



LSS Project Team Training Agenda

Week 0

- Students receive access to online training and student materials.
- Students are assigned to Six Sigma project teams.

Week 1-2

- WEB: Complete OVERVIEW and DEFINE section Online Training topics & quizzes.
- TEAM: Complete Project Charter form, top-level process map, SIPOC for discussion.

Week 3 Classroom

** Include Green Belts*

Start	Day 1	Day 2
9:00	DMAIC Define * ➤ Workshop: Review project charters.	DMAIC Measure * ➤ Workshop: X-Bar Charts
10:15	break	break
10:30	DMAIC Define * ➤ Workshop: Review (continued).	DMAIC Measure * ➤ Individuals Data
12:00	break	break
1:00	DMAIC Measure * ➤ Tools & Objectives	DMAIC Measure * ➤ Workshop: Individuals Data
2:15	break	break
2:30	DMAIC Measure * ➤ X-Bar Charts	DMAIC Measure * ➤ Workshop: Project baseline data collection plans

Week 4-5

- WEB: Complete MEASURE section Online Training topics & quizzes.
- TEAM: Conclude DEFINE stage project objectives:
 - ◇ Completed Project Charter.
 - ◇ Approval of Sponsor.
 - ◇ Assemble Team; Conduct initial meeting.
- TEAM: Initiate and develop MEASURE stage project objectives:
 - ◇ Process Definition.
 - ◇ Metric Definition.
- TEAM: Prepare 15-minute presentation including:
 - ◇ Project objectives, deliverables and schedule.
 - ◇ MEASURE stage project plan.



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Week 6 Project Updates

- TEAM: Project presentations (15 minutes each).
- WEB: Q&A of Training Topics and Project Plans.

Week 7-8

- TEAM: Conclude MEASURE stage project objectives:
 - ◇ Measure Process Baseline.
 - ◇ Evaluate Measurement System.
- TEAM: Prepare 15-minute presentation including:
 - ◇ MEASURE stage project findings.
 - ◇ Outstanding issues and action plan.

Week 9 Classroom

** Include Green Belts*

Start	Day 1	Day 2
9:00	DMAIC Measure/Analyze * <ul style="list-style-type: none">➤ Project Reviews & Discussions	DMAIC Analyze <ul style="list-style-type: none">➤ Inference / ANOVA (Review)
10:15	break	break
10:30	DMAIC Measure/Analyze * <ul style="list-style-type: none">➤ Project Reviews & Discussions	DMAIC Analyze <ul style="list-style-type: none">➤ Regression (Review)
12:00	break	break
1:00	DMAIC Analyze * <ul style="list-style-type: none">➤ Value Stream Analysis (Review)	DMAIC Analyze <ul style="list-style-type: none">➤ DOE (Review)
2:15	break	break
2:30	DMAIC Analyze * <ul style="list-style-type: none">➤ VSA Workshop	DMAIC Analyze <ul style="list-style-type: none">➤ DOE Workshop

Week 10-11

- WEB: Complete ANALYZE section Online Training topics & quizzes.
- TEAM: Initiate & develop ANALYZE stage project objectives:
 - ◇ Analyze Value Stream;
 - ◇ Propose designed experiment for data capture.
- TEAM: Prepare 15-minute presentation including:
 - ◇ ANALYZE stage project findings (to date).
 - ◇ Outstanding issues and action plan.



LSS Project Team Training Agenda

Week 12 Project Updates

- TEAM: Project presentations (15 minutes each).
- WEB: Q&A of Training Topics and Project Plans.

Week 13-14

- TEAM: Prepare 15-minute presentation including:
 - ◊ ANALYZE stage project findings (to date).
 - ◊ Outstanding issues and action plan.

Week 15 Project Updates

- TEAM: Project presentations (15 minutes each).
- WEB: Q&A of Training Topics and Project Plans.

Week 16-17

- TEAM: Conclude ANALYZE stage project objectives.

