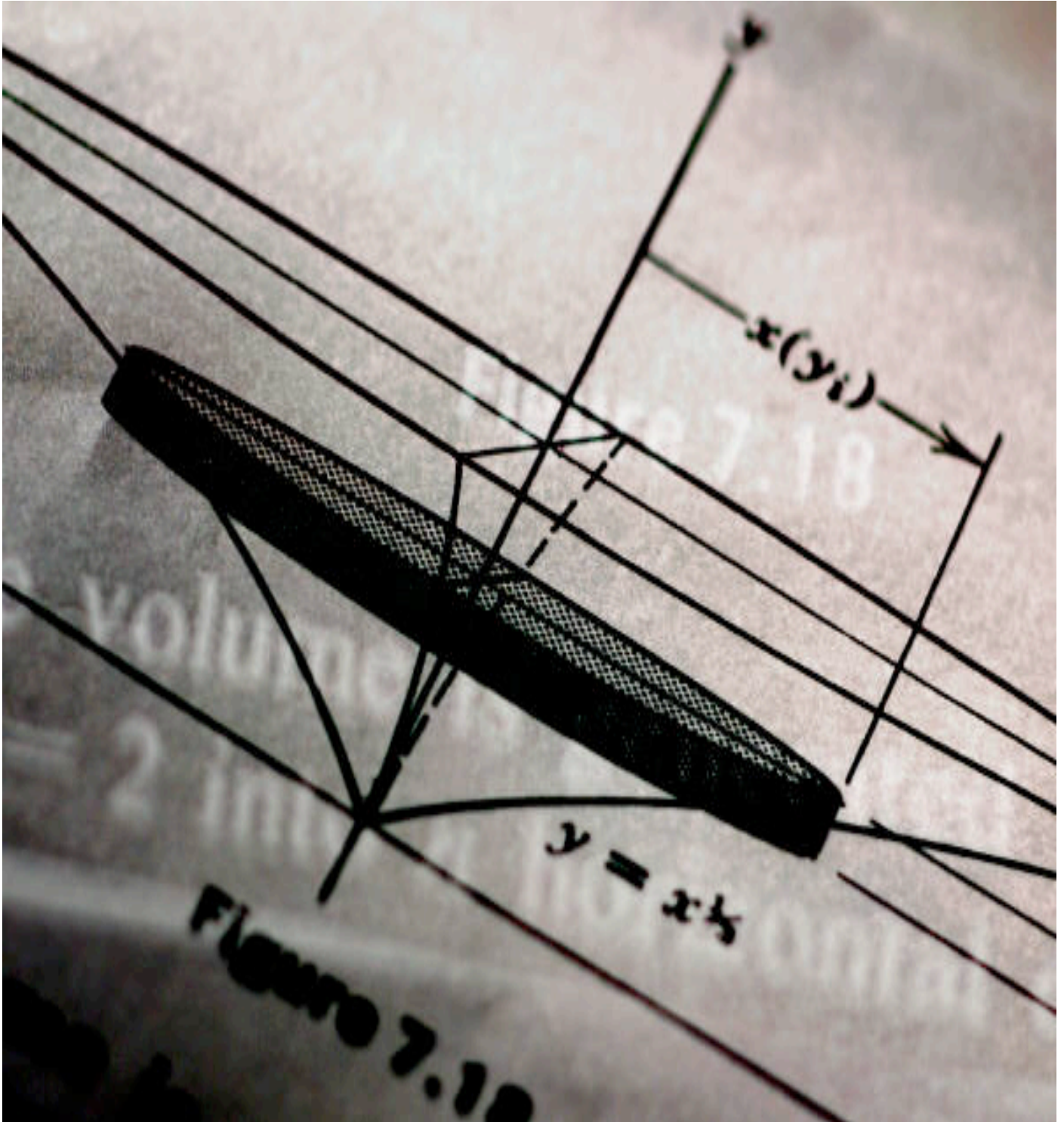




# ASQ CERTIFIED MASTER BLACK BELT PORTFOLIO



# Master Black Belt

<i>TABLE OF CONTENTS</i>	<i>PAGE</i>
INTRODUCTION TO ASQ MBB .....	3
BASIC REQUIREMENTS .....	4
INSTRUCTIONS FOR SUBMISSION .....	5
CONFIDENTIALITY AND ETHICS .....	6
MBB APPLICATION FORM .....	7
DEFINITION OF A SIX SIGMA BLACK BELT PROJECT .....	9
CATEGORY 1 (FORM C1).....	10
CATEGORY 2 (FORM C2).....	11
MBB PORTFOLIO .....	12
PORTFOLIO FLOWCHART .....	13
TEACHING, COACHING, MENTORING .....	14
OCCUPATIONAL EXPERIENCE & RESPONSIBILITY .....	16
TECHNICAL EXPERIENCE/INNOVATION.....	19
PORTFOLIO CHECKLIST .....	22
SIX SIGMA PROJECT AFFIDAVIT EXPLANATION PAGE .....	23
SIX SIGMA BLACK BELT PROJECT AFFIDAVIT/VERIFICATION FORM.....	24

## Introduction

---

The ASQ Master Black Belt (MBB) certification is a mark of career excellence and is aimed at individuals who possess exceptional expertise and knowledge of current industry practice. Master Black Belts have outstanding leadership ability, are innovative, and have demonstrated a strong commitment to the practice and advancement of quality and improvement. Obtaining an ASQ MBB is acceptance and recognition from your peers.

To become certified as an ASQ MBB, a candidate must successfully meet all requirements. To be eligible to apply for the MBB examination, a candidate must hold a current ASQ Certified Six Sigma Black Belt (CSSBB)\*. In addition, a candidate must have either of the following experience levels:

1) At least 5 years of experience in the role of an SSBB or MBB.

OR

2) Completion of 10 Six Sigma projects.

Candidates must be able to meet these minimum eligibility requirements in order to have their portfolio reviewed.

Once a candidate has met the eligibility requirements, the next step in the process is a portfolio review of the candidate's body of SSBB or MBB work. This brochure is designed to help the candidate develop that portfolio. When the review panel approves a candidate's portfolio, the candidate will be eligible to register for and take the MBB examination.

Only after successfully completing all requirements and passing the examination will candidates receive MBB certification.

---

