



**Legal Lean Sigma® and Project Management
Yellow Belt Certification Course
SAMPLE AGENDA**

Time	Day 1
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

Time	Day 2
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