Black Belt Project Guidelines

The Black Belt Certification program includes the completion of a Black Belt Project to demonstrate the skills and tools participants learn in the program while adding value to their organization. The projects follow the Lean Six Sigma DMAIC methodology:

Define — Define the project goals and scope

Measure — Capture the Current State of your Process

Analyze — Get to the Source of your Process Problems

Improve — Design and Implement Lean Solutions

Control — Ensure the Lean Solutions are Sustainable

Black Belt Project Checklist

- ☐ Accomplishable in 6 to 9 months
- ☐ Project focuses on improving an existing process _or_ on efficient process design and development
- ☐ Process measurements exist (or can be created) to establish the process baseline
- ☐ Project scope aligns with the strategic objectives of the organization
- ☐ The problem does not have a known and obvious solution to be implemented
- ☐ Black Belt Candidate has the knowledge, authority and capacity to implement improvements
- ☐ Project scope includes participation from at least two business areas or departments
- ☐ Expected project savings or financial benefits including cost avoidance of at least $50,000
- ☐ Requires the application of multiple lean tools (e.g. Process Mapping, Waste Analysis, SMED, Kanban, 5S, Statistical Data Analysis, etc.)

Example Black Belt Projects

Manufacturing
- Increase product quality and reduce re-work activities
- Reduce process cycle time and align with customer demand
- Reduce quantity and frequency of process errors
- Improve the efficiency and effectiveness of production or business processes

Service
- Reduce the frequency and quantity of late delivers to customers
- Reduce cycle time for service delivery

Office & Administration
- Reduce cycle time and improve quality of new employee onboarding
- Reduce back office operating costs