

# Lean Six Sigma Green Belt Project

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Program Manager  
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# What is Lean Six Sigma?

- Performance improvement platform that originated in the production and manufacturing industry
- Intense focus on removing errors, defects and waste in processes
- Five-step process
  - Define
  - Measure
  - Analyze
  - Improve
  - Control

## What Is Lean Six Sigma?



**LEAN**

Create value for customers  
by minimizing waste.

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**SIX SIGMA**

Reduces defects  
by effectively solving problems.

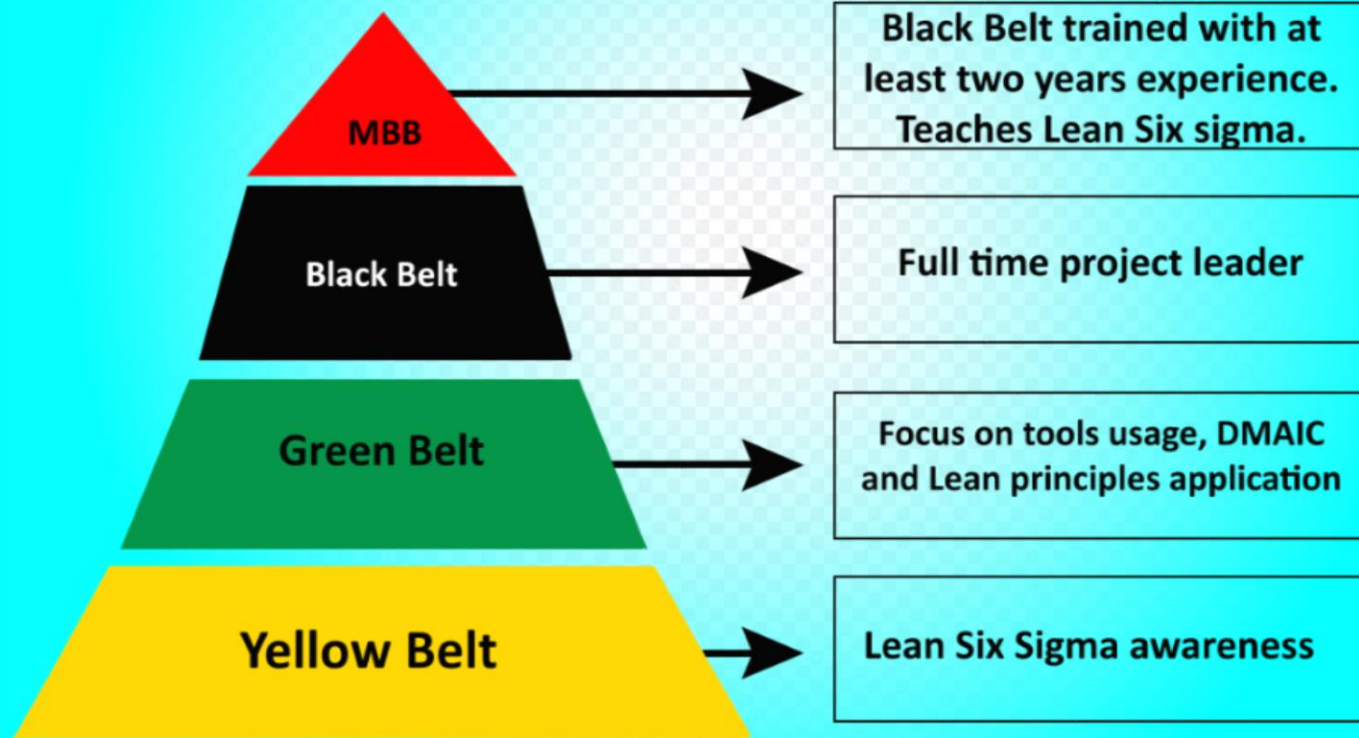
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**LEAN SIX SIGMA**

LEAN accelerates SIX SIGMA;  
Solving problems and improving  
processes is faster and more efficient.

## LEAN SIX SIGMA ORGANIZATION STRUCTURE



# Project Details

- Two Groups
  - Jefferson City
- Total of 46 Participants
  - Broken up evenly between the two groups
  - Approximately 23 per cohort
- Eight-Month Program
  - January 2019 through September 6, 2019
  - Five phases — define, measure, analyze, improve and control

# Project Obligations

- Project Selection — choose one of four categories
  - Operational Improvement
    - throughput, turnaround times, workers safety, length of stay
  - Transactional Processes
    - revenue cycle, charting management, registration process
  - Clinical Processes
    - adverse drug events, medication reconciliation, bundle compliance
  - Process Coordination
    - emergency department, radiology, laboratory, worker safety

# Project Obligations

- Attendance Required for **ALL** Five In-Person Training Sessions
  - One training per phase
  - Laptop computers will be required for two of the five training sessions
  - Minitab software (free trial)
- Timely completion of required project tollgates and deliverables — tollgate due at the end of each phase

