

Yellow Belt Certification Course Legal Lean Sigma® and Project Management

Agenda

Time	Tuesday, July 26, 2016
8:00	Breakfast available
8:30	Introductions
8:45	Kickoff: The PI+PM Connection Process Improvement & Project Management: What are they? How do they work together?
9:00	Demonstration - Time Keeping and Billing Simulation <i>Group Exercise / Discussion</i>
9:30	Key Process Improvement Methodologies - Lecture/Discussions 5s, Pure Technology, BPR, Theory of Constraints, Lean, Six Sigma Key Principles of Lean Sigma Agile/Scrum, Kanban Boards, Legal WorkOut™ <i>Exercise: Identifying Value, Waste and Variation</i>
10:30	Break
10:45	Key Project Management Stages Define objective, Scope, Project Plan, Execute, Monitor, Review and Improve <i>Lecture, Discussion, Exercise</i>
11:45	DMAIC Overview, Kaizens, Gemba
12:00	Structuring for Success: Team, Champion, Steering Committee, and Gate Reviews
12:15	Lunch
1:00	Techniques to Build a Fast Process and Manage Projects Video and Discussion
1:15	DMAIC: Define Phase Project Charter <i>Exercises: Stakeholder Analysis, Problem/Opportunity Statement, Business Case</i> Client Requirements / Voice of the Client IPO Diagram
2:30	Break
2:45	Process Mapping <i>Exercise</i>
3:30	DMAIC: Measure Phase Issue Diagrams, Measurement Assessment Trees, Measurement Strategy, Graphical Analysis, Story Boards <i>Exercise: Issue Diagrams</i>
4:30	Planning and Budgeting, Calculating Benefits <i>Exercise - Project Planning and Budgeting</i>
5:30	Day 1 Summary, Assignment & Wrap Up

Time	Wednesday, July 27, 2016
8:00	Breakfast available
8:30	Overnight Thoughts
8:45	DMAIC: Analyze Phase <i>Lecture / 5 Whys Video / Group Work</i> <i>Exercise: Cause and Effect (Fishbone) Diagrams</i>
9:30	DMAIC: Improve Phase Solution filters, Structured brainstorming, Developing solution ideas, Selecting solutions, Pilots <i>Lecture/Group Work</i>
10:15	Break
10:30	DMAIC: Control Phase Documentation, Control design, Process Ownership, 5S <i>Lecture / Discussions / 5S Video</i>
11:00	Case Studies and PI / PM for Innovation Getting Started Approaches to PI/PM, Change Management, Prioritization
12:00	Lunch
12:45	The Deep Dive: A Kaizen in Action Video and Discussion
1:15	Connecting the Dots <i>Exercises: Adding Dimensions to Project Plans, Sorting out Sorting, Building a Win/Win Outcome</i>
2:15	Using PI and PM to Collaborate How to convey and employ your new knowledge
2:45	Break
3:00	Putting PI and PM Together - Group Exercise
3:15	Scope Change / Change Management <i>Exercise: Change Order Process Design</i>
3:30	Next Steps / Key Takeaways <i>Table discussions</i>
4:00 - 4:15	Day 2 Summary and Wrap-Up