



## White Belt Certification Course Legal Lean Sigma® and Project Management

| <i>Time</i> | <i>Agenda</i>   |
|-------------|---|
| 8:00        | <b>Breakfast available</b>  |
| 8:45        | <b>Welcome, Kickoff: The PI/PM Connection</b><br>Process Improvement & Project Management: What are they? How do they work together?  |
| 9:00        | <b>The P+ Ecosystem. The Process Improvement &amp; Project Management Connection.</b>   |
| 9:15        | <b>Demonstration of a Timekeeping and Billing Process - Simulation</b><br><i>Group Exercise and Discussion</i>  |
| 9:45        | <b>Key Process Improvement Methodologies</b><br>Lean, Six Sigma, 5s, Pure Technology, BPR, Theory of Constraints, Gemba, Legal WorkOut™, Key Principles of Lean Sigma. DMAIC Framework: Define, Measure, Analyze, Improve, Control; Kaizens; PI Programs and Project Structure. Gate Reviews, Roles & Responsibilities. <i>Exercise and Report: Identifying Value, Waste, and Variation</i> |
| 10:45       | <b>Break</b>  |
| 11:00       | <b>Stages of Project Management</b><br>Define objective, Scope, Project Plan, Execute, Monitor, Review, and Improve   |
| 11:45       | <b>DMAIC: Define Phase. Project Charters, Client Requirements, Voice of the Client</b><br><i>Exercises: Stakeholder Analysis, Problem/Opportunity Statement, Business Case</i>  |
| 12:30       | <b>Networking Lunch</b>   |
| 1:45        | <b>Techniques for Building and Managing a Fast Process</b><br><i>Video and Discussion</i>   |
| 2:00        | <b>Project Management Concepts and Tools</b><br>Agile, Scrum, Kanban, Planning, Budgeting<br><i>Exercises - Project Planning and Budgeting</i>  |
| 2:45        | <b>Define Phase: Process Mapping</b>  |
| 3:15        | <b>Networking and Refreshment Break</b>   |
| 3:30        | <b>Connecting the Dots: Benefitting from Efficiency</b>   |
| 4:00        | <b>Metrics - Measure Phase</b><br><i>Issue Diagrams - Tool for Planning Data Gathering</i>  |
| 4:30        | <b>PI &amp; PM in Action: Exercise</b>  |
| 4:45        | <b>Wrap-Up</b>  |