

# Things to know about this course

## 1. About the Course and Certification

### 1.1 What certification will I receive when I complete this course?

Every participant must complete a Lean Six Sigma BB project approved by BPS Corporate Quality within 6 months of enrolment into the course.

Lean Six Sigma Black Belt Certification is deemed to be completed only after successfully completing a BB project. There will be no separate certificate issued for course completion.

On successfully completing the LSS BB project, you will receive a **Lean Six Sigma Black Belt Certification from TechM.**

### 1.2 What is the certification criteria for TechM Black Belt Certification?

After taking our course, if you fulfil certification criteria below, you will receive **TechM Lean Six Sigma Black Belt Certification:**

1. Completion of all chapters of online Six Sigma Black Belt course offered by Canopus Business Management Group
2. Clear online Lean Six Sigma exam conducted by Canopus Business Management Group in single attempt
3. Completion of 1 Lean Six Sigma Black Belt project inside TechM approved by BPS Corporate Quality

### 1.3 What is the deadline to complete this course?

Six months from the date of enrolment

## 2. About the Course Curriculum and Contents

### 2.1 What is the course curriculum?

Link to download curriculum:

<https://www.collaborat.com/wp-content/uploads/2017/12/CBMG-Lean-Six-Sigma-Black-Belt-Curriculum.pdf>

### 2.2 What is the course structure?

This course is an asynchronous course, which means you can learn at your convenience. Lectures are mainly in video format and can be viewed any time.

- This entire course has 18 chapters. Each chapter will have few video lectures. For each video lecture, relevant data files, text files, templates, etc. will be available for download. This will also include data analysis, Minitab activities.
- As Black Belt course is built over the GB course contents, for the benefit of those who wish to recap GB topics, there are several lectures repeated from GB. These are marked as “**Recap Lecture**”. The student choose to quickly review these lectures and move on. But make sure, you check ‘MARK COMPLETE’ at the end of every lecture (including Recap)
- At the end of every chapter there are will crisp downloadable ‘TakeAways’, which are important notes for that chapter.
- There will also be a self-assessment quiz at the end of every chapter.

### 2.3 Is self-assessment mandatory to be completed?

Yes, it is mandatory. **Self-Assessment Quiz** is included at the end of every chapter. These are objective type questions and answers will be seen immediately after completion. These are aimed to help in knowledge building.

### 2.5 What type of content will be provided for learning?

- Over 170 Video lectures approx.(5 – 10 mins/each) excluding recap lectures
- About several hands-on activities with solution keys
- Data Files, Practices Files, Templates and Minitab Instructions
- Crisp downloadable takeaways for each chapter
- Elaborate Minitab/software lectures

### 2.6 What information in the course can be downloaded?

Take-aways for each chapter can be downloaded.

## 3. About the Learning Platform Access and Support

### 3.1 How to log in to Lean Six Sigma Black Belt Course Learning Portal of Canopus?

You can visit [www.collaborat.com/my-courses](http://www.collaborat.com/my-courses) and use the credentials given to you to access this course.

### 3.2 How to navigate in the Canopus Learning Portal?

A detailed video of how to navigate in Canopus Learning Portal is included in the link below.

<https://www.collaborat.com/learningportal>

### 3.3 How Can I access the course from my official computer or laptop?

Course is hosted on cloud server of Vimeo. Participants should make necessary arrangements to get access sites **Vimeo.com** and **Collaborat.com**.

Guideline to install URL: <https://player.vimeo.com>

[wingo.techmahindra.com](http://wingo.techmahindra.com) → Manu → The Hub → The Hub2.0-TechMahindra HUB Service Desk → Service Request Management → ISG → Exception → EXN 007-Category Based Internet Access

### 3.4 Can I access the course from my personal computer (non-company provided)? What are the hardware/software requirements?

Course can be accessed from any computer with following configurations:

- Headset for listening to audio visuals in the course
- Ensure browser configurations (whichever browser is being used) : Chrome 30+ (has automatic updates), Firefox 27+ (has automatic updates)\*, Internet Explorer 11\*, Microsoft Edge, Safari 9+

- Internet Speed: For minimum stable speeds of 1 Mbps or faster in order to view our lowest quality, SD 360p. Recommended configuration is 5 Mbps or faster to stream higher quality
- Ensure audio drivers updated in the devices.
- In VPN connection that masks the computer's true geographic location, service reliability is not guaranteed

### 3.5 Why is it important to track my progress?

After you complete watching each video and understanding it thoroughly, there is a '**Mark Complete**' button that you have to manually press. This is used for tracking your progress and regularly reporting to TechM Management. Hence it is important for you to Mark Complete and record your progress.

