



Legal Lean Sigma® and Project Management Yellow Belt Certification Course

Tuesday 10.3.17 and Wednesday 10.4.17, Boston

Course Description

This two-day certification course introduces participants to the leading-edge areas of Process Improvement and Project Management. It includes lectures, exercises, simulations, videos, discussions, group and table-team work, and demonstrations.

We incorporate examples and case studies from the legal profession. The course is constructed so that each table-team engages in exercises that facilitate the ability to learn and apply concepts and tools in the context of on a specific legal or business process. This way, what is learned is immediately useful and highly relevant.

As such, individual registrants are welcome, however, this course is best experienced by teams of up to 7. A table reservation includes a consulting call prior to and following the program to assist with attendee and project selection and next steps/debrief.



Learning Objectives

The learning objectives of the PI/PM Yellow Belt course are to:

- ▼ Understand the basic concepts and terminology associated with processes, process improvement, and project management
- ▼ Articulate the case for carrying out process improvement systematically and the benefits of combining Lean Sigma and project management within a law firm or legal department
- ▼ Describe the key process improvement toolkits (Lean, Six Sigma) and the main concepts behind each plus alternative approaches (Kaizens, Legal WorkOut®)
- ▼ Understand the key stages of project management
- ▼ Communicate the 5 key phases in executing a process improvement project and key deliverables required in each
- ▼ Know the major steps and most common tools used in each phase of a project
- ▼ Apply common tools in project management
- ▼ Understand financial aspects of project management, including budgeting, total cost of ownership, and scope changes.
- ▼ Apply the concepts, steps, and tools to process improvement opportunities in law firms / legal departments
- ▼ Know what is required to move beyond carrying out process improvements opportunistically.

Agenda

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AGENDA

Time	Tuesday 10.3.17
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 Lean, Six Sigma, Legal WorkOut™, Pure Technology, BPR, Theory of Constraints, PDCA, Gemba, 5S Key Principles of Lean Sigma <i>Exercise: Identifying Value, Waste, and Variation</i>
10:30	Break
10:45	Key Project Management Approaches and Stages Agile/Scrum, Kanban Boards, PM Fundamentals PM Stages: Define objective, Scope, Project Plan, Execute, Monitor, Review and Improve <i>Lecture, Discussion, Exercise</i>
11:45	DMAIC Overview, Kaizens
12:00	Structuring PI Projects
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 <i>Exercise: IPO Diagram</i>
2:30	Break
2:45	Process Mapping <i>Exercise</i>
3:30	Planning and Budgeting, Calculating Benefits <i>Exercise - Project Planning and Budgeting</i>
4:30	DMAIC: Measure Phase Process Performance, Issue Diagrams, Measurement Assessment Trees, Measurement Strategy, Graphical Analysis, Story Boards <i>Exercise: Issue Diagrams</i>
5:30	Day 1 Summary, Assignment & Wrap Up

Host Firm

goulston&storr
counsellors at law

400 Atlantic Avenue, Boston, MA (617) 482-1776

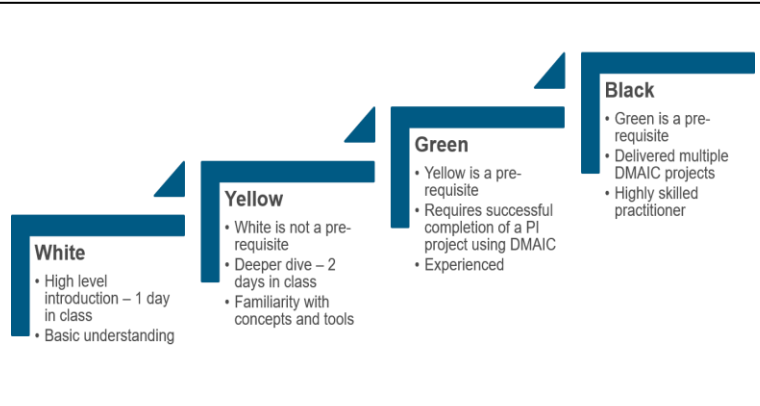
Time	Wednesday, 10.4.17
8:00	Breakfast available
8:30	Overnight Thoughts
8:45	DMAIC: Analyze Phase <i>Lecture / 5 Whys Video / Group Work</i> <i>Exercise: Cause and Effect (Fishbone) Diagrams</i>
9:30	DMAIC: Improve Phase <i>Exercises: Solution filters, Structured brainstorming, Selecting solutions</i> <i>Lecture/Group Work/ Exercises</i>
10:30	Break
10:45	DMAIC: Control Phase Documentation, Control design, Process Ownership, 5S <i>Lecture / Discussions</i>
11:15	Getting Started and Structuring for Success Organizational Development, Approaches to PI/PM, Change Management, Prioritization
11:45	Design Thinking & Using PI / PM for Innovation
12:00	Lunch
12:45	The Deep Dive: A Kaizen in Action Video and Discussion
1:15	Connecting the Dots <i>Exercises: Adding Dimension to Project Plans, Sorting out Sorting, Building a Win/Win Outcome</i>
2:15	Collaborative Conversations and "Making the Case" How to convey and employ your new knowledge
2:30	Break
2:45	Putting PI and PM Together - Group Exercise
3:00	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

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Register now and save! Last day to register at early rate: September 15

Table team (up to 7) \$9975
Individual \$2475

\$9875 - early
\$2275 - early



For more information and registration, please visit

LegalLeanSigma.com



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