

Assessment Brief

Lean Green Belt for Business
QQI Level 5 5N5407

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Introduction

Hello and welcome to our Lean Green Belt for Business Course, we are delighted that you have chosen to work with DCM as you continue your education.

This course is at Level 5 of the National Framework of Qualifications. To receive an award at Level 5 you will be required to undertake self-directed learning after you complete the training course. This self-directed learning will typically include additional reading, research, self-reflection and preparation of your assessments.

This document contains important information about the assessment process, and it is important that you read each part of the document carefully, so you clearly understand what is required of you.

We hope your return to the learning experience is a positive one and we wish you every success in achieving your QQI Level 5 Lean Manufacturing Tools 5N5407.

In addition to the information in this document, you should visit our [Guide to completing your QQI Lean Green Belt Assessments](#) page.

Guidelines and Checklist

Your work should show evidence of relevant reading around each topic and it MUST be clearly referenced and include a bibliography. See page 13 for a guide to referencing.

Pay attention to the required word count for each section and do not go significantly under or over the required word count (10% above or below is ok).

Please use the MS Word Templates below for doing your assignments.

Download and Use **“Assessment One: Skills Demonstration Template”** [Link](#)
Download and Use **“Assessment Two: Assignment Template”** [Link](#)



Assignment Brief Checklist:

- I have read the 7 Point Checklist - [Link](#)
- I have used the Templates provided above
- I have followed the word count
- I have spell checked all of my assignments
- I have included a Bibliography
- I have watched the “Plagiarism & Referencing Video” - [Link](#)

Assessment 1: Skills Demonstration (Project)

60% / 60 Marks

For the Skills Demonstration portion of your assessment, you are required to complete a work-related process improvement project that demonstrates the range of skills you have learned on the course.



To gain maximum marks we advise you:

1. Watch the “[Assessment One: Skills Demonstration Video](#)” [Link](#)
2. Download and use the “[Assessment One: Skills Demonstration Template](#)” [Link](#)
3. Make sure to answer **All Tasks**

- Ideally, your project should be relevant to your current or previous work environment and practical work-based examples should be given to support your work. It is recommended that you discuss the project with your line manager to explore and agree on how the task could be used to support the needs of your employer (as well as evidencing your learning as part of completing your certification).
- If you are not currently working within an organisation, then you may complete this task about an organisation with which you are familiar or select an opportunity from any club, society, voluntary organisation or family/peer business you have access to.

You need to select a suitable business process from within your organisation and apply the DMAIC process improvement framework to that process. Your role as a Green Belt candidate is to apply the DMAIC project methodology to your chosen process and establish the current baseline performance, evaluate the process for improvement, analyse and identify suitable improvements, apply those improvements and select suitable robust control elements that will standardise the new improved process.

You are then required to document your work in an appropriate report that clearly explains the development of the improvement project. Your report must include an introduction that sets the context for your project and a summary of the project result(s). Your report must also contain an appendix of supporting DMAIC documents.

Your Chosen Project

Your project must include the following 10 primary elements at a minimum. You can also include any additional elements unique to your individual project sensitivities or characteristics.

These elements should be in your Report Appendix, NOT the main body of your report. You must use these headings for each element.

1. Project Charter Development
2. SIPOC Diagram (Current State Process)
3. Process Map / Value Stream Map (Current State Map)
4. Stakeholder Identification Planning
5. Project Plan development and timeline (Gantt Chart)
6. Data collection & Measurement Tools
7. Root Cause(s) Analysis Tools
8. Improvement Tool selection & application
9. Future State Map (Improved Process)
10. Controls Tool selection and KPI monitoring techniques.

Include all images, charts, graphs, diagrams, schematics, maps, examples, photographs, screenshots, evidence of your practical skills application within the report appendix.

IMPORTANT NOTE: Your appendix is not included in your overall word count so it should not include descriptive elements. Instead, your appendix should refer/link back to the main body of your report and vice-versa.

All appendix pages included should be

- Linked – Linked to the main report body and vice-versa.
- Logical – Should follow the main report structure in terms of chronology and sequence.
- Legible – Must be legible in full when viewed at 100% Zoom.
- Legitimate – Must contain evidence of your actual project work and not include generic documents sourced from 3rd party sources.

Your work must be clearly referenced and include a bibliography.