\*For those applicants whose ASQ CSSBB certificate has expired, ASQ will waive the requirement of holding a "current" ASQ CSSBB through December 31, 2011. After that date, all applicants will be required to hold a current CSSBB.

The objective of the portfolio review is to assess the demonstrated skills and ability that candidates use to apply Six Sigma methodologies and practices in their everyday industry or environment.

The portfolio review is designed to assess the following key indicators in practice:

- Teaching, coaching, mentoring
- Occupational experience & responsibility
- Technical experience/innovation

Candidates must attain a minimum number of points in each of these sections of the portfolio.

The portfolio evaluation process will be conducted by a panel of subject matter experts who are Master Black Belts themselves. This panel will operate independently but under the guidance of ASQ. The panel will have ultimate responsibility for judging the quality and appropriateness of the material and evidence presented in the portfolio.

Candidates who meet the required minimums for each section of the portfolio will receive an approval letter from the review panel stating that they are eligible to take the MBB examination. Candidates who do not achieve the necessary points will receive feedback from the review panel. This feedback will include information about why the application failed, resubmission requirements, additional evidence requests, etc.

It is ASQ's goal to make this portfolio application and review process not only fair and transparent, but user-friendly as well.

## BASIC REQUIREMENTS

---

Candidates must have a current ASQ CSSBB certification\*\* and meet the experience levels in either Category 1 (C1), or Category 2 (C2), as described below:

- C 1. At least 5 years of experience serving in an SSBB or an MBB role
- C 2. Completion of 10 Six Sigma Black Belt projects

The difference between these two experience categories is that C1 is focused more on a time-served aspect that allows candidates who are actively serving in the role as an SSBB or MBB to meet the experience requirement. C2, on the other hand, is aimed at candidates who may not be actively serving in these roles now but have substantial prior experience in these roles. C2 is essentially focused on the quantity aspect of a candidate's experience.

