

## Appendix

### Template for Final Project Report on Innovation and Job Redesign

Details of Project		
A	Project Title	
B	Project Start Date	<DD/MM/YYYY>
C	Project Completion Date / Expected Date of Completion	<DD/MM/YYYY>
D	Overview of Company	Please provide an overview/background of your company and business.
E	Innovation Outcomes (Pls check one box)	<input type="checkbox"/> New or Enhanced Product or Service; or <input type="checkbox"/> New or Enhanced Work Process; or <input type="checkbox"/> New or Enhanced Business Model.
F	Summary of Project	Please elaborate on:  a) Unmet needs identified.  b) Project Description to meet unmet needs  c) Implementation timeline.
Report on Job Redesign		
G	What job(s) is/are redesigned with regard to the innovation project? How many employees are impacted?	Please list the Job Roles and the number of employees impacted.  (Please provide the details in Annex A)
H	Job Redesign achieved	<input type="checkbox"/> Job Enlargement <input type="checkbox"/> Job Enrichment <input type="checkbox"/> Job Reconfiguration <input type="checkbox"/> Job Simplification  (Please provide the details in Annex A)
I	What is the impact on Talent management arising from these job modifications?	<input type="checkbox"/> Learning and Development <input type="checkbox"/> Performance Management <input type="checkbox"/> Compensation and Benefits  (Please provide the details in Annex B)
J	New jobs created after JR and innovation project	Please list the new jobs that were created as a result of job redesign and innovation.
Application of Design Thinking Learning		
K	How did your company used the design thinking methodology for your innovation project?	Please elaborate on the application of design thinking in your innovation project i.e. Empathy Study, Multi-disciplinary Co-creation and/or Capability Visualisation.
Identification of Productivity or Other Outcome Indicators		
L	Productivity Indicators measured can be through any of the following productivity indicator(s), not limited to the following	Please identify and elaborate on the outcome indicators for your innovative project's impacts.
Report on Outcomes Achieved		

M	How has the project impacted the organisation's business and achieved qualitative and quantitative improvements in the above identified outcome indicators for your innovation project?	Please elaborate the following:  (i) Report on the qualitative and quantitative <b>actual</b> outcomes achieved after the implementation.  Tip: Please include additional appendixes, charts, graphs, workflow or photos to substantiate your innovation project.
<b>Others</b>		
N	Learning points that participants gained from the innovation project	
O	Would you apply Design Thinking for other innovation project(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
P.i	If 'Yes', what other innovative projects do you have in mind?	
P.ii	If 'No', why not?	
Q	For future job redesign projects, would you explore tapping on job redesign support under the Productivity Solutions Grant (PSG-JR)*? <i>* Find out more about PSG-JR at <a href="https://www.wsg.gov.sg/productivity-solutions-grant-job-redesign.html">https://www.wsg.gov.sg/productivity-solutions-grant-job-redesign.html</a></i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
R	Quote from Management	
S	Quote from Project Team	
T	Other suggestions / comments	

## **Annex A**

### **Job Role 1:**

Before Job Redesign	After Job Redesign

Job Redesign achieved:

☒ Job Enlargement

Describe the introduction additional tasks to an employee's original job scope, often due to reduced time required to carry out the original job scope because of improved processes and/or technology use.

☐ Job Enrichment

Describe the introduction of a value-added component at a higher job level on top of the employee's original job scope, elevating the employee's scope of responsibility and allowing for upskilling.

☐ Job Reconfiguration

Describe an adjustment to an employee's existing job scope by reshaping tasks to achieve new outcomes, often to refocus the job role to meet changing ways of working and/or company strategy.

☐ Job Simplification

Describe the removal of redundant or duplicated tasks conducted by an employee to streamline job role and reduce unproductive activities, allowing for greater focus in achieving objectives.

**Annex B**

**Impact on Talent Management arising from these job modifications**

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