

SIX SIGMA/LEAN FLOW

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Special points of interest:

- Overview of Six Sigma
- Overview of Lean Flow
- About Us

SIX SIGMA

Six Sigma or 6 Sigma is an integrated, disciplined, proven approach for improving measurable results for any organization. The Six Sigma method and message is literally improving our lives. SixSigma.us has developed a number of unique processes to assist organizations including "[Business Process Charting](#)".

There are excellent examples of Six Sigma success emerging from [Hospitals](#), [Doctor's Offices](#), [City Government](#) and IT. In addition educational institutions are incorporating Six Sigma into their course curriculum.

No matter what the organization size, whether for profit or non-profit, whether private or government, you should be considering Six Sigma to improve your performance. To benefit from the Six Sigma process, you need only "a problem with an unknown solution".



Actual Six Sigma Black Belt Course

Six Sigma is an integrated, disciplined proven approach for improving business performance.

Six Sigma is management methodology driven by data.

Six Sigma focuses on projects

that will produce measurable business results. For example GE Capital saved \$2 Billion in 1999 using Six Sigma.

Six Sigma is based upon improving processes by understanding and controlling variation, thus improving predictability of business processes.

LEAN FLOW

Lean Flow is a proven methodology to eliminate waste in any area of your business, bringing together the best elements of TQM, Just in Time, and various Lean approaches.

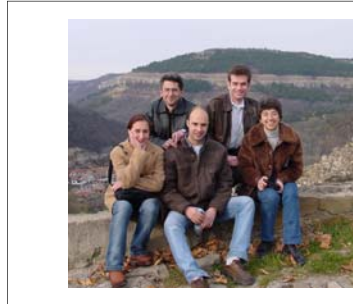
Lean Flow can be applied to almost any manufacturing or administrative process, and is most effective when done throughout the organization.

Lean Flow is a natural complement to Six Sigma.

Lean Flow implementation will help identify your highest impact Six Sigma opportunities. Almost every process improvement made with a properly chosen Six Sigma project will make it easier to achieve optimum flow.

SIX SIGMA

Six Sigma is not just training. Each participant called a "Belt", either Black or Green, is required to have a leadership approved project prior to training.



These are Six Sigma Belts. Six Sigma projects have project leader called belts.

"Six Sigma is not just training. Each participant called a "Belt" is required to have a leadership approved project prior to training."

Six Sigma Champions

Business Leaders who lead Six Sigma by sponsoring projects are called "Champions".

Champions are trained in the essentials of the Six Sigma Methodology focusing on selecting the projects that are aligned with business goals.

Champions must select and mentor Six Sigma project leaders called "Belts". Champions must support, align and integrate the Six Sigma Launch into their organization.

Master Black Belt (MBB)

To achieve self-sufficiency an organization needs to develop future leaders into MBBs.

These are your top full-time Six Sigma experts, who will help with project selection, mentor other Belts, and lead training. MBBs are selected from successful Black Belts for additional training.

Six Sigma Belts

Belts are Six Sigma project leaders who receive training in the Six Sigma roadmap.

Each week of training is separated by one month to allow the Belt to align project progress to the training.

SIX SIGMA BELTS

Six Sigma Black Belts

Black Belts are project leaders who receive four weeks of training focusing on the Six Sigma Roadmap and extensive statistical methodologies. Successful Black Belts normally dedicate at least 75 percent of their time to a four to six month Six Sigma Project.

Six Sigma Green Belts

Green Belts are project leaders who receive two weeks of training on the Six Sigma Roadmap and essential elements of statistical methodologies supporting Six Sigma projects. Successful Green Belts are able to allocate 50 percent of their time to their four to six month Project.

Six Sigma Yellow Belts

Yellow Belts are project team members who assist and lead different aspects of Six Sigma projects. It is best for Yellow Belts to attend a two day project training and kick-off session lead by a Black Belt.

The Kick-Off meeting is a key way to get project ownership.

SIX SIGMA PROJECTS

"A problem with an unknown solution"

Projects must be aligned to business priorities and selected by business leaders.

Depending on the organization, projects should expect to deliver annual savings of at least \$100,000 for Black Belts and \$50,000 for Green Belts.

The projects should be

scoped so they can be completed in 4 to 6 months. All

Six Sigma projects must follow the Six Sigma Roadmap:

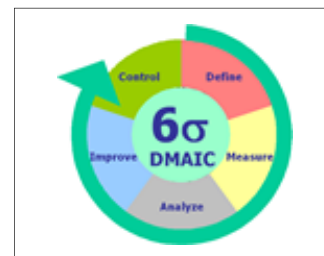
Define, Measure, Analyze, Improve, Control or DMAIC

All projects

must be documented upon completion with savings and

signed off by a representative of finance.

Not all Six Sigma projects need to save money, but all must be seen as imperative to the organizational leaders.