Candidates must submit a copy of their ASQ CSSBB certification and proof of the experience level they are claiming. For example, candidates who claim Category 1 experience should submit letters from employers or clients describing and attesting to their role as an SSBB or MBB for a five-year period. For Category 2 experience, candidates should submit a list and description of the 10 Six Sigma projects completed and should include letters from employers or clients attesting to their role for each project.

---

\*For those applicants whose ASQ CSSBB certificate has expired, ASQ will waive the requirement of holding a "current" ASQ CSSBB through December 31, 2011. After that date, all applicants will be required to hold a current CSSBB.

## MINIMUM POINTS REQUIRED

---

Candidates must meet the minimum scoring requirements for each of the three key performance indicators.

- Teaching, Coaching, Mentoring  
**(10 Points minimum)**
- Occupational Experience & Responsibility  
**(6 Points minimum)**
- Technical Experience/Innovation  
**(5 points minimum)**

Candidates must provide documented evidence in support of the criteria selected. Examples of acceptable evidence are listed in instructions at the beginning of the portfolio section.

## REQUEST FOR EVIDENCE

---

The MBB review panel may, in certain circumstances, request additional evidence from candidates in support of their application and in particular where the portfolio score is slightly less than the required number of points in one or more indicators. This step is designed to give candidates an opportunity to submit further evidence to support their claimed points.

The request for evidence is not automatic and you should not expect to receive one. The request for evidence is at the discretion of the MBB review panel.

# INSTRUCTIONS FOR SUBMISSION

---

1. General instructions for this application:
  - Clearly label your supporting evidence for each point claimed.
  - Provide all information requested.
  - Include attachments and supplementary documents where required.
  - Avoid providing duplicate information or details in excess of the requirements.
2. Attach a copy of your current résumé with your application.
3. Attach a copy of your ASQ CSSBB certification.
4. Attach proof of fulfilling Category 1 or Category 2 experience levels.
5. Evidence and/or experience can only be used to earn points in one area of the criteria; duplication between criteria is not permitted.
6. Evidence must relate to the ASQ CSSBB body of knowledge (BOK).
7. Submit either an electronic copy or a hardcopy (paper submission) as follows:

NOTE: We encourage all applicants to save time, money, and the environment by submitting their application electronically. E-applications can be processed much more quickly and efficiently, and they offer fewer opportunities for the kinds of handling errors that can occur with paper submissions.

## (A) ELECTRONIC COPY

To submit an electronic application, candidates should download the form and complete all of the required entries and append all necessary attachments; i.e., SSBB affidavits, supporting documentation, etc. Your name must be clearly printed on each page for identification purposes.

Send your electronic copy to:

[mbb@asq.org](mailto:mbb@asq.org)

On receipt of your electronic submission, a confirmation e-mail will be sent to you.

## (B) HARDCOPY

For hardcopy submissions, candidates are required to submit a completed application. If entering information by hand, candidates should *print* all responses in the space provided on the form. All necessary attachments (e.g., SSBB affidavits, supporting documentation) should be appended to the application, and the applicant's name must be clearly printed on each page for identification purposes.

Send your completed hardcopy application to:

**MBB Portfolio Review Panel  
c/o ASQ Certification  
600 N. Plankinton Avenue  
Milwaukee, WI 53203-2914**

On receipt of your submission, an e-mail or letter of confirmation will be sent to you.

## ASQ CONFIDENTIALITY STATEMENT

This purpose of this confidentiality statement is to reassure all MBB candidates that ASQ will protect their confidential information including sensitive information and materials furnished by the applicant as evidence to support their MBB application and portfolio review.

ASQ understands and agrees that all information is to be considered confidential and proprietary to the applicant and ASQ shall hold the same in confidence, and shall not use the confidential information other than for the purposes of its business with the applicant, and shall disclose it only to its portfolio review panel, and ASQ employees with a specific need to know. ASQ will not disclose, publish, or otherwise reveal any of the confidential information received from the applicant to any other party whatsoever except with the specific prior written authorization of the applicant.

## ASQ CODE OF ETHICS

### Fundamental Principles

---

ASQ requires its members and certification holders to conduct themselves ethically by:

- I. Being honest and impartial in serving the public, their employers, customers, and clients.
- II. Striving to increase the competence and prestige of the quality profession, and
- III. Using their knowledge and skill for the enhancement of human welfare.

