



Get it Done (GID) Consulting Chapter 31 Only Program 2020-2021 Catalogue

Program Overview

The Get it Done Consulting (GID) program has been a long-standing highly successful Chapter 31 Project Management Certification Exam Preparation and Lean Six Sigma Green Belt training facility. We have trained 245 VR&E referrals over the past 9 years. We are proud to have maintained a 64% Project Management Institute (PMI) certification rate, compared to an estimated global 40% rate of certification. Overall, 60% of our graduates have attained suitable employment. The program is particularly effective because it has been uniquely designed for Service-Disabled Veterans and their needs for one-on-one training and individual mentorship and employment networking. Veterans coming out of the program can demonstrate real-world business credentials and knowledge to supplement their military experience and undergraduate education. This can set them apart from the competition for employment.

Service-Disabled Veterans are often not successful with classroom or typical on-line training. Instead of sitting in a class with much younger non-Veteran students or in front of a computer screen, they are able to thrive with the type of real human interaction that GID provides. The training is entirely remotely delivered using real-time telecommunications technology.

I am a West Point graduate, retired Army Major, and a Service-Disabled Small Business Owner. It often takes another Veteran to effectively mentor VR&E Veterans. My commitment to each Veteran is long-term mentorship.

Bob Goodman, Owner

Contents

- 1. Syllabus for Lean Six Sigma Green Belt Training**
- 2. Syllabus for Project Management Exam Preparatory Training**

VRs with referrals should contact Bob Goodman, GID Owner, at 617-852-3805, rgoodman@getitdoneconsulting.com

Cost is \$4,125 per student for Lean Six Sigma Green Belt Training

Cost is \$6,995 per student for Project Management Exam Preparatory Training

Invoicing will be done in Tungsten. Fees for students withdrawing prior to course completion will be refunded at 50%.



Lean Six Sigma Green Belt Training

2020 – 2021 Course Syllabus

Course Dates and Times:

The course is conducted over five weeks. It is individual, one-on-one remote training. Courses begin on the second Monday of each month. Individual training sessions are from 6:00 PM to 9:00 PM (Eastern). Specific times can be made flexible in order to meet the needs of the student. There are 40 hours of instruction.

Weeks	Hours/Week	Total Hours
one to four	9	36
five	4	4

Variations to the schedule can be requested by the student and approved by the instructor.

Technology Requirements

1. Hardware: Student provides either a PC or Mac desktop or laptop computer, with an internet connection.
2. Software: Student provides Microsoft Office 2016 or 365, or newer version software. In training, students utilize Zoom.

Student General Profile:

1. Tend to be organized and structured in work, enjoy solving problems, and have an aptitude for good team work.
2. Good interpersonal and communication skills.
3. Basic skills and experience with Microsoft Excel.
4. Capable of meeting deadlines / doing homework.
5. College degree not required. Veterans with service experience and some undergraduate work needing a business credential to gain an employment advantage.
6. Willing to work hard in training.



Instructor Contact Information:

Instructor: Bob Goodman

Email: rgoodman@getitdoneconsulting.com

Phone number: 617-852-3805

Instructor Background:

- Bob Goodman began his career in the United States Army where he served as an Armor officer in a variety of command, operations, and logistics positions in the U.S., Europe, and Asia. He is a retired US Army Major.
- Bob has over 20 years of experience integrating and leading multi-functional teams as a project manager, and as a consultant and small business owner. He developed leading practice project management techniques and procedures while at KPMG Consulting, Honeywell International and Ernst & Young, LLP.
- His professional certifications include Lean Six Sigma Master Black Belt (LSSMBB) from Villanova University, Project Manager Professional (PMP) from the Project Management Institute, and Honeywell's executive Strategic Marketing Program.
- Goodman holds a Bachelor of Science degree in Engineering from the United States Military Academy, West Point.
- Prior to starting Get it Done Consulting, Bob worked as a senior manager for Ernst & Young, LLP, as a technical project manager for Honeywell International, and as an operations improvement consultant for Benchmarking Partners and KPMG Consulting.
- He is on the Board of Directors at Family Services Association, a non-profit organization.

