



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

SAMPLE AGENDA

<i>Time</i>	<i>Agenda</i>
8:00	Breakfast available
8:30	Kickoff: The PI/PM Connection Process Improvement & Project Management: What are they? How do they work together?
8:45	The P+ Ecosystem. The Process Improvement & Project Management Connection.
9:00	Demonstration of a Timekeeping and Billing Process - Simulation <i>Group Exercise and Discussion</i>
9:30	Key Process Improvement Methodologies Lean, Six Sigma, 5s, Pure Technology, BPR, Theory of Constraints, Gemba, Legal WorkOut™. Key Principles of Lean Sigma. <i>Exercise: Identifying Value, Waste, and Variation</i>
	DMAIC Framework: Define, Measure, Analyze, Improve, Control; Kaizens; PI Roles and Responsibilities & Gate Reviews
10:30	Break
10:45	Project Management Concepts Stages of PM: Define objective, Scope, Project Plan, Execute, Monitor, Review, and Improve
11:15	DMAIC: Define Phase. Project Charters, Client Requirements, Voice of the Client <i>Exercises: Stakeholder Analysis, Problem/Opportunity Statement, Business Case</i>
12:00	Lunch
12:30	Techniques for Building and Managing a Fast Process <i>Video and Discussion</i>
12:55	Define Phase: Process Mapping
1:30	Project Planning, Scoping, and Budgeting Agile, Scrum, Kanban, Planning, Budgeting <i>Exercises - Project Planning and Budgeting</i>
2:45	Break
3:00	Connecting the Dots: Benefitting from Efficiency
3:30	Metrics - Measure Phase <i>Issue Diagrams - Tool for Planning Data Gathering</i>
4:00	Collaborative Conversations
4:10	PI & PM in Action: Exercise
4:20	Structuring for Success and Getting Started
4:30	Summary and Wrap-Up