Members and certification holders are required to observe the tenets set forth below:

### Relations With the Public

---

*Article 1 – Hold paramount the safety, health, and welfare of the public in the performance of their professional duties.*

### Relations With Employers and Clients

---

*Article 2 – Perform services only in their areas of competence.*

*Article 3 – Continue their professional development throughout their careers and provide opportunities for the professional and ethical development of others.*

*Article 4 – Act in a professional manner in dealings with ASQ staff and each employer, customer, or client.*

*Article 5 – Act as faithful agents or trustees and avoid conflict of interest and the appearance of conflicts of interest.*

### Relations With Peers

---

*Article 6 – Build their professional reputation on the merit of their services and not compete unfairly with others.*

*Article 7 – Assure that credit for the work of others is given to those to whom it is due.*

# MBB APPLICATION FORM & CONTACT INFORMATION

## 1. ASQ MEMBER NUMBER

(If you are **not** an ASQ member, enter your last name, first name to maintain identification throughout the file.)

## 2. NAME/ADDRESS/CONTACT INFORMATION

Mr.  Ms.  Mrs.  Dr.  If other, please specify \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_ Apt./Ste. \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Home Phone (with area code) \_\_\_\_\_

Employer/Co. Name \_\_\_\_\_ Your Title \_\_\_\_\_

Employer Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Business Phone (with area code) \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

## 3. FEES

Please make checks/money order payable to: ASQ	Member	Nonmember
Portfolio Review Fee	US\$495	US\$650

You must include payment. Do not send cash. ASQ accepts checks, money orders, bank drafts, and credit cards:

Check No. \_\_\_\_\_ [U.S. dollars drawn on a U.S. financial institution]

### Credit Card

Check one: VISA      Mastercard      AMEX

Card No: \_\_\_\_\_ EXP Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Address: \_\_\_\_\_

\_\_\_\_\_

#### 4. SIX SIGMA BLACK BELT & MASTER BLACK BELT EXPERIENCE

Date you attained ASQ CSSBB certification. (mm/dd/yy) \_\_\_\_\_

How long have you had the role of a Six Sigma Black Belt?  
(Years/Months) \_\_\_\_\_

How many Six Sigma Black Belt projects have you completed during that time?  
(#) \_\_\_\_\_

Are you a Master Black Belt in your organization? Yes  No

If yes, how long have you been in the role of a Master Black Belt? (Years/Months)  
\_\_\_\_\_

#### 5. WORK EXPERIENCE/HISTORY

❖ Attach a copy of your current résumé, with references

OR

- ❖ Attach a description of your work history including:
- Company name and dates of employment (start-finish)
  - Position of responsibility and duties
  - Accomplishments
  - References

#### 6. SIX SIGMA EXPERIENCE (Please indicate which experience level you are claiming)

##### Category 1)

At least 5 years of experience serving in the role as a SSBB or MBB

(C1)

##### Category 2)

Completion of 10 Six Sigma Black Belt projects

(C2)

**PLEASE ONLY COMPLETE THE EXPERIENCE LEVEL CATEGORY FORM YOU ARE CLAIMING (C1 OR C2) – DO NOT COMPLETE BOTH FORMS.**

# SIX SIGMA PROJECT

## CLARIFICATION

The following information is intended to be a guide to clarify what ASQ deems an acceptable Six Sigma Black Belt project. Each project submitted will be reviewed and evaluated for suitability by members of the portfolio review panel who are Master Black Belts.

## SIX SIGMA PROJECT DEFINITION

Six Sigma is a method for reducing variation in manufacturing, service, or other business processes. Six Sigma projects measure the cost benefit of improving processes that are producing substandard products or services. Whether in manufacturing or service industries, such projects quantify the effect of process changes on delays or rework. The goal of each successful Six Sigma project is to produce statistically significant improvements in the target process; over time, multiple Six Sigma projects produce virtually defect-free performance. The Six Sigma Black Belt project is one that uses appropriate tools within a Six Sigma approach to produce breakthrough performance and real financial benefit to an operating business or company.