Course Objectives:

1. Provide knowledge of Lean and Six Sigma methodologies and philosophies and how they work together.
2. Provide an understanding of Lean Six Sigma problem solving.
3. Understand the Kaizen concept and its value, and be able to plan a Kaizen event.
4. Understand and apply tools in business situations and Green Belt project presentation. This includes Voice of the Customer (VOC), SIPOC, Cost of Quality (COQ), Baseline Sigma, Fishbone Diagram, Regression Analysis, Failure Mode Effects Analysis (FMEA), Control Chart, and Pareto Diagram tools.
5. Administer an exam to certify the student as a Lean Six Sigma Green Belt.
6. Conduct a practical exercise in areas of vet transition vulnerability and how to break old military habits.
7. Provide interview skills training including the STAR technique – Situation, Task, Action, Result.



8. Conduct a mock job interview.
9. Assist the student in employment networking and provide coaching in preparation for future Lean Six Sigma job interviews.

Topical Outline

Session	Topics
Module 1	1.1 Overview of course, objectives, schedule, and conduct expectations 1.2 Transition Skills. Who are you? Where are you at? What is your passion? 1.3 Lean concepts, elimination of waste, customer value 1.4 The benefits of Lean 1.5 The Lean Process approach 1.6 The 7 Wastes
Module 2	2.1 Lean Principles (Customer Focus, Data-Driven Decisions, Respect, Results, Accountability, Excellence) 2.2 PDCA (Plan, Do, Check, Act) – the Lean methodology and Case Study 2.3 Lean Problem-Solving and 5 Whys 2.4 5 Ss
Module 3	3.1 Kaizen Tool 3.2 “Toast” Kaizen Video and Discussion 3.3 Value Stream Analysis and Mapping
Module 4	4.1 Transition Skills - Common Veteran Vulnerabilities 4.2 Discussion of Scenario 1 4.3 Discussion of Scenario 2
Module 5	5.1 Six Sigma Statistical Model and Normal Distribution 5.2 Importance of Metrics 5.3 Cost of Quality and Practical Exercise
Module 6	6.1 DMAIC (Define, Measure, Analyze, Improve, Control) – the Six Sigma Methodology 6.2 Define Phase Tools 6.3 Business Case, Charter, VOC, SIPOC, Fishbone Diagram and Practical Exercises
Module 7	7.1 Measure Phase 7.2 Baseline Sigma and Practical Exercise 7.3 Pareto Analysis and Practical Exercise
Module 8	8.1 Analyze Phase 8.2 Regression Analysis and Practical Exercise
Module 9	9.1 Improve Phase 9.2 Failure Modes Effects Analysis (FMEA) and Practical Exercise 9.3 Lean Six Sigma Green Belt Case Study (Honeywell / Fram Track and Trace System)
Module 10	10.1 Control Phase 10.2 Statistical Process Control (Control Chart) and Practical Exercise
Module 11	11.1 Interview Skills and Practice



	11.2 Mock Interview Homework Assignment 11.3 Lean Six Sigma Green Belt Project Overview and Assignment
Module 12	12.1 Mock Interview and Feedback 12.2 Lean Six Sigma Green Belt Project Presentation and Feedback
Module 13	13.1 Course Review and LSSGB Exam 13.2 Awarding of Green Belt

Course Completion Requirements

Achieve a 70% score on the 15-question, 20-minute comprehensive course exam. One retest is allowed.

Requirement for Text and or Other Materials

GID provides:

1. Course notebook.
2. The Lean Six Sigma Pocket Tool Book by Michael L. George.
3. Get it Done Consulting Lean Six Sigma Green Belt Practical Exercise Excel Spreadsheet.

School Policies

GID and students will display professional respect to others, and will behave in a manner that reflects credit upon themselves, their service and their country. Discussion of religion or politics is not allowed. Exceptions to this will be dealt with by GID in collaboration with VA's Vocational Rehab leadership.



Project Management Exam Preparatory Training

2020 – 2021 Course Syllabus

Course Dates and Times:

This course is individual, one-on-one remote training. Courses begin on the second Tuesday of each month. There is a total of 60 hours of instruction conducted over 18 weeks. Individual training sessions are from 6:00 PM to 7:30 PM (Eastern).

Weeks	Hours/Week	Total Hours
1 to 3	3	9
4 to 6	9	27
7 to 10	3	12
11 to 14	2	8
15 to 18	1	4

Their specific times can be made flexible in order to meet the needs of the student. Variations to the schedule will be requested by the student and approved by the instructor.

Technology Requirements

1. Hardware: Student provides either a PC or Mac desktop or laptop computer, with an internet connection.
2. Software: Student provides Microsoft Office 2016 or 365, or newer version software. In training, students use Zoom.

