

LEAN SIX SIGMA TRAINING NOMINATION AND CPI/LSS COMPUTER SOFTWARE REQUEST

1. Nominee Information

First Name:		Last Name:	
Title:		Duty E-mail:	
Employment Type:	Mil Rank/Civ Status:	Duty Location (City,State):	
Service Corps:	Foreign National:	Duty Telephone Number:	NAVMED Region:
Future CPI Role:	Directorate & Dept:	Rotation Date:	Command UIC:

2. Course Schedule (Course dates are available on "LSS Community Site/LSS Training Info Web page.")
 For existing LSS Community Site Sharepoint users, obtain course information at: <https://es.med.navy.mil/bumed/lsspmo>.
 For new LSS Community Site Sharepoint users, register CAC and obtain course information at: <https://esportal.med.navy.mil/bumed/lsspmo>.

Champion (1 Day)	Green Belt (1 Week)	Black Belt (4 Weeks - See schedule for all dates)
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3. Training Nominee Prerequisite Requirements

	Requirement	Prerequisite	Website Link (URL)
1.	Mandatory For All	Lean Six Sigma White Belt	http://www.med.navy.mil/sites/lsspmo/white_belt_trng/Pages/default.aspx
2.	Optional For Black Belts	Statistics, Probability, and Survey Sampling	http://www.stattek.com

Note: Black Belts are encouraged to use the StatTrek course to familiarize or refresh their knowledge of Probability & Statistics prior to the course.

4. Black Belt Training Project Information (*see course description for requirements*) Chartered by Champion? Yes No

DMAIC / Six Sigma Project Title (*Copy from Project Charter*):

5. Green Belt/Champion Training Project Idea Information (*see course description for requirements*) Chartered by Champion? Yes No

Potential Project Idea or RIE/Lean Event Title:

6. Software Requirement

6a. CPIMS Authorization Request

CPIMS, Minitab, and iGrafx are essential software components of the NAVMED CPI/LSS Program, and DON Application and Database Management System (DADMS) approved.

Important:

All active users will complete this form in order to gain access into the DON Continuous Process Improvement Management System (CPIMS). A copy of this form will be kept by the Command/Regional Black Belts. You will be asked to save the file before e-mailing to the next person for approval. NMSC LSS PMO will be the primary document manager for all CPIMS System Authorization Request.

CPIMS Confidential Agreement

"The Navy Medicine information provided in the CPIMS system was obtained from records created for the Department of the Navy as a part of its Medical Quality Assurance Programs and is strictly confidential and privileged. No part of the information contained within CPIMS may be disclosed except in accordance with 10 U.S.C. 1102. Questions concerning release of information should be directed to BUMED's Office of Legal Counsel (MOOJ)."

CPIMS Training:

Quickguides and How To's are located on the NAVMED LSS Community Site's Document Library (CAC enabled). Training materials can also be in CPIMS under Important Links / Training Material.

6b. Minitab 16 (*Black Belts Only*)

Minitab is statistical software that Black Belts are required to use throughout their training. Students are encouraged to obtain a permanently issued command laptop for their use during and after class. A license will be created prior to training and the installation of the software.

Note: Please refer to 6b instructions to locate the MAC Physical Address that is needed to create the license.

6c. iGrafx 2009

The following rules of behavior must be observed and acknowledged in writing by every user of the DON CPI Community iGrafx license.

1.	I understand that as a user of the iGrafx license it is my responsibility to use the license issued to me only on the computer registered to the license and only in pursuit of recognized DON CPI projects; in accordance with the DON iGrafx Deployment Guide.
2.	I agree to comply with the guidance and all software copy right laws and licensing agreements.
3.	I will notify my Command License Custodian if or when the license is no longer required or the user of the computer registered to the license changes.