Week 18 Classroom

** Include Green Belts*

Start	Day 1	Day 2
9:00	DMAIC Analyze/Improve <ul style="list-style-type: none"> ➤ Project Reviews & Discussions 	DMAIC Improve <ul style="list-style-type: none"> ➤ Simulations
10:15	<i>break</i>	<i>break</i>
10:30	DMAIC Analyze/Improve <ul style="list-style-type: none"> ➤ Project Reviews & Discussions 	DMAIC Improve <ul style="list-style-type: none"> ➤ Simulations Workshop
12:00	<i>break</i>	<i>break</i>
1:00	DMAIC Improve * <ul style="list-style-type: none"> ➤ Tools & Objectives 	DMAIC Improve <ul style="list-style-type: none"> ➤ Workshop
2:15	<i>break</i>	<i>break</i>
2:30	DMAIC Improve * <ul style="list-style-type: none"> ➤ Workshop 	DMAIC Improve <ul style="list-style-type: none"> ➤ Workshop



LSS Project Team Training Agenda

Week 19-20

- WEB: Complete IMPROVE section Online Training topics & quizzes.
- TEAM: Initiate & develop IMPROVE stage project objectives, including:
 - ◇ Define New Process.
 - ◇ Analyze & Mitigate Failure Modes.
- TEAM: Prepare 15-minute presentation including:
 - ◇ IMPROVE stage project findings (to date).
 - ◇ Outstanding issues and action plan.

Week 21 Project Updates

- TEAM: Project presentations (15 minutes each).
- WEB: Q&A of Training Topics and Project Plans.

Week 22-23

- WEB: Complete CONTROL section Online Training topics & quizzes.
- TEAM: Conclude IMPROVE stage project objectives.
- TEAM: Develop CONTROL stage project plan.

Week 24 Project Updates

- TEAM: Project presentations (15 minutes each):
 - IMPROVE stage project findings.
 - CONTROL stage project plan.
- WEB: Q&A of Training Topics and Project Plans.

Week 25-27

- WEB: Prepare for Certification Exam
- TEAM: Conclude project:
 - ◇ Implement Control Plan.
 - ◇ Document findings & lessons learned.
 - ◇ Circulate Project Assessment forms to team members and sponsors.
- TEAM: Prepare Oversight Committee presentation.
 - ◇ 15-minute findings & deliverables; 15-30 minute Q&A.

Week 28 Project Updates

- WEB: Timed trial of material to be presented to Oversight Committee.

Post Week 28

- WEB: Take Certification Exam.
- TEAM: Submit completed Project Assessment forms to Oversight Committee.
- TEAM: Formal project presentations, attended by team members, project sponsors, Oversight Committee:
 - ◇ 15-minute project summary, findings & deliverables; 15-30 minute Q&A.
 - ◇ Suggested awards luncheon immediately following.



LSS Project Team Training Agenda

LSS Project Team Training Objectives

- **Green Belt Training:** An overview of the Lean Six Sigma techniques necessary for active participation in Lean Six Sigma project teams. In completing this course, students will be able to:
 - ◇ Recognize key attributes of a successful Six Sigma program.
 - ◇ Appreciate project selection criteria.
 - ◇ Realize the role of a Green Belt in the Six Sigma organization.
 - ◇ Understand fundamentals of the DMAIC problem solving methodology.
 - ◇ Use basic Six Sigma tools for Six Sigma project definition and process baseline.
 - ◇ Understand the need for advanced problem-solving & improvement methods used by teams.
 - ◇ Actively participate in a Six Sigma team.
- **Black Belt Training:** Detailed discussion and application of Lean Six Sigma techniques applied within the DMAIC project methodology. Course objectives include:
 - ◇ Participate in the development of a successful Six Sigma / Lean Six Sigma program.
 - ◇ Contribute to definition of project selection criteria; Develop project proposals to meet criteria.
 - ◇ Lead a Six Sigma project team, using the DMAIC methodology and team building skills.
 - ◇ Apply and interpret basic and advanced Six Sigma tools, as necessary, for project definition, process baseline analysis, process improvement, and process control.
 - ◇ Demonstrate sufficient expertise of the Body of Knowledge on the IQF certification exam.
 - ◇ Upon successful completion of the Certification Exam & Candidate Assessment Forms, a Black Belt Certification with Projects is issued to the student.
- **Yellow Belt Training:** A brief introduction to the Lean Six Sigma program and its benefits. In completing this course, students will be able to:
 - ◇ Recognize the Six Sigma deployment strategy.
 - ◇ Participate in a successful Six Sigma program.
 - ◇ Understand the role of Six Sigma Champions, Project Sponsors, Green Belts and Black Belts in the Six Sigma organization.