Student General Profile:

1. Tend to be organized and structured in work and have an aptitude for good team work.
2. Good interpersonal and communication skills.
3. Capable of meeting deadlines / doing homework.
4. Associate or Bachelor's degree required.
5. Veterans with service experience and who have, or are pursuing an undergrad degree who need a real-world business credential to gain an employment advantage.
6. Basic Microsoft Excel skills.
7. Willing to work hard in training, and are capable of performing well on a 3-4-hour multiple choice exam.



Instructor Contact Information:

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Phone number: 617-852-3805

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- He is on the Board of Directors at Family Services Association, a non-profit organization.

Course Objectives:

1. Guide Project Management certification exam prep with a best-in-class text, exam study software, and a proven method of instruction.
2. Students complete and submit their exam application to the Project Management Institute.
3. Develop a detailed understanding of exam content in the knowledge areas of: Project Management Framework, Processes, Integration, Scope, Schedule, Cost, Quality, Resources, Communications, Risk, Procurement, and Stakeholder Management.
4. Administer a practice exam using FASTrack Exam Simulation software to verify student's certification exam readiness.
5. Provide coaching in preparation for project management job interviews and conduct mock job interviews.
6. Assist the student in industry networking.

Topical Outline



Session	Topics
Module 1	1.1 Overview of course, objectives, schedule, course materials, and conduct expectations 1.2 Establish Tools and understand their use. 1.3 Install TeamViewer, Establish PMI Membership and gain access to PMBOK Guide, and install FASTrack Exam Simulation Software license
Module 2	2.1 Project Management Framework Introduction
Module 3	3.1 Review Project Management Framework practice questions 3.2 Introduction of Project Management Processes
Module 4	4.1 Review Project Management Processes practice questions 4.2 Introduction of Project Integration Management
Module 5	5.1 Review Project Integration Management practice questions 5.2 Introduction of Project Scope Management
Module 6	6.1 Review Project Scope Management practice questions 6.2 Introduction of Project Schedule Management
Module 7	7.1 Review Project Schedule Management practice questions 7.2 Introduction of Project Cost Management
Module 8	8.1 Review Project Cost Management practice questions 8.2 Introduction of Project Quality Management
Module 9	9.1 Review Project Quality Management practice questions 9.2 Introduction of Project Resource Management
Module 10	10.1 Review Project Resource Management practice questions 10.2 Introduction of Project Communications Management
Module 11	11.1 Review Project Communications Management practice questions 11.2 Introduction of Project Risk Management
Module 12	12.1 Review Project Risk Management practice questions 12.2 Introduction of Project Procurement Management
Module 13	13.1 Review Project Procurement Management practice questions 13.2 Introduction of Project Stakeholder Management
Module 14	14.1 Review Project Stakeholder Management practice questions 14.2 Introduce and begin the Exam application process
Module 15	15.1 Discuss practice exam results for Group 1 Knowledge Areas 15.2 Take additional questions based on identified student areas of opportunity
Module 16	16.1 Discuss practice exam results for Group 2 Knowledge Areas 16.2 Take additional questions based on identified student areas of opportunity
Module 17	17.1 Discuss practice exam results for Group 3 Knowledge Areas 17.2 Take additional questions based on identified student areas of opportunity
Module 18	18.1 Study for and take mock exam
Module 19	19.1 Discuss mock exam results, conduct gap analysis, agree on final study plan



	19.2 Submit exam application to PMI 19.3 Schedule exam
Module 20	20.1 Review study plan and take keyword and Process Group focus exams
Module 21	21.1 Take PMI certification exam and report results

Course Completion Requirements

Achieve a 70% on FASTrack mock exam, and then take the Project Management Institute (PMI) certification exam. If the student does not pass on the first attempt, 2 weeks of remedial training will be given. The re-test fee and additional training fees will be covered by GID.

Requirements for Text and or Other Materials

GID provides:

1. Get it Done Consulting Student Course Notebook and Study Guide.
2. CAPM or PMP Exam Prep Course book by Rita Mulcahy.
3. Project Management Body of Knowledge (PMBOK) version 6 (Digital version).
4. CAPM or PMP Flashcards by Belinda Goodrich.
5. RMC FASTrack Exam Simulation software license.
6. PMI Exam fee and one re-exam fee if necessary.

School Policies

GID and students will display professional respect to others, and will behave in a manner that reflects credit upon themselves, their service and their country. Discussion of religion or politics is not allowed. Exceptions to this will be dealt with by GID in collaboration with VA's Vocational Rehab leadership.