

# OVOP Screening Sheet for Group Categorization *(SAMPLAE)*

Receipt Date: \_\_\_\_\_ Visit Date: \_\_\_\_\_

Group Name: \_\_\_\_\_ District: \_\_\_\_\_

**Grade**

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Grade according to the Score Ratio:  
A: 80-100, B: 60-79, C: 40-59, D: 0-39

## **ACTION TO BE CONDUCTED**

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### **\*Matching with OVOP Concept**

#### **1. Think Globally, Act locally**

<p>Q1.1. Is the product made with utilization of local resources? 5: very much, 4: fairly, 3: some, 2: very little, 1: none</p> <p style="color: red;">1 Raw material 2 Resource person 3 Technic 4 Tool 5 Place (Environment –natural, cultural, historical, etc.)</p>	
<p>Q1.2. Is there any difference from the same local resources in other regions? 5: all, 4: most, 3: some, 2: very few, 1: none</p> <p style="color: red;">To be specific</p>	

#### **2. Self-reliance, Creativity**

<p>Q2.1. Does the group have an ownership? 5: very much, 4: fairly, 3: some, 2: very little, 1: none</p> <p style="color: red;">1 Output bases (Not input first) 2 Understanding own business 3 Not rely on others too much 4 Motivation for business activities 5 Taking risk and responsibility</p>	
<p>Q2.2. Are there any unique ideas in this business? (Value Addition) 5: very much, 4: fairly, 3: some, 2: very little, 1: none</p> <p style="color: red;">To be specific and the reason (Evidence)</p>	

### 3. Human Resource Development

<p>Q3.1. Is there a good leader(s) in the group? 5: very much, 4: fairly, 3:some, 2: very little, 1: none</p> <p>1 Good leader (Good facilitator) 2 Systematization</p>	
<p>Q3.2. Do the group members have a business mind? 5:very much, 4: fairly, 3: some, 2: very little, 1: none</p> <p>To make others happy through business</p>	

### 4. Community Contribution

<p>Q4.1. Is there any involvement of local stakeholders? (Economic and Social aspect) 5: very much, 4: fairly, 3: some, 2: very little, 1: none</p> <p>1 Direct Job opportunity 2 Indirect Job opportunity 3 Education 4 Health 5 Environment</p>	
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### \*Business Potential

-Internal factor-

### 5. Product

<p>Q5.1. Are there any strong points in this product? 5: very much, 4: fairly, 3:some, 2: very little, 1: none</p> <p>1 Quality 2 Design 3 Size, Shape 4 Package 5 Special features (healthy, etc.)</p>	
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*Primary Activities (6-10 :Porters Value Chain Basic Model)*

### 6. Inbound Logistics

<p>Q6.1. Is Inbound Logistics system functioning? (Including storage capacity, etc...) 5: very much, 4: fairly, 3:some, 2: very little, 1: none</p> <p>1 Stable supply mechanism</p>	
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<ul style="list-style-type: none"> <li>2 Keep Stable Quality of raw material</li> <li>3 Transportation</li> <li>4 Storage Capacity</li> <li>5 Etc.</li> </ul>	
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**7. Operation**

<p>Q7.1. Is Operation system functioning? (Including machine maintenance, technical skills of members, sanitary conditions, etc...) 5: very much, 4: fairly, 3:some, 2: very little, 1: none</p> <ul style="list-style-type: none"> <li>1 Facility and Machine</li> <li>2 Technical aspect (maintenance included)</li> <li>3 Package</li> <li>4 Sanitary</li> <li>5 Leading time</li> </ul>	
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**8. Outbound Logistics**

<p>Q8.1. Is Outbound Logistics system functioning? (Including storage, packaging, transport etc...) 5: very much, 4: fairly, 3:some, 2: very little, 1: none</p> <ul style="list-style-type: none"> <li>1 Storage Capacity</li> <li>2 Transportation</li> <li>3 Distribution package</li> <li>4 Distribution system (Distributor, middleman, etc.)</li> <li>5 Feedback from Distributer</li> </ul>	
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**9. Marketing and Sales**

<p>Q9.1. Is target profiling clear? 5: very much, 4: fairly, 3:some, 2: very little, 1: none</p> <ul style="list-style-type: none"> <li>1 Customer profiling (To be specific)</li> <li>2 Why to use the product</li> <li>3 When and How often to use product</li> <li>4 Where to buy the product</li> <li>5 Understanding competitor's business</li> </ul>	
<p>Q9.2. Is promotion activity functioning? 5: very much, 4: fairly, 3:some, 2: very little, 1: none</p> <ul style="list-style-type: none"> <li>1 Promotion Activities (to be specific)</li> <li>2 Sales channels</li> <li>3 Price adequacy</li> <li>4 Package for sell</li> <li>5 Product information (Standard)</li> </ul>	

## 10. Service

<p>Q10.1. Is after-sales service functioning? 5: very much, 4: fairly, 3:some, 2: very little, 1: none</p> <p>1 Refund system 2 Follow up and feedback system 3 Management of data of customer</p>	
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## Support Activities (11-14 :Porters Value Chain Basic Model)

### 11. Procurement

<p>Q11.1. Do the group members have any partners or networks for business improvement? 5: all, 4: most, 3: some, 2: very few, 1: none</p> <p>1 Technical (New product development) 2 Financial 3 Business management 4 Business tools (Machine, equipment and etc.) 5 Marketing research</p>	
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### 12. Annual Business Plan

<p>Q12.1. Is Annual Business Plan feasible? 5: very much, 4: fairly, 3:some, 2: very little, 1: none</p> <p>1 Business plan for next one year</p>	
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### 13. Business management skill

<p>Q13.1. Do group members have business management skills? (Basic and Advanced level) 5: very much, 4: fairly, 3:some, 2: very little, 1: none</p> <p><b>*Record keeping</b> 1 Marginal analysis 2 Cash Flow (Considering Inventory Control as well) 3 Balance sheet 4 Profit and Loss analysis 5 Regulations (Standard, etc.)</p>	
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### 14. Group Organization

<p>Q14.1. Is this group well organized and active? 5: very much, 4: fairly, 3:some, 2: very little, 1: none</p>	
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1 Clear of each members' role (Constitution. All the positions already assigned by anyone in the group)	
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-External factor-

**15. Business environment**

Q15.1. Are basic infrastructures equipped? (Electricity, Water, Transport, Road, Communication tools, and Land (Own property) 5: all, 4: most, 3: some, 2: very few, 1: none	
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**16. Market Trend**

Q16.1. Is market demand of this product increasing? 5: very much, 4: fairly, 3:some, 2: very little, 1: none  1 How to find customer's demand?	
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<b>TOTAL SCORE</b>	
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**Category of the groups and action to be conducted**

Category	Actions to be conducted
A: OVOP Group	To facilitate with financial/technical support according to their challenge in order to achieve their business plan.
B: Pre-OVOP Group	To provide business training in order for them to improve their business skills and become A Group. Some of these groups will be facilitated with financial/technical support according to their challenge.
C: Potential Group	To provide basic business training in order for them to improve their business plan and become A/B Group.
D: Declined	To reject the proposal but continue to contact with the groups mainly through OVOP regional officer. Some of the groups will be invited to the opportunities of basic business training.