



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

AGENDA - December 5 - 9, 2022

Time (EDT)	Day 1- Monday	Time (EDT)	Day 2 - Tuesday	Time (EDT)	Day 3 - Wednesday	Time (EDT)	Day 4 - Thursday	Time (EDT)	Day 5 - Friday
12:00	Welcome, introductions	12:00	Welcome back	12:00	Welcome back	12:00	Welcome back / Assignment	12:00	Welcome back
12:15	Kickoff: The PI+PM Connection Process Improvement & Project Management: What are they? How do they work together?	12:15	Introduction to Project Management Stages of PM: Define objective, Scope, Project Plan, Execute, Monitor, Review and Improve. Lecture, Video, Discussion, Exercise: <i>Define the Objective</i>	12:15	DMAIC: Define Phase	12:15	Managing Scope Change (and Expectations) <i>Exercise: Change Order Process Design</i>	12:15	DMAIC: Improve Phase <i>Exercises: Solution filters, Structured brainstorming, Selecting solutions. Lecture/Group Work/ Exercises</i>
1:00	Demonstration - How PI and PM Work Together <i>Group Exercise / Discussion</i>	12:45	Approaches to Project Management: Agile, Scrum, Kanban	12:30	Project Charter <i>Exercises: Stakeholder Analysis, Problem/Opportunity Statement, Business Case</i>	12:45	DMAIC: Measure Phase Process Performance, Issue Diagrams, Measurement Assessment Trees, Measurement Strategy, Graphical Analysis, Story Boards <i>Exercise: Issue Diagrams</i>	1:30	DMAIC: Control Phase Toyota's 4 Rules, Control Design, Process Ownership, Calculating and Showcasing Benefits
1:30	Key Process Improvement Methodologies - Lecture/Discussions Lean, Six Sigma, Legal WorkOut®, Pure Technology, BPR, RPA, Theory of Constraints, PDCA, Gemba, 5S	1:15	Techniques to Build a Fast Process and Manage Projects Video and Discussion	1:30	Client Requirements / Voice of the Client <i>Exercises: Voice of the Client, IPO Diagram</i>	1:50	Kaizen in Action: IDEO Video - The Deep Dive	1:50	Kaizen in Action: IDEO Video - The Deep Dive
2:15	Key Principles of Lean Sigma Exercises: Brainstorm key legal and business processes to improve, Identify Value in the Eyes of the Client, Process Waste and Variation	1:45	PI Programs and Projects: Roles, and Responsibilities, Getting Started and Structuring for Success, Change Management, Prioritization, Organizational Development	2:00	Process Mapping <i>Exercise</i>	2:10	DMAIC: Analyze Phase Explore, Hypothesize, Verify Causes <i>Lecture / 5 Whys Video / Group Work / Correlation v. Causation Video</i>	2:10	Leadership and Process Improvement, Innovation, & Competitive Advantages Incorporating personal and team leadership, emotional intelligence, and other components needed to build and lead effective, high functioning teams
2:25	Selecting PI Projects - Process Discussion	2:25	Case study: Process and team selection; project, resource, and people management, making the case and showcasing results	2:30	Project Planning, Scoping, and Budgeting <i>Exercises - Adding Dimension to Process Maps; Project Scope</i>	3:10	Using PI & PM for Transformation and Market Differentiation	3:10	Using PI & PM for Transformation and Market Differentiation
2:45	DMAIC Overview, Kaizens, Gate Reviews	3:15	Daily Wrap Up	3:15	Daily Wrap Up / Assignment	3:20	Course Wrap Up	3:20	Course Wrap Up
3:15	Daily wrap up	3:30	Day Concludes	3:30	Day Concludes	3:30	Day Concludes	3:30	Course Concludes
3:30	Day Concludes								