



# **LEAN 6-SIGMA TRAINING PROGRAM**

## **PROJECT SELECTION**

### **Project Selection**

The Lean 6-Sigma certification program is not your typical training program. While classroom training is a valuable and necessary component, “Green Belt” certification is gained through the completion of a project within the Green Belt’s department. Participants will complete projects that improve the efficiency and operation of a process within their department. The resulting improvements have a direct positive impact on the state’s interaction with the public.

### **Tips for selecting the right project:**

- Projects should target improving processes that are tied to a program administered by the department and align with the organizations strategic plan goals.
- Projects should be clear and not overly broad that could drastically alter other processes within departments.
- Targeted processes should have traceable steps that can be measured to assess performance.
- Participating staff should be able to track each step in the targeted process and measure how much time each step has taken.
- Projects that have already entered into or are currently in the process of another improvement plan should not be selected.

### **Other thoughts to keep in mind:**

- If a project targets a process that involves approval from multiple divisions within a department, staff from those divisions will need to participate in the improvement project either as a Green Belt Team member or as an internal stakeholder.
- Projects should be scoped so that they can be completed in four months.
- Green Belts and Champion participants are expected to work on the proposed projects throughout the duration of the program.
- Projects that are worked on in the course of this training will be shared and recognized by the Governor’s Office of Business and Economic Develop upon project completion.

*Consult the 2014 Lean 6-Sigma Training Program Green Belt Project Summaries document to view former Green Belt Projects.*

### **Examples:**

- Licensing
- Contracting
- Human Resources
- Registrations
- Permitting
- Procurement
- Certification