The tools are generic. It is the structure of the project and the associated process (improvement model) that distinguish a Black Belt project from other similar quality improvement projects. Financial impact as an outcome is also a requirement within a Black Belt project when compared to other projects.

The following examples are not all-inclusive, but will provide examples of acceptable and unacceptable projects:

## EXAMPLES OF PROJECTS THAT QUALIFY:

- ❖ Reduced product defects in manufacturing.
- ❖ Reduced cycle time for recruitment in human resources.
- ❖ Reduced invoice processing costs in accounts payable.
- ❖ Reduced machine set-up time in manufacturing.

## PROJECTS THAT DO NOT QUALIFY:

- ❖ Prepackaged or classroom exercises that are mock or simulated projects that were previously completed and/or that do not include actual hands-on work by the applicant.
- ❖ Projects that are not associated with a real organization or business unit; projects that have no current problem statement or cost benefit.
- ❖ Basic product improvement projects not associated with process improvements.
- ❖ Software maintenance or remediation without detailed process measurements.
- ❖ Any project without measured before-and-after cost benefits.

## **C1 Six Sigma Black Belt Experience/Verification**

If you have selected **Category 1** (i.e., *At least 5 years of experience serving in the role as a SSBB or MBB*) as your experience level, please complete this section.

Date you attained ASQ CSSBB certification (Month/Year) \_\_\_\_\_

Please attach evidence of at least 5 years of experience serving in the role as a SSBB or MBB.  
The following is an example of acceptable evidence:

1. Letter from employer or clients detailing the following pertinent information:
  - Company name, date of employment (start-finish)
  - Position of responsibility and duties
  - List of Six Sigma Black Belt projects completed
  - Accomplishments
  
2. Please describe any other experience that shows you have at least 5 years of experience as a SSBB/MBB and provide documentation in support.

**(End of C1 form)**

## **C2 Six Sigma Black Belt Project Affidavit/Verification**

If you have selected **Category 2** (i.e., *Completion of 10 Six Sigma projects serving in the role of an SSBB or MBB*) as your experience level, please complete this section.

**NOTE:** *You must attach an affidavit in support of each of the 10 completed Six Sigma projects. Affidavit forms are included at the end of the application*

### **LIST ALL 10 SIX SIGMA BLACK BELT PROJECTS**

1. Six Sigma Project Title:

2. Six Sigma Project Title:

3. Six Sigma Project Title:

4. Six Sigma Project Title:

5. Six Sigma Project Title:

6. Six Sigma Project Title:

7. Six Sigma Project Title:

8. Six Sigma Project Title:

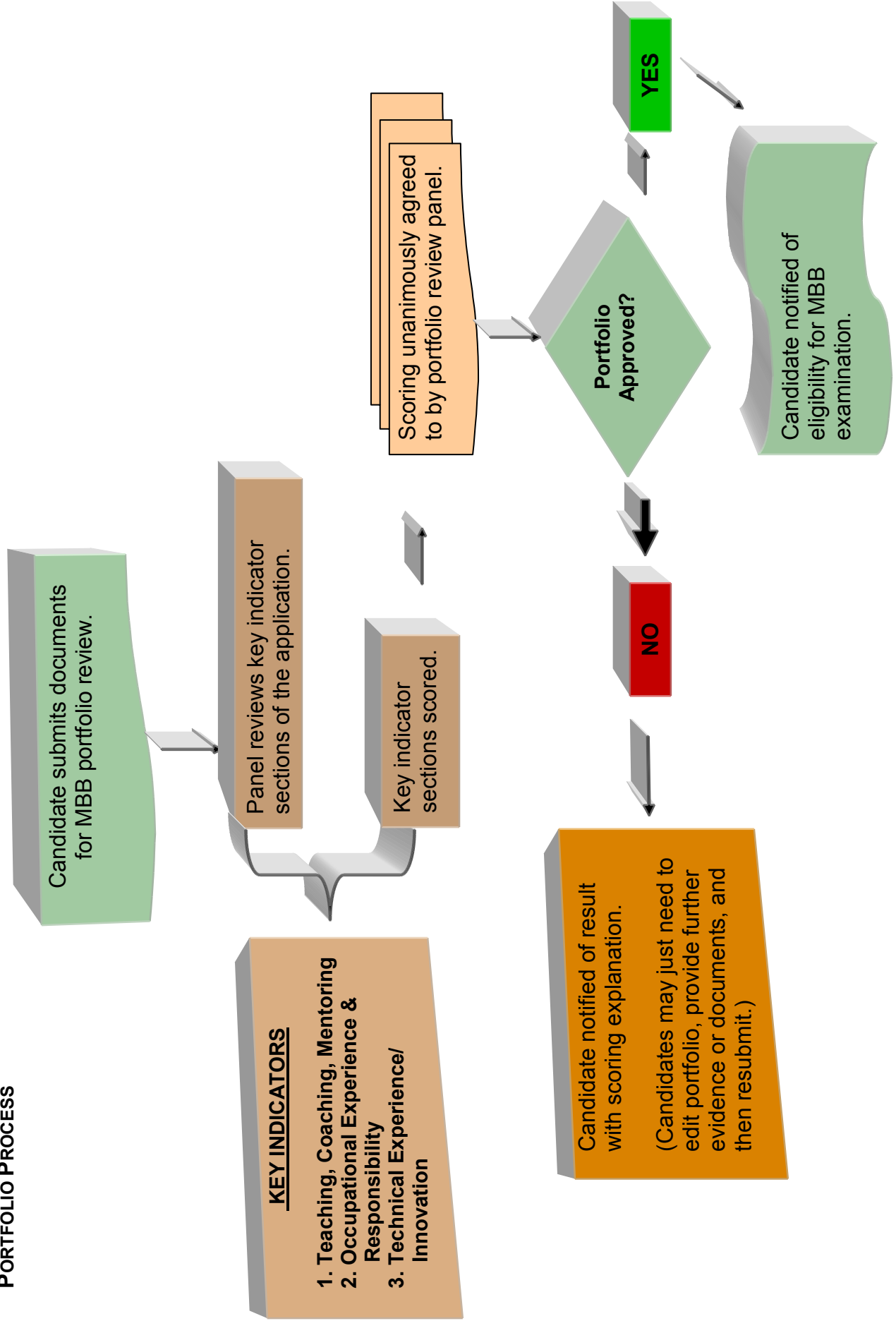
9. Six Sigma Project Title:

10. Six Sigma Project Title:

## MBB PORTFOLIO SECTION



## PORTFOLIO PROCESS



# 1. TEACHING, COACHING, MENTORING

*Minimum required score for this section is 10 points.*

## CRITERIA TO EARN POINTS

- 1.1. Evidence of developing Lean or Six Sigma training modules related to the ASQ CSSBB BOK (1 point per complete training module developed; **5 points maximum**).
- 1.2. Evidence of formally training Black Belts (1 point per course instructed; **5 points maximum**).
- 1.3. Evidence of teaching/coaching/mentoring champions, executives, etc. (1 point per application by group; **5 points maximum**).

## INSTRUCTIONS

To demonstrate your experience and accomplishments, please describe specifically how you met each criterion, where applicable. **Documented evidence must be provided in support for each criterion and labeled. If documentation is not provided, points cannot be awarded.** Please adhere to the following steps:

**Step 1.** Briefly describe how you met the criteria. Include details such as:

- **Company name/location**
- **Date: start – completion**
- **Project description**
- **Materials developed**
- **Your specific role**
- **Number of persons involved and their positions**
- **Outcomes planned/achieved**
- **Copies of professional certificate, license, or advanced degree**

**Step 2.** Attach supporting documentation or evidence and clearly label it by section number.

NOTE: The details listed in each subsection are intended to provide examples of the type of evidence we are seeking. These lists are not all-inclusive and are not exhaustive; other types of evidence can be provided.

