



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

Sample Agenda

Time EASTERN	Day 1	Time EASTERN	Day 2	Time EASTERN	Day 3	Time EASTERN	Day 4	Time EASTERN	Day 5
12:00 PM	Welcome, introductions	12:00 PM	Welcome back	12:00 PM	Welcome back	12:00 PM	Welcome back	12:00 PM	Welcome back / assignment
12:20 PM	Kickoff: The PI+PM Connection Process Improvement & Project Management: What are they? How do they work together?	12:05 PM	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>	1:05 PM	DMAIC: Define Phase Project Charter	12:05 PM	Behavioral Economics, Change Management , and Continuous Improvement	12:15 PM	DMAIC: Improve Phase <i>Exercises: Solution filters, Structured brainstorming, Selecting solutions. Lecture/Group Work/ Exercises</i>
12:55 PM	Demonstration - How PI and PM Work Together <i>Group Exercise / Discussion</i>	12:55 PM	Approaches to Project Management: Agile, Scrum, Kanban		<i>Exercises: Stakeholder Analysis, Problem/Opportunity Statement, Business Case</i>	12:35 PM	DMAIC: Measure Phase Process Performance, Issue Diagrams, Measurement Assessment Trees, Measurement Strategy, Graphical Analysis, Story Boards	1:15 PM	DMAIC: Control Phase Toyota's 4 Rules, Control Design, Process Ownership, Calculating and Showcasing Benefits
1:20 PM	Key Process Improvement Methodologies - Lecture/Discussions Lean, Six Sigma, Legal WorkOut®, Pure Technology, BPR, RPA, Theory of Constraints, PDCA, Gemba, 5S	1:35 PM	Techniques to Build a Fast Process and Manage Projects Video and Discussion		<i>Exercises: Voice of the Client, IPO Diagram</i>	1:35 PM	DMAIC: Analyze Phase Explore, Hypothesize, Verify Causes	12:40 PM	Process for Innovation / Design Thinking & Kaizen in Action: IDEO Video - The Deep Dive
2:20 PM	Key Principles of Lean Sigma <i>Exercises: Brainstorm key legal and business processes to improve. Identify Value in the Eyes of the Client, Process Waste and Variation</i>	2:00 PM	PI Programs and Projects: Roles, and Responsibilities	1:00 PM	Process Mapping <i>Exercise</i>		<i>Lecture / 5 Whys Video / Group Work / Correlation v. Causation Video</i>	2:00 PM	Getting Started and Structuring for Success: Assessments, Change Management, Organizational & Infrastructure Development
2:50 PM	Selecting PI Projects - Process Discussion	2:20 PM	Leadership and Process Improvement Incorporating personal and team leadership, emotional intelligence, and other components needed to build and lead effective, high functioning teams	2:00 PM	Project Planning, Scoping, and Budgeting <i>Exercises - Adding Dimension to Process Maps; Project Scope</i>	2:45 PM	Case Study: The Legal WorkOut™ <i>Process and team selection; project, resource, and people management, making the case and showcasing results</i>	2:45 PM	Creating Competitive Advantages with PI & PM
3:10 PM	DMAIC Overview, Kaizens, Gate Reviews	3:20 PM	Daily Wrap Up					3:00 PM	Course Wrap Up
3:20 PM	Daily wrap up	3:30 PM	Day Concludes					3:15 PM	Course Concludes
3:30 PM	Day Concludes			3:00 PM	Daily Wrap Up / Assignment	3:15 PM	Daily Wrap Up / Assignment		
				3:15 PM	Day Concludes	3:30 PM	Day Concludes		