Introduction to
Project Management (PM)
&
Design for six Sigma (DFSS)

Workshop Outlines
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Workshop Overview
This workshop is an introduction to the Project Management and DFSS processes. It is intended for engineers, technical leads, project leaders, and functional managers who want to practice the fundamentals of PM and DFSS to help themselves and their groups accomplish their endeavors. Participants will learn basic PM techniques and the fundamentals of the DFSS process in order to make well-reasoned decision in their personal or professional projects, and most importantly, how to apply them in real life without excessive paperwork or overhead!

Workshop Content

Part I: Introduction to Project Management
- **Introduction**: Definition of a Project and Typical phases of a project
- **Starting and Planning a Project**: Defining scope and requirements, Project risks, Scheduling and estimating, Creating milestones
- **Managing the Project**: Tracking deliverables, meetings, design reviews, and risk management
- **Running Meetings**: Planning Meetings, Meeting Roles and Responsibilities, and Design/Document Reviews
- **Closing the Project**: Ensure adequate hand-offs to all groups and Conduct a lessons-learned meeting

Part II: Introduction to Design for Six Sigma (DFSS)
- **Introduction**: Definition of DFSS and Typical phases of the DFSS project
- **Identify Phase (I)**: Identify objectives, Develop Project Plan, Form a Team
- **Define Requirements Phase (D)**: Define Requirements and Translate Requirements into functional measures
- **Develop Concept Phase (D)**: Identify Design Concept Alternatives, Develop Concepts, Evaluate Concepts, and Select Concept
- **Optimize Phase (O)**: Optimize the Product/Process Design for Robustness and Optimize Process Quality
- **Verify Phase (O)**: Verify Product Performance
- **Conclusion**