### 3.6 How to change the user name and password?

**The login provided to you is unique and cannot be changed or shared.** However you can reset the password in case you have forgotten it. It is highly recommended to change your password after your first log in as a standard information security practice.

### 3.7 How to contact the instructor?

Do connect with Tech M SPOC [RV00562645@techmahindra.com](mailto:RV00562645@techmahindra.com) who will arrange a discussion with the Instructor if required

### 3.8 Where can I get platform related support?

For any platform related queries or support, you can contact email to [suba@collaborat.com](mailto:suba@collaborat.com) / 9176615766 with a cc to Tech M SPOC

### 3.9 How do I contact the Tech M SPOC?

You may Contact Tech M SPOC at [RV00562645@techmahindra.com](mailto:RV00562645@techmahindra.com)

### 3.10 Participants dos and don't

Dos	Don't
Participants need to log in LMS tool once receive training access and report to Corp quality, in case any issue	Do not update, personal details example name, contact details techM and personal email id in LMS tool
Participants need to remember their Log in ID and credential, report to corp quality in case forgot the password or reset the password	Do not watch video randomly, follow the sequence of the course to watch all videos
Watch the video as per schedule and do exercise as and when required	Do not skip any videos
Revisit video in case concept not understood	Do not share your log in ID and credential to others
Inform Corp quality in case any doubt.	
Make own notes and keep for future reference	
Black Belt being an advanced course, Minitab is needed throughout the course. Minitab application to be installed.	

Report to Corp quality if any, technical issue facing example not able to review video etc.	
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## 4. About Minitab Access

### 4.1 How & when to access Minitab software for doing data analysis?

You will not require Minitab access till you have reached **Chapter “Measure Phase: Introduction to Business Statistics”**. In this chapter, at an appropriate time you will be prompted to access Minitab.

You have 2 options to access Minitab.

#### 1. Company provides limited licenses:

Do connect with Tech M SPOC [RV00562645@techmahindra.com](mailto:RV00562645@techmahindra.com) and he will share with you the Minitab installation SOP and guideline to install Minitab documents.

Note: application installation works only on Tech M LAN, contact Tech M SPOC@RV00562645@techmahindra for more details.

2. If you want to use Minitab outside Tech M Lan on your personal computer (non company provided), the Minitab website provides a 30 day free trial. Use an external link (Minitab site) to install 30 day trial version of Minitab is included here <https://www.minitab.com/en-us/downloads/>

## 5. About Tests and Evaluation

### 5.1 What is the difference between Self-Assessment Quiz, Mock Exam and Final Exam?

**Self-Assessment Quiz** – It is included at the end of every chapter. These are objective type questions and answers will be seen immediately after completion. These are aimed to help in knowledge building.

**Mock Exam** – Once you complete the course, you have request for the mock exam before appearing for the Final exam. You will be provided login and access to testing portal and within 15 days window you can complete the test any time. This will be a timed exam. This exam is aimed to test your readiness to appear for the Final Exam and it will require you to have access to Minitab.

**Final Exam** - Final exam should be taken after you complete the full course and are confident. To appear for this Exam, you have to request TechM SPOC. You will be provided login and access to testing portal and within 15 days window you can complete the test any time. This will be a timed exam. This exam is aimed to test your competency at Black Belt Level and it will require you to have access to Minitab.

**All the three above are mandatory.**

### 5.2 Are the above quizzes and final examinations close book tests?

The exams and quizzes are open book tests. Final Exam is timed.

### 5.3 Do I require Minitab access to take up the self assessment and exams?

Yes. Minitab access will be required

#### **5.4 How many attempts do I have to complete the exam?**

One attempt require to pass the exam

#### **5.5 Is passing the exam a mandatory criteria for the LSS GB certificate?**

Yes. It is mandatory.

#### **5.6 Can I pause a video and resume from the point I paused?**

Yes. Video can be paused and resumed using Play/Pause button and Video Seeker.

#### **5.7 Once I have reviewed the video, can I go through it for better understanding?**

Yes

#### **5.8 Can you suggest some additional books/reading material to improve my understanding?**

##### **The Master Book for Lean Six Sigma Certification**

Author: Nilakanta Srinivasan; Publisher: Canopus Business Management Group/Amazon

<https://tinyurl.com/mssgbbbook>

##### **The Six Sigma Handbook**

Author: Thomas Pyzdek

<https://www.amazon.in/Six-Sigma-Handbook-5E/dp/1260121828>

#### **5.9 Can you suggest some websites where I can get additional exercises to practise?**

<http://onlinestatbook.com>