**Yellow Belt Modules: Optional Note-taking Guide**

*Use this guide to capture major lessons, tools, and information taught during the 14 Yellow Belt modules on Cornerstone. This guide is for your personal use and should be used in a way that best fits your learning style.*

**Module 1: Introduction**

1. What is Continuous Improvement
2. What approach does this training course take, and what do each of the steps represent
3. Notes

**Module 2: Identifying Problems**

1. What are different types of problems you might encounter in a continuous improvement effort, and why is it important to identify them?
2. How can you recognize and gather opportunities for improvement in your work?
3. Notes

**Module 3: Choosing a Problem (screening questions)**

1. What factors should you consider when choosing a problem to focus on for your improvement project?
2. Notes

**Module 4: Understanding Stakeholders**

1. What is a stakeholder, and how do they impact an improvement project?
2. Notes

**Module 5: Organizing a Team**

1. What is the role of the project sponsor?
2. Why is it important to involve team members from every part of the process being improved?
3. What role does a communication plan play in keeping a project sponsor engaged?
4. Notes

**Module 6: Mapping the Process**

1. Why is it helpful to create a rough draft of a process map before a team meeting?
2. How can process mapping help identify waste or inefficiencies in a workflow?
3. Notes

**Module 7: Review Notes**

**Module 8: Deciding on a Metric**

1. Why are annualized metrics useful in continuous improvement?
2. How do you decide which metric to use for measuring an improvement?
3. Notes

**Module 9: Data Collection Plan**

1. What factors should you consider when developing a data collection plan?
2. How do you ensure that the data you collect is reliable and useful for decision-making?
3. Notes

**Module 10: Root Causes**

1. What are three methods you can use to identify potential causes of a problem?
2. Why is it important to identify potential causes before pinpointing the root cause?
3. Notes

**Module 11: Testing Assumptions**

1. How can we ensure our hypotheses or project assumptions are correct?
2. Notes

**Module 12: Brainstorming Solutions**

1. How can we develop solutions to the project?
2. When should we begin implementing the solution?
3. Notes

**Module 13: Implementing Solutions**

1. What resources do you need to lead and manage project implementation?
2. When should you collect After data to assess the effectiveness of your improvement?
3. Notes

**Module 14:**

1. Final notes: