



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

AGENDA - MAY 1-5, 2023

Time EASTERN	Day 1- Monday		Time EASTERN	Day 2 - Tuesday		Time EASTERN	Day 3 - Wednesday		Time EASTERN	Day 4 - Thursday		Time EASTERN	Day 5 - Friday
9:30	Welcome, introductions	ALL	9:30	Welcome back		9:30	Welcome back		9:30	Welcome back / Assignment		9:30	Welcome back
9:45	Kickoff: The PI+PM Connection Process Improvement & Project Management: What are they? How do they work together?	CAM	9:45	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>		9:45	DMAIC: Define Phase		9:45	Managing Scope Change (and Expectations)		9:45	DMAIC: Improve Phase <i>Exercises: Solution filters, Structured brainstorming, Selecting solutions. Lecture/Group Work/ Exercises</i>
10:30	Demonstration - How PI and PM Work Together <i>Group Exercise / Discussion</i>	RWC	10:15	Approaches to Project Management: Agile, Scrum, Kanban		10:00	Project Charter <i>Exercises: Stakeholder Analysis, Problem/Opportunity Statement, Business Case</i>		10:00	DMAIC: Measure Phase Process Performance, Issue Diagrams, Measurement Assessment Trees, Measurement Strategy, Graphical Analysis, Story Boards <i>Exercises: Issue Diagrams / Storytelling with Data</i>		11:00	DMAIC: Control Phase Toyota's 4 Rules, Control Design, Process Ownership, Calculating and Showcasing Benefits
11:00	Key Process Improvement Methodologies - Lecture/Discussions Lean, Six Sigma, Legal WorkOut®, Pure Technology, BPR, RPA, Theory of Constraints, PDCA, Gemba, 5S	CAM	10:45	Techniques to Build a Fast Process and Manage Projects Video and Discussion		11:00	Client Requirements / Voice of the Client <i>Exercises: Voice of the Client, IPO Diagram</i>		11:30	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>		11:30	DMAIC / Kaizen in Action: IDEO Video - The Deep Dive
11:45	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	CAM	11:15	PI Programs and Projects: Roles, and Responsibilities, Getting Started and Structuring for Success, Change Management, Prioritization, Organizational Development		12:00	Process Mapping <i>Exercise</i>		12:45	Daily Wrap Up		12:00	Structuring for Success: Change Management, Transformation, Innovation, & Competitive Advantages Intake Project Case Study: Process and team selection; project, resource, and people management, making the case and showcasing results
11:55	Selecting PI Projects - Process Discussion	CAM	11:45	Leadership and Process Improvement Incorporating personal and team leadership, emotional intelligence, and other components needed to build and lead effective, high functioning teams		12:45	Daily Wrap Up		1:00	Day Concludes		12:45	Course Wrap Up
12:15	DMAIC Overview, Kaizens, Gate Reviews	CAM	12:45	Daily Wrap Up		12:45	Daily Wrap Up / Assignment		1:00	Day Concludes		1:00	Course Concludes
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