# Project Obligations

- Participation in weekly 30-minute coaching calls
  - Supports implementation of project
  - May be performed as a group with all participants
  - May be performed by project topic
- Completion of a Lean Six Sigma project turned into MHA by the assigned due date
- Graduation and showcase of project — date and location to be determined
- *MHA staff and project vendor will evaluate each project to ensure that all program deliverables are achieved **prior** to awarding certifications.*



# Timeline

- Application Process — October 29, 2018 through November 30, 2018
- Application Review — December 3, 2018 through December 7, 2018
- Award Attendees — no later than December 14, 2018



# Timeline

- “Define” phase
  - January 7, 2019 through February 8, 2019
  - Group 1— January 8, 2019
  - Group 2 — January 9, 2019
- “Measure” phase
  - February 11, 2019 through April 5, 2019
  - Group 1 — February 13, 2019
  - Group 2 — February 14, 2019

# Timeline

- “Analyze” phase
  - April 15, 2019 through May 17, 2019
  - Group 1 — April 16, 2019
  - Group 2 — April 17, 2019
- “Improve” phase
  - May 20, 2019 through July 12, 2019
  - Group 1 — May 21, 2019
  - Group 2 — May 22, 2019

# Timeline

- “Control” phase
  - July 22, 2019 through September 6, 2019
  - Group 1 — July 23, 2019
  - Group 2 — July 24, 2019
- Graduation/showcase — to be determined

# EVENT SCHEDULE PLANNER 2019

PROJECT/EVENT	LEAN SIX SIGMA GREEN BELT
ORGANIZER	AMANDA KEILHOLZ

- Red squares indicate required in-person training dates
- Yellow squares indicate coaching call dates
- There will be scheduled office hours for the Measure and Analyze phases of the project

PROJECT PHASE	STARTING	ENDING	TRAINING DATES	GROUP 1	GROUP 2
DEFINE	01/07/2019	02/08/2019	DEFINE	01/08/2019	01/09/2019
MEASURE	02/11/2019	04/05/2019	MEASURE	2/13/2019	02/14/2019
ANALYZE	04/15/2019	05/17/2019	ANALYZE	04/16/2019	04/17/2019
IMPROVE	05/20/2019	07/12/2019	IMPROVE	05/21/2019	05/22/2019
CONTROL	07/22/2019	09/06/2019	CONTROL	07/23/2019	07/24/2019
GRADUATION/CERTIFICATION	TBD	TBD	GRADUATION/CERTIFICATION	TBD	TBD

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE								
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JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER								
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# Application Process

- Only HIIN-participating hospitals
- Consider capacity and readiness
- Two-person team highly encouraged
  - Submit separate applications, but please submit together — add pages if needed, be detailed in responses
- Waiting list will be used as needed
- Phone interviews may be conducted to help in the selection process
- Notification of acceptance by December 14, 2018

# Application Review Process



- Overall quality of application
- Is regarded as an organization change agent
- Is respected as a leader within the organization
- The proposed project outline
- Previous analytical experience with data
- Experience with improvement projects, leading teams
- Desire to learn new skills/techniques to improve the organization
- Phone interviews may be conducted to aid in the review process

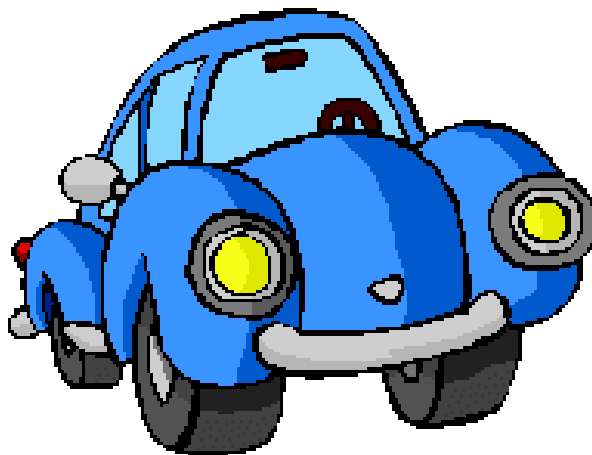
# Project Fees

- Selected Applicants
  - \$500 cost share per participant
  - Signed participation agreement/terms and conditions
  - Due by January 4, 2019
    - If cost share not received by January 4, 2019, applicant will not be eligible to participate
    - Selection of a new candidate will take place
- Estimated value of this certification is \$3,500 per participant



# If Travel is Required?

- Traveling more than 50 miles round trip — one mileage reimbursement per organization
- Traveling more than 150 miles round trip
  - One overnight reimbursement per participant — the night prior to the meeting
  - One mileage reimbursement per organization



# Contact Information

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