



**Legal Lean Sigma® and Project Management
YELLOW BELT CERTIFICATION COURSE**

Host firm



AGENDA

Time	March 18
8:00	Breakfast available
8:15	Introductions
8:30	Kickoff: The PI+PM Connection Process Improvement & Project Management: What are they? How do they work together? The P+ Ecosystem™
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, RPA, Theory of Constraints, PDCA, Gemba, 5S. Key Principles of Lean Sigma. DMAIC Overview, Kaizens. Exercises: Process Selection & Scope; Identifying Value, Waste, and Variation
10:30	Break
10:45	Introduction to Project Management Stages of PM: Define objective, Scope, Project Plan, Execute, Monitor, Review and Improve
11:30	Approaches to Project Management: Agile, Scrum, Kanban <i>Lecture, Discussion, Exercises, Video</i>
11:45	PI Project Selection, Roles, and Teams
12:15	Lunch
1:00	Techniques to Build a Fast Process and to Manage Projects Video and Discussion
1:20	DMAIC: Define Phase Project Charter <i>Exercises: Stakeholder Analysis, Problem/Opportunity Statement, Business Case</i> Client Requirements / Voice of the Client <i>Exercises: Voice of the Client, IPO Diagram</i>
2:45	Process Mapping - Exercise
3:30	Break
3:45	Project Planning, Scoping, and Budgeting - Exercises - Adding Dimension to Process Maps; Project Planning and Budgeting
4:30	DMAIC: Measure Phase Process Performance, Issue Diagrams, Measurement Assessment Trees, Measurement <i>Exercise: Issue Diagrams</i>
5:15 - 5:30	Day 1 Summary, Assignment & Wrap Up

Time	March 19
8:00	Breakfast available
8:15	Overnight Thoughts
8:30	DMAIC: Analyze Phase Explore, Hypothesize, Verify Causes <i>Lecture / 5 Whys Video / Group Work / Correlation v. Causation Video</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 Toyota's 4 Rules, Control Design, Process Ownership, Calculating and Showcasing <i>Lecture / Discussions</i>
11:15	Putting PI and PM Together - Group Exercise
11:45	The Legal WorkOut® - Using PI and PM to Collaborate
12:00	Lunch
1:00	The Deep Dive: Design Thinking/Kaizen in Action IDEO Video and Discussion
1:30	Design Thinking & Innovation <i>Exercise: Empathize</i>
2:15	Connecting the Dots <i>Building a Win/Win Outcome</i>
3:00	Break
3:15	Class Photo
3:30	Getting Started and Structuring for Success Change Management, Evaluation and Prioritization (P+ Scorecard), Operations Assessment, Organizational Development
3:45	Next Steps / Key Takeaways Day 2 Summary and Wrap-Up
4:15	Program Concludes

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