



**LEGAL LEAN SIGMA® PROCESS IMPROVEMENT AND PROJECT MANAGEMENT
WHITE BELT CERTIFICATION COURSE**

<i>Time</i>	<i>Day 1</i>	<i>Time</i>	<i>Day 2</i>
12:00	Welcome / Introductions	12:00	<i>Welcome back!</i>
12:15	Kickoff: PI/PM Connection / The P+ Ecosystem Process Improvement & Project Management: What are they? How do they work together?	12:05	Techniques for Building and Managing a Fast Process <i>Video and Discussion</i>
12:45	Demonstration of a Process <i>Group Exercise and Discussion</i>	12:30	Process Mapping
1:15	Key Process Improvement Methodologies Lean, Six Sigma, 5s, Pure Technology, BPR, Theory of Constraints, Gemba, Legal WorkOut® <i>Exercises: Process discussion: Identifying Value, Waste, and Variation</i>	1:15	Project Planning, Scoping, and Budgeting Approaches to PM: Agile, Scrum, Kanban Boards <i>Exercises - Project Planning and Budgeting</i>
	Principles of Lean Sigma	2:00	Break
	DMAIC Framework: Define, Measure, Analyze, Improve, Control	2:10	DMAIC - Measure Phase Process Performance & Efficiency <i>Issue Diagrams - Tool for Planning Data Gathering</i>
	Kaizens, PI Roles and Responsibilities, Gate Reviews		
2:15	Break	2:40	Making the Case: The Benefits of Efficiency & Collaboration
2:25	Project Management Phases, Models, and Fundamentals Define objective, Scope, Project Plan, Execute, Monitor, Review, and Improve	3:15	Getting Started and Structuring for Success: The P+ Scorecard™
		3:30	Next Steps
3:00	DMAIC - Define Phase: Project Charters, Client Requirements, and Documenting the Process <i>Exercises: Stakeholder Analysis, Problem/Opportunity Statement, Business Case</i>	3:50	Summary and closing remarks
		4:00	<i>End of Day</i>
3:45	<i>Day 1 Wrap Up</i>		
4:00	End of day		

LegalLeanSigma.com