Tasks		Required Word Count
Task 1 (5 marks)	Context Provide an outline of the background of the organisation you have selected for the skills demonstration (project), outlining your role within the organisation and the industry and marketplace they operate in. Comment on the current status of Lean Six Sigma uses there.	200
Task 2 (5 marks)	Project Selection Outline the project candidates/topics you considered for your skills demonstration. Summarise the project selection process you applied to decide on what project to complete and explain your rationale for selecting this project.	200
Task 3 (8 marks)	Define Outline a summary of the process and activities undertaken to define the project goals and to establish the Voice of Customer requirements. Focus on activity highlights. Use the appendix in the assignment template to relate evidence of the key elements back to your report.	500
Task 4 (8 marks)	Measure Explain the parameter(s) and/or attributes selected for measurement. Outline the data measurement plan, measurement methodology, measurement system, measurement period and measurement conclusion/summary. Use the appendix in the assignment template to relate evidence of the key elements back to your report.	500
Task 6 (8 marks)	Analyse Outline and justify the Analysis methodology selected and the conclusions are drawn. Provide a logical explanation for all conclusions. Highlight clearly any assumptions or technical rationale you have applied. Use the appendix in the assignment template to relate evidence of the key elements back to your report.	500

<p>Task 6 (8 marks)</p>	<p>Improve Outline and justify the Improvement(s) selected for implementation in your process. Explain the improvement design and nature, implementation plan and implementation deployment activities.</p> <p>Use the appendix in the assignment template to relate evidence of the key elements back to your report.</p>	<p>500</p>
<p>Task 7 (8 marks)</p>	<p>Control Outline and justify the Control elements selected for implementation in your process. Explain the control design and nature, control implementation plan and control deployment activities.</p> <p>Use the appendix in the assignment template to relate evidence of the key elements back to your report.</p>	<p>500</p>
<p>Task 8 (5 marks)</p>	<p>Summary Summarise the project success. Characterise and contrast the “pre-improvement” baseline performance of the process and the “post-improvement” baseline. Focus on the project business case, problem statement and Voice of Customer parameters to articulate project successes and to identify areas for further improvement.</p> <p>Tabulate, if possible the “before and after” scenarios.</p>	<p>200</p>
<p>Task 9 (5 marks)</p>	<p>Lessons Learned In the spirit of continuous improvement, reflect on your experience (positive & negative) applying DMAIC in a business context and consider the skills you have practised as a Green Belt candidate.</p> <p>How has the experience informed your understanding of DMAIC?</p>	<p>200</p>

Assignment 2: Assignment 40% / 40 Marks

This written assignment should be presented in an essay style, appropriately structured and demonstrate that you have researched and now understand Lean Six Sigma tools and techniques.

Practical work-based examples should be given to support your work. Your essay must include an Introduction, Main Body and Summary/Conclusion.

Your work should show evidence & examples of relevant reading around each topic.

Your work must be clearly referenced and include a bibliography.



To gain maximum marks we advise you:

1. Watch the "Assessment Two: Assignment Video" [Link](#)
2. Download and use the "Assessment Two: Assignment Template" [Link](#)
3. Watch the Possible Grades and Preparing Assignments video [Link](#)

Tasks		Required Word Count
Task 1 (10 marks)	<p>Research and discuss lean thinking to include the five lean principles, the eight wastes & outline the benefits of a customer-centric focus in the development of CTQ parameters.</p> <p>Use the appendix in the assignment template to relate evidence of the key elements back to your essay.</p>	625
Task 2 (10 marks)	<p>Research and discuss the benefits of a Kaizen intervention and outline how this differs from a full DMAIC project.</p> <p>Use the appendix to provide examples of your research and to further expand your response beyond a basic definition of each element.</p> <p>Focus on philosophy, project complexity, timescales, documentation, team formation etc.</p>	625

<p>Task 3 (10 marks)</p>	<p>Research, outline and discuss Value Stream Mapping methodologies, capturing “current state” definition and “future state” visioning.</p> <p>Use the appendix to provide examples of your research and to further expand your response beyond a basic definition of each element.</p> <p>Focus on the VSM creation process, VSM map zones and areas, VSM metrics and measurements and VSM advantages.</p>	<p>625</p>
<p>Task 4 (10 marks)</p>	<p>Research and Explain 5 Lean Improvement tools (OEE, TPM, 5S, KanBan, SMED) and 5 Lean Measurement / Analysis Tools (TAKT Time, FMEA, DPMO, Pareto, Ishikawa Fishbone Diagram)</p> <p>Use the appendix to provide examples of your research and to further expand your response beyond a basic definition of each element.</p> <p>Focus on not simply explaining “what” these 10 elements are but rather on how or why they might be used.</p>	<p>625</p>