### 1.1. Developing Training Modules

- *Provide details such as training modules you developed, training methods, delivery systems, initiating or supporting recurring training plans, content development, use of technology-based training tools, etc.*
- *Supporting documents could include: workbooks, evaluations, training plans, etc.*
- *A module is defined as at least one hour of training material on one subject. Examples must include all phases of the DMAIC strategy including statistical tools.*

Documentation provided (**Please check**)    NO     YES     \_\_\_\_\_ # of pages    **Total points claimed** \_\_\_\_\_

## 1.2. FORMALLY TRAINING BLACK BELTS

- Provide details such as the company where training was conducted, type of training provided, number of courses taught, number of Black Belts trained, etc.
- Supporting documents could include: copy of curriculum developed or used, attendance rosters, outcome measures, participant feedback summary data, etc.
- The definition of a course is training in the full ASQ BB body of knowledge to 5 BBs or more including advanced tools.

Documentation provided (**Please check**)    NO     YES     \_\_\_\_\_ # of pages    **Total points claimed** \_\_\_\_\_

## 1.3. TEACHING/COACHING/MENTORING CHAMPIONS, EXECUTIVES, ETC.

- Provide details such as the type of approaches used and include details such as subjects taught, method of providing coaching or mentoring for specific groups, type of group/audience, duration of course or coaching or mentoring process, execution method, or delivery system used.
- Supporting documents could include: copies of study material used, training dates and rosters, mentoring notes, curriculum or methodology used, feedback from participants, etc.

Documentation provided (**Please check**)    NO     YES     \_\_\_\_\_ # of pages    **Total points claimed** \_\_\_\_\_

Additional Comments for Section 1. Teaching, Coaching, Mentoring

## 2. Occupational Experience & Responsibility

Minimum required score for this section is 6 points.

### CRITERIA TO EARN POINTS

- 2.1. Evidence of using Six Sigma for business/process improvement (1 point per project; **3 points maximum**).
- 2.2. Evidence of working in a professional support position (i.e., SSBB, MBB, statistician, etc.) (1 point per year per position; **3 points maximum**).
- 2.3. Evidence of working in a position of leadership (i.e., MBB, project manager, executive sponsor, etc.) (1 point per year per position; **4 points maximum**).
- 2.4. Evidence of working as a project deployment champion (1 point per project; **4 points maximum**).
- 2.5. Evidence of working in corporate level management or consulting (1 point per year per position; **4 points maximum**).
- 2.6. Evidence of leading or facilitating policy deployment and transformation activities (1 point per set of activities presented; **5 points maximum**).

#### 2.1. Using Six Sigma for Business/Process Improvement

- Provide details such as the approach you used (e.g., critical to quality), and how you applied the approach to realize projected or planned outcomes.
- Supporting documents could include: agendas and results, project proposals, project pipeline, etc.

Documentation provided (*Please check*)    NO     YES     \_\_\_\_\_ # of pages    **Total points claimed** \_\_\_\_\_

#### 2.2. Technical Support Position

- Provide details such as your role ( i.e., BB, MBB, statistician, quality engineer, reliability engineer, etc.) and how/what support you provide.
- Supporting documents could include: letter from employer/client detailing your role and responsibilities, etc.

Documentation provided (*Please check*)    NO     YES     \_\_\_\_\_ # of pages    **Total points claimed** \_\_\_\_\_

### 2.3. Position of Leadership

- Provide details of activities (i.e., strategic plan deployment, cross-functional achievement, profit and loss (P&L) responsibilities, etc.) in a leadership position. ( i.e., project manager, MBB, champion, executive sponsor, VP, etc.)
- Supporting documents could include: letter from employer/client detailing your role and achievements, etc.

Documentation provided (**Please check**)    NO     YES     \_\_\_\_\_ # of pages    **Total points claimed** \_\_\_\_\_

### 2.4. PROJECT DEPLOYMENT CHAMPION

- Provide details such as scope of project, your role, obstacles, etc., and list project results/outcomes and the impact to the business or organization.
- Supporting documents could include: project charters, control plans, balanced score cards, storyboard, etc.