Projects follow a structured DMAIC process.

LEAN FLOW

There are as many different approaches to Lean or Flow as there are consultants. Proponents of each style will eagerly tell you that theirs is the only way. There are basic concepts that apply to all processes. We prefer to recognize that each business is unique, and there is no 'one size fits all' solution.

The simplest versions of lean involve little more than a quick look around followed by an immediate re-arrangement of the process – based mainly on gut feel. While this produces change very quickly, only occasionally does it gen-

erate long-lasting results.

At the other extreme is a massive data collection and flow analysis effort that takes one to two years before you make any actual change. This can give you a tremendous wealth of information about your processes. However, most of our clients prefer to see results sooner than this approach allows.

We believe the right answer is somewhere in between. It is critical to do enough data collection and analysis to optimize the process based



Lean Flow is for all organizations.

on facts, not opinions. The amount of data required will depend on the nature and condition of the processes.

“Lean Flow is a natural complement to Six Sigma. The data gathered in your lean flow implementation will help identify your highest impact Six Sigma opportunities. Every process improvement made with Six Sigma will make it easier to achieve optimum flow.”

LEAN FLOW ROAD MAP

Organize and Begin (Define)

Establish Steering Committee and write Charter and Identify Champions, Identify Overall Project Leader, Establish Project Teams and Leaders, Hold Initial Training and Kickoff Meetings, Define Metrics and Determine Baselines

Process Data Collection (Measure)

Document Process Maps and Product Flows, Gather Product to Process Relationships Data – Time and Quantities, Quantify Rework, Scrap, Optional Flow Paths, and Percentages, Define Design Volumes Tied to Business Strat-

egy (Customer Driven Capacity), Create Expanded SOPs Identify Current Quality Criteria and Related Issues

Plan Process Layout (Analyze)

Analyze Value Added and Sequential versus Parallel Activity, Identify Process

LEAN FLOW ROAD MAP

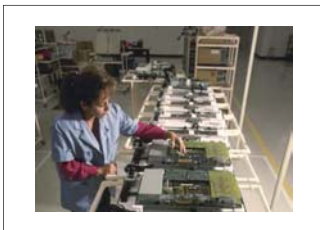
Families, Calculate Takt Time and Resource Requirements Define Materials and Kanban Requirements, Define Work Groupings and Operational Definition, Create Optimized Process Flow and Validate Paper Line Design, Review Future Capability versus Business Strategy

Physical Change (Improve)

Finalize Process Documentation, Train Front Line Supervi-

sors and Direct Labor Employees, Implement Materials and Kanban Strategy, Physically Change Process Layout,

Implement Employee Flexibility and Training Plan, Create Visual Methods Sheets, Verify Flow Meets Expectations Link



Lean Flow is not just for manufacturing, service and financial.

to Strategic Suppliers.

Maintain Robust Lean Flow Daily Operation (Control)

Ongoing Training and Reinforcement Plans, with Employee Certification, Verify Training and Use of Method Sheets at Each Operation

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*“Helping People
Solve Problems with
Unknown Solutions”*

*“Learn Break-
through methods
at Breakthrough
Prices”*

SixSigma.us or 6Sigma.us is supporting organizations implementing Six Sigma and Lean Flow Statistically based Improvement Methodologies. We also offer courses in statistical methods and MINTAB.

We are a group of consultants that pride ourselves on not being typical consultants. We have years of experience working in real companies facing real problems, yet still making real business process improvements happen.

We have experience in a variety of organizations including, Medical, Manufacturing, Product Development, Services and even State Government. Companies experience includes 3M, American Standard, Dell, Ford, HP, Maytag, Nokia and Intel .

Our consultants are highly rated instructors well versed in adult learning principles. They have experience deploying and developing improvement specialist in over 25 countries.

We are Six Sigma and Lean Flow knowledge transfer specialists with deployment experience in over 25 countries. We offer Six Sigma Yellow Belt through Master Black Belt certification, Lean Flow Master Certification, 20 focused courses, college credit available.

PRODUCT OFFERINGS

SixSigma.us provides a full offering of services and courses to lead or support your deployment.

Organizational Readiness Assessment

Consulting and project support with consultants with extensive experience

Six Sigma Courses and Lean Flow courses from overview to advanced topics.

- 10 Day Green Belt
- 20 Day Black Belt
- 10 Day Master Black Belt
- Minitab for Six Sigma Belts

Lean Flow courses from overview to advanced topics.

- 5 Day Lean Flow Six Sigma
- 10 Others Courses to Support Lean Flow Implementation



Peter Peterka, Lead Six Sigma Consultant, in Sofia Bulgaria during a Black Belt Wave in 2002.

Mastery and Personnel Development.

Our specialty is custom designing an overall program for your business. This approach lets you start seeing results quickly, and also develops a carefully chosen team of your key personnel to be Masters of the Six Sigma and Lean Flow process.