Marking Guide

50–64%	Pass	Show that you've learned and understood the course material.
65–79%	Merit	Have learned the course material and show that you can apply that knowledge to real-world situations (use practical examples).
80–100%	Distinction	Show a deep understanding of the course material and how to apply it. Show evidence of having carried out additional reading, being able to show the pros and cons of the course materials and associated theories and offer alternatives based on solid research.

Structuring your Assignments

Examine the marking scheme for each assignment, and use the headings provided in the marking scheme as paragraph headings for your work. By doing this you're far less likely to leave out something that attracts marks.

Things to watch out for:

- Use the assignment templates provided, to submit your assignments.
- Marks don't carry over from one section to another. No matter how much you write on a given section, you can't score more than the maximum allowed marks for that section.
- If you don't use headings in line with those in the marking guide, you're far more likely to leave out something that's worth marks. Headings also make it easier for the examiner to give you marks, rather than having to hunt through an assignment for mention of the topic.
- Get somebody else to proofread your work before you submit it. It's much easier to spot mistakes in another person's writing, and you can lose marks for careless mistakes.
- Don't be significantly under or over the required word count (10% above or below is ok).
- Formatting matters! Use paragraphs and put headings in bold. Change the vertical spacing on your document to 1.5 or 2.0 (YouTube has how-to videos) to make your assignment easier to read.

Bibliography & References

Whenever you mention another author's work in your assignment, you should credit that author in a References section. This is a list of books, research papers or websites you've referred to in your assignment. The purpose of referencing is to give the reader enough information to find the source material. The method you use to reference should be consistent; see the links below for referencing methods. Make sure to highlight in the body of your assignment when you do this, so that the examiner knows you're not copying another author's work without crediting them.

For example, in the body of your project, your text might look something like this:

"Kirkpatrick (1) developed a four-level model for evaluating training, which was challenged and refined by Kaufman (2)."

And then at the end of your assignment, you would have a list of references:

References:

1. Kirkpatrick, D., & Kirkpatrick, J. 2006. Evaluating Training Programs: The Four Levels Berrett- Koehler Publishers.
2. Kaufman, R., & Keller, J. M. (1994). Levels of evaluation: beyond Kirkpatrick. Human Resource Development Quarterly, 5(4), 371-380.

Online Referencing Tools:

<https://www.citethisforme.com/harvard-referencing>

<http://scholar.google.com> (search for the book/paper and click the icon)

Helpful Link:

Please watch the "Plagiarism & Referencing" Video [Link](#)

Submitting your Assessment

IT IS ESSENTIAL THAT YOU FOLLOW THESE GUIDELINES WHEN YOU ARE SUBMITTING YOUR WORK

1. You must submit 1 document per assessment. All files should be saved as PDFs before they are submitted. Files must be named as follows: –
 - a. DCM Learning – 5N5407 – Lean Green Belt Assignment 1 Skills Demonstration – YOUR NAME.pdf
 - b. DCM Learning – 5N5407 – Lean Green Belt Assignment 2 Assignment – YOUR NAME.pdf
2. You must respect the word count guidelines
 - a. Skills Demonstration (Project): 3,300 Words plus/minus 10%
 - b. Assignment: 2,500 Words plus/minus 10%
3. Any information that you source from another writer **MUST** be referenced in your bibliography. (NOTE: Your bibliography is not included in your word count)
4. You must avoid plagiarism. Plagiarised work will not receive a mark.
5. **All work must be submitted on or before the date advised in your enrollment**
6. If you need an extension you must complete our extension request form
Click this [LINK](#) to request an extension now
Click [HERE](#) if you need help completing the extension request form

Once your assignments are ready click the button below to submit them for grading:

**Upload your Assignments for QQI
Lean Green Belt Course**



If you need help to complete our submission form visit [HERE](#).



Caroline Brereton
Admin Team

Contact Info

admin@dcmlearning.ie | 01 524 1338