

PROJEK REFORMASI KERENAH BIROKRASI 2024

Aktiviti	Ogos	Sep	Okt	Nov	Dis
Mengenal pasti penyataan masalah dan menetapkan objektif projek					
Analisis masalah dan membangunkan cadangan penambahbaikan					
Penilaian impak kos, faedah dan potensi penjimatan kos pematuhan					
Membimbing pelaksanaan konsultasi awam oleh pemilik projek					
Mengemaskini cadangan penambahbaikan berdasarkan input dan maklum balas konsultasi awam					
Membangunkan strategi pelaksanaan					
Pelaksanaan cadangan penambahbaikan					

Lampiran 2 – Perincian Kos

No	Perkara	Kos per Unit (RM)*	Bilangan Unit (jam/ pax/muka surat/ hari)	Jumlah Kos (RM)
1. BAJET PEMBANGUNAN (FORE)				
1	Penulis Laporan, Artikel, Input Ucapan, NJM	100	100 muka surat	10,000
2	Penulis Kenyataan Media	1,000	3 unit	3,000
3	Penyemak Laporan, Artikel, Input Ucapan, NJM	50	100 muka surat	5,000
4	Fasilitator, Koordinator, Moderator, Speaker, Perunding	1,800	100 hari	180,000
5	Pakar Rujuk	400	20 jam	8,000
6	Video/Digital Content	3,000	2 unit	6,000
7	Bengkel Pakej Seminar / Mesyuarat (Termasuk F&B, Wifi, Flip Charts, Baucar Makanan, etc)	180	100 pax x 2 hari	36,000
8	Bengkel Pakej Residensi 3 hari 2 malam	400	70 pax	28,000
9	*Pembangunan Framework Template Pengurusan Projek RKB			20,000
10	Pencetakan Laporan			10,000
	JUMLAH BUDGET PEMBANGUNAN (FORE)			306,000
2. BAJET OPERASI				
9	Tuntutan Perjalanan (Mileage, Meals, Toll, Taxi/Grab)	2,000**	5 paxs	5,000
10	Bahan Promosi (Bunting, Banner, Poster, Booster, dll)			1,000
	JUMLAH BAJET OPERASI			6,000

Notes:

1. Estimated max. cost per unit under PCT's guidelines (JPPK)
2. The cost is subject to modification to suit with the program either physical or virtual **for 4 months

***Perincian Pembangunan Framework Template Pengurusan Projek RKB Menggunakan Microsoft Excel**

- 1) Framework Development:** *Creating a visually intuitive interface that provides at-a-glance insights into RKB project health, progress, and performance indicators.*
- 2) Feature Integration:** *Implement functionalities such as task tracking, resource allocation, milestone timelines, and risk assessment modules to support comprehensive project management.*
- 3) User Experience Optimization:** *Ensuring the RKB tracking is user-friendly and adaptable to various user roles and permissions, enhancing collaboration and accessibility.*
- 4) Performance Metrics:** *Development of a metrics and analytics framework to track RKB project outcomes, timelines, and budget adherence, facilitating informed decision-making.*