Nominee Information		
First Name:	Last Name:	
6d. CPI Software Nominee Agreement/Request Signature		
Nominee/User Signature (CAC Enabled)	Date	Save File After Signing Submit Request to Command Black Belt
7. Training and Software Approval (CAC Signatures)		
Command Black Belt Signature (CAC Enabled)	Date	Save File After Signing Submit Request to CO/XO/Executive Director
CO/XO/Executive Director Signature (CAC Enabled)	Date	Save File After Signing Submit Request to Regional/Master Black Belt
Regional/Master Black Belt Signature (CAC Enabled)	Date	Save File After Signing Submit Request to LSS PMO
LSS PMO Signature (CAC Enabled)	Date	
Instructions For Lean Six Sigma Training, CPIMS, & Software Request		
Section	Instruction	
1.	Nominee Information: All fields should be populated by either the nominee or the Command Black Belt.	
2.	Course Schedule: Nominee will enter information for one course (Champion, Green Belt, or Black Belt). Course information for existing LSS Community Site Sharepoint users can be obtained at: https://es.med.navy.mil/bumed/lsspmo . For new LSS Community Site Sharepoint users, register CAC and obtain course information at: https://esportal.med.navy.mil/bumed/lsspmo .	
3.	Training Nominee Prerequisite Requirements: The White Belt training must be completed prior to any of the three LSS courses. Completion of Probability & Statistics training is optional but recommended for Black Belt students.	
4.	Black Belt Training Project: All Black Belt students must bring a DMAIC project that has been chartered by their Champion (Executive Leadership).	
5.	Software Requirements: CPIMS, Minitab, and iGrafx are essential software components of the NAVMED CPI/LSS Program. All are DADMS approved by DON.	
6a.	CPIMS: All CPI projects and ideas will be entered and tracked throughout its life cycle in this data management system. The nominee must sign the CPIMS system access agreement (6d).	
6b.	Minitab 16: This is a statistical software program for Black Belts to use for a Six Sigma project. The potential user will provide the LSS PMO CPI License Manager the MAC Physical Address to their computer in order to create a license. How to locate the MAC Physical Address: Step 1: From Windows Taskbar, choose "Start" > "Run" Step 2: At "Open" type: cmd and click "OK" to open command prompt Step 3: At command prompt type: ipconfig /all Step 4: Right click in the C:\Windows\system32\cmd.exe screen and select all Step 5: Click on "Start" / "Programs" / "Accessories" / "Notepad" and paste the information. Step 6: Save file and include it with the nomination form.	
6c.	iGrafx 2009: This software will provide belts the ability to design flowcharts and value stream maps. The nominee must sign the agreement (6d).	
6d.	CPI Software Nominee Agreement: The nominee must sign (CAC signature) the agreement before accessing CPIMS and installing iGrafx 2009 software. This is a legal requirement, and will be audited by DON.	
7.	Training and Software Approval: All four CAC electronic signatures are recommended in order to have full participation in the belt selection process. Step 1: Nominee electronically signs (CAC signature) the CPI Software Nominee Agreement/Request (Section 6d). Step 2: Nominee saves a copy of the document, and submits it to the Command Black Belt. Step 3: Command Black Belt electronically signs (CAC signature) the form (Section 7 - #1). Step 4: Command Black Belt saves a copy of the document, and submits it to the Executive Leadership (CO/XO/Executive Director) Step 5: Executive Leadership (CO/XO/Exec. Dir) electronically signs (CAC signature) the form (Section 7 - #2). Step 6: Executive Leadership (CO/XO/Exec. Dir) saves a copy of the document, and returns it to the Command Black Belt. Step 7: Command Black Belt forwards the request to the Regional Black Belt. Step 8: Regional Black Belt electronically signs (CAC signature) the request (Section 7 - #3). Step 9: Regional Black Belt saves a copy of the document, and submits it to the LSS PMO.	
Alternative to CAC Signatures	You can print the form after the all fields have been populated, and submit the request with written signatures. This will require the Command Black Belt and the Regional Black Belt to electronically scan the document prior to forwarding it to the LSS Program Management Office. Please scan each request individually due to the auditing and electronic record keeping process.	