**OVERVIew**

The Enterprise Continuous Improvement Program’s Yellow Belt Training covers tools and concepts related to Lean, continuous improvement, and process improvement. This training is ideal for employees who have participated on an improvement effort but haven't led one yet.

Full completion of the course and a project earns participants a Yellow Belt certification, which designates the employee as capable of leading small-scale continuous improvement efforts in the future.

**Base Requirements**

* Contact Your CI Contact:
  + Notify your agency's Continuous Improvement (CI) contact to inform them you're starting the Yellow Belt training.
* Complete Yellow Belt Modules:
  + Access and complete the Yellow Belt training modules in Cornerstone (LEADER) (6 hours total).
* Attend Instructor-Led Activity Training:
  + Participate in an 8-hour instructor-led activity training session.
* Implement and report a process improvement project
  + Lead a project over 3–6 months to address the identified problems. Two team leads can be certified per project.

**Project Requirements**

* Identify Process Problems:
  + Develop a list of process issues to focus on for your project. If needed, review Yellow Belt Module 2: “Identifying Problems.”
* Use Screening Questions:
  + Ensure the project aligns with the screening questions to confirm it’s suitable.
* Create a Project Charter:
  + Define the project’s scope, goals, and objectives through a charter.
* Map the Current State Process:
  + Create a visual map of the existing process.
* Collect ‘Before’ and ‘After’ Data:
  + Gather baseline (before) and post-implementation (after) data to measure the impact of the project.
* Perform Root Cause Analysis:
  + Investigate the underlying causes of the problems you are addressing.
* Map the Future State Process:
  + Develop a future state process map showing the desired improvements after implementation.
* Implement the Solution:
  + Carry out the proposed improvements.
* Complete the Project Within 18 Months:
  + Ensure that the project is completed within this time frame.
* Submit a Final Project Report:
  + Include metrics and results in the report submitted through the CI project form.

**resources**

* [Training Page](https://improvement2016-auth-prod.wi.gov/Pages/YellowBeltCertificationRequirements.aspx)
* [Templates Page](https://improvement.wi.gov/Pages/Resources/Templates.aspx)
* [Continuous Improvement Home Page](https://improvement.wi.gov/Pages/home.aspx)
* [CI Report Form and Database](https://improvement.wi.gov/Pages/GetInvolved/ProjectForms.aspx)
* [Cornerstone Modules](https://ess.wi.gov/psc/ess/EXTERNAL/HRMS/s/WEBLIB_WI_CS.ISCRIPT1.FieldFormula.Iscript_CSLogin_Default?DestURL=/ui/lms-learner-search/search?query=YELLOWBELT)
* [Agency CI Contacts](https://improvement.wi.gov/Pages/Resources/AgencyRepresentatives.aspx)

**SMP Contact**

|  |  |
| --- | --- |
|  | **Abigail McMerrill |** CI Consultant  Department of Administration  Office of the Secretary  Strategic Management and Planning  [Abigail.McMerrill@Wisconsin.gov](mailto:Abigail.McMerrill@Wisconsin.gov)  [Schedule a Meeting with Me](https://outlook.office.com/bookwithme/user/9b3555159bbf4cd08640832dc6f975e7@wisconsin.gov/meetingtype/SVRwCe7HMUGxuT6WGxi68g2?anonymous&ep=mLinkFromTile)  (608) 264-9767 |