership	5-10 members

General Guidelines

6. Each member company can submit as many entries per category

Category	Problem Solving / Continuous Improvement	Breakthrough / Innovations
Team	√	√
Circle	√	√

General Guidelines

7. Project entry shall contain the following minimum requirements:

7.1. Project Sequence

- Introduction
 - Brief Introduction of Company
 - Brief History of the Team
- Abstract of the Project (not more than one hundred words)
- PDCA (plan, do, check, act) Cycle Process
- Emphasize Best Practice tool being implemented
- Projects Learning / Sharing (Highlights/Lowlights)
- Benefits / Project Impact / Savings

General Guidelines

7.2. Project Format

- Must be submitted in word-pdf format.
- Font size 10 – Arial excluding graphs, tables, charts, and labels (as long as it is readable).
- Single spacing
- Should not exceed 20 pages (excluding cover page)
- Left and right margins should not be less than 1” and $\frac{3}{4}$ ” respectively, while each top and bottom margins should not be less than 1”.
- Project entries should be written in English.

General Guidelines

7.3 Others

- Include 5" x 7" picture in landscape orientation of each team with proper identification on the cover page.
- Accomplish entry form with proper endorsement from the highest ranking officer of the company and send electronic copy to Beng Llenado.

General Guidelines for Oral Presentation

1. Selected project for oral presentation will use Powerpoint format.
2. Time limit :
 - Preparation – 5 minutes
 - Presentation – 20 minutes
 - Question & Answer – 10 minutes (audience can ask question)
3. Must be in CD format not later than **5:00pm of March . 26, 2010.**
 - ~ Presenting teams are encouraged to bring their own materials and laptop
4. Presenters should be at least 50% of the group members.

Convention Guidelines

ASEMEP-Q & PC

Convention Guidelines

1. Presentation equipment is limited only to the use of laptop and LCD projector. ASEMEP-Q&PC shall provide an LCD projector and a laptop computer during the convention.
2. Project presentation can be done in English and emphasize Best Known Method (BKM) tools
3. Each team will be given five (5) minutes set-up time, twenty (20) minutes project presentation, and ten (10) minutes for question and answer portion.
4. Anybody from the team is allowed to answer questions asked by the audience and/or moderators.

Convention Guidelines

5. Special Awards will be given to teams with outstanding performance during the presentation, e.g.,

- VOX POPULI Award(per day)
 - Problem Solving
 - Breakthrough
- SEIPI Choice Award
 - Problem Solving
 - Breakthrough
- ASEMEP Choice Award
 - Problem Solving
 - Breakthrough
- AQ&PC Choice Award
 - Problem Solving
 - Breakthrough

- Criteria for the selection of awards

<p>SEIPI Choice Award</p>	<p>Projects exhibiting global applications of solutions</p>
<p>ASEMEP Choice Award</p>	<p>Projects exhibiting national industry applications of solution</p>
<p>AQ&PC Choice Award</p>	<p>Projects that had significant impact in the company</p>

Convention Guidelines

6. General Criteria

Project Content	70%
Oral Presentation	20%
Presentation Participation	10%

Convention Guidelines

IMPORTANT!!!

Presentation sequence will be randomly selected prior the convention proper as defined earlier on the program schedule.

Convention Guidelines

All project entries submitted are presumed to be for public consumption.

Calendar of Activities

Activity	Date
Call for Papers	Jan.13, 2010
Deadline of Submission of Papers	Feb. 19, 2010
Call for Delegates	Jan. 13, 2010
Release of Final List of Projects to be Presented	March 12, 2010
Submission of CD Copy of Projects for Oral Presentation	March 26, 2010
Convention Proper	April 15-16, 2010