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 GB project approved by BPS Corporate Quality within 6 months of enrolment into the course.

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

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

1.2 What is the certification criteria for TechM Green Belt Certification?

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

1. Completion of all chapters of online Six Sigma Green 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 Green 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/2019/06/CANOPUS-LEAN-SIX-SIGMA-GREEN-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 21 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.
- There is a case study used in the course from beginning to end to help you understand the concepts better.
- 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 and knowledge evaluation 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.

2.4 Is Knowledge Evaluation mandatory to be completed?

Yes, it is mandatory. There are 5 Knowledge Evaluation Quizzes at the end of each phase of DMAIC. These are aimed to test your application skill .These are timed and your response will be evaluated, however pass/fail not be considered at this stage.

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2.5 What type of content will be provided for learning?

- Over 170 Video lectures approx.(5 – 10 mins/each)
- About 20 hands-on activities based on live case study with solution keys
- Crisp downloadable takeaways for each chapter
- Elaborate Minitab/software screenshots
- Excel templates for 20 important lean six sigma tools with step-by-step procedure

2.6 What information in the course can be downloaded?

Take-aways, MS Excel Templates, Minitab Screen Shots of steps, Case Study Problems and Solution keys for each chapter can be downloaded.

3. About the Learning Platform Access and Support

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

You can visit 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

twingo.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 devises.
- 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 who will an arrange 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 / 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

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 crop quality in case forgot the password or reset the password	Do not watch video randomly, follow DMAIC methodology for 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	

Minitab application to be installed in measurement phase.	
Report to Corp quality if any, technical issue facing example not able to review video etc.	

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 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, Knowledge Evaluation 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.

Knowledge Evaluation – There are 5 Knowledge Evaluation Quizzes at the end of each phase of DMAIC. These are timed and your response will be evaluated. These are aimed to test your application skill.

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 Green 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 and Knowledge Evaluation are timed.

5.3 Do I require Minitab access to take up the knowledge evaluation 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 Green Belt Certification

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

https://tinyurl.com/mssgbbook

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