





Module I – Team Work Management

Topic 2: Plan, Priority & Productivity

Session 3: Productivity



Outline

- I- Defining Productivity at Work
- II- Types of Productivity
- III- Project Productivity
- IV- Measuring Project Productivity
- V- The 3 Best Methods to Measure Employee Productivity
- VI- KPI in Project Management



(Outline)

- VII- What are the KPIs for Productivity?
- VIII- What are the 5 Steps to Productivity?
- IX- Factors That Affect Productivity
- X- Productivity Tools Your Enterprise Can't Go Without
- XI- The 5 Key Performance Indicators
- XII- About Team Productivity



Introduction

- Productivity is a measure of economic performance that compares the amount of goods and services produced (output) with the amount of inputs used to produce those goods and services.





We can think of productivity as a ratio of output over input. The more we increase output relative to input, the more productivity increases.

$$\text{Productivity} = \frac{\text{Output}}{\text{Input}}$$



Productivity in a Person

- Productivity is a measure of efficiency of a person completing a task
- We often assume that productivity means getting more things done each day. Wrong
- Productivity is getting important things done consistently





I- Defining Productivity at Work

- Workplace productivity can be defined as how efficient your workforce is, which can be measured by the number of goods they produce or services they provide in a given time.





II-Types of Productivity

- Labor productivity: measures the total economic output (revenue) per labor hour
- Capital productivity: determines the efficiency in which capital (such as machinery) is used to produce a specific output
- Material productivity: measures the total economic output generated per unit of material used



III- Project Productivity

- Productivity in project work is determined by observing the relationship between final results and cost or time
- That ratio if consistently measured at regular intervals. A record of productivity trends
- Productivity can also be seen as the product of effectiveness and efficiency





IV- Measuring Project Productivity

- Productivity is typically measured by comparing an aggregate output with a single input or comparing an aggregate input with an aggregate output, over time
- Productivity is a measure of how efficiently a person completes a task



V- Employee Productivity Methods

- Method 1: Management by Objectives
- Method 2: Measuring Quantitative Productivity
- Method 3: Measuring Productivity by Profit





Establish a Baseline

- Define and Measure Tasks (Not Hours)
- Set Clear Objectives and Goals
- Carry Out a Client Survey to Getting Insight





VI- KPI in Project Management

- KPIs, or key performance indicators, use data to measure the factors that make a project successful
- They help pinpoint how work is progressing and show areas of weakness in your process





VII- KPIs for Productivity

There are 9 Productivity Metrics & KPIs to Measure:

- 1. Projects completed
- 2. Sales close rate
- 3. Sales growth
- 4. Revenue per employee
- 5. Effectiveness ratio
- 6. Total cost of workforce
- 7. Overtime hours
- 8. Turnover rate
- 9. Recruiting conversion rate



VIII- 5 Steps to Maximize Productivity

- 1. Keep a work log for at least a week
- 2. Analyze your activities
- 3. Delegate non-productive activities
- 4. Calculate the time required
- 5. Prioritize your remaining activities





IX- Factors That Affect Productivity

- 1. Work Environment
- 2. Training & Career Development Opportunities
- 3. Processes
- 4. Pay Structure
- 5. Employee Wellness
- 6. Diversity
- 7. Technology And Production Factors
- 8. Tools





X- Productivity Tools

- 1. Mobile Office
- 2. Improving Workflow
- 3. Unified Communications
- 4. Project Management
- 5. Resource Planning
- 6. Business Intelligence





XI- The 5 Key Performance Indicators

- 1. Revenue growth
- 2. Revenue per client
- 3. Profit margin
- 4. Client retention rate
- 5. Customer satisfaction





XII- About Team Productivity

A- What do you Need to be Productive?

B- Ways to Improve Productivity

C- Increasing Individual Productivity



A- What do you Need to be Productive?

- Productive people have the tools they need to do the job
- They don't waste time to work out how to get things done
- A productive team environment is one where people are encouraged to do their best work





B- Ways to Improve Productivity

- 1. Set realistic goals
- 2. Monitor progress
- 3. Hold standing meetings
- 4. Create a healthy work environment
- 5. Give your team the right tools





C- Increasing Individual Productivity

- 1. Learn to prioritize
- 2. Schedule your day strategically
- 3. Delegate
- 4. Reduce distractions
- 5. Stop multitasking
- 6. Take breaks
- 7. Have fewer meetings



Thank you