Documentation provided (**Please check**)    NO     YES     \_\_\_\_\_ # of pages    **Total points claimed** \_\_\_\_\_

## 2.5. CORPORATE LEVEL MANAGEMENT OR CONSULTING

- Provide details such as *position, duration, company size, your responsibilities, and any organizational roadblocks and outcomes achieved.*
- *Supporting documents could include: letter from employer/client detailing your leadership responsibilities, achievements, etc.*

Documentation provided (***Please check***)    NO     YES     \_\_\_\_\_ # of pages    **Total points claimed** \_\_\_\_\_

## 2.6. Leading or Facilitating Policy Deployment and Transformation Activities

- *Provide details such as what you did to lead or facilitate policy deployment activities, including auditing, developing short- or long-term goals, annual organizational goals, project pipelines, etc.*
- *Supporting documents could include: scorecards, Hoshin or quality plans, deployment roadmaps, storyboard, etc.*

Documentation provided (***Please check***)    NO     YES     \_\_\_\_\_ # of pages,    **Total points claimed** \_\_\_\_\_

Additional Comments for Section 2. Occupational Experience & Responsibility

## 3. Technical Experience/Innovation

*Minimum required score for this section is 5 points.*

### CRITERIA TO EARN POINTS

- 3.1. Evidence of certifications offered by professional organizations (i.e., ASQ, SME, IEEE, PMP, APICS), state licenses (i.e., PE, CPA), or advanced degrees from accredited institutions (1 point per credential; **2 points maximum**).
- 3.2. Evidence of using statistical Six Sigma methods, applications, or tools for improving business results (1 point per unit of evidence; **4 points maximum**).
- 3.3. Evidence of current, relevant, peer-reviewed publications, papers, or presentations (1 point per unit; **3 points maximum**).
- 3.4. Evidence of applying advanced managerial concepts/approaches, and process improvement techniques, as part of a Six Sigma project (1 point per unit of evidence; **4 points maximum**).

### 3.1. OTHER CERTIFICATIONS, PROFESSIONAL LICENSES, OR ADVANCED DEGREES

- *Supporting documents should include: copies of each certification, license, or advanced degree, etc.*

*Note: You will not earn points for having a CSSBB as this is a basic requirement. We will not award points for lower-level credentials such as ASQ SSGB, CQPA, CCT, INP, etc., or any comparable level credential.*

Documentation provided (*Please check*)    NO     YES     \_\_\_\_\_ # of pages    **Total points claimed** \_\_\_\_\_

### 3.2. EVIDENCE OF USING STATISTICAL SIX SIGMA METHODS, APPLICATIONS, OR TOOLS FOR IMPROVING BUSINESS/PROCESS RESULTS

- Provide details such as how you used each tool/method/application ( e.g., DOE, Taguchi, EVOP, Mixture Designs, GLM, ARIMA, Linear Programming, CuSum, etc.) to improve business results.
- Supporting documents could include: capability analysis, graphical analysis, statistical analysis, etc.

Documentation provided (**Please check**)    NO     YES     \_\_\_\_\_ # of pages    **Total points claimed** \_\_\_\_\_

### 3.3. CURRENT, RELEVANT, PEER-REVIEWED PUBLICATIONS, PAPERS, OR PRESENTATIONS

- Provide details such as, where materials were published or presented (e.g., contributions to textbooks, chapters written, books edited for subject matter accuracy, jury-reviewed materials, journals, newsletters, etc.).
- Supporting documents could include photocopies of any of the above that cite you as the owner/author/contributor.
- "Current" is defined as: no more than 7 years old.
- "Relevant" is defined as: supports the ASQ SSBB Body of Knowledge.

Documentation provided (**Please check**)    NO     YES     \_\_\_\_\_ # of pages    **Total points claimed** \_\_\_\_\_

**3.4. EVIDENCE OF APPLYING ADVANCED MANAGERIAL CONCEPTS/APPROACHES AND PROCESS IMPROVEMENT TECHNIQUES, AS PART OF A SIX SIGMA PROJECT**

- *Provide details such as the tools, methods, and approaches used (e.g., QFD, supplier management, analytical hierarchy process (AHP), kaizen blitz) and how they were applied. Describe results achieved (waste reduction, cycle time reduction, increase in customer satisfaction, revenue lift, capacity lift, financial savings, etc.).*
- *Supporting documents could include: graphical methods, QFD matrix, project performance measures, etc.*

Documentation provided (***Please check***)    NO     YES     \_\_\_\_\_ # of pages    **Total points claimed** \_\_\_\_\_

Additional Comments for Section 3. Technical Experience/Innovation

# Portfolio Checklist

*Use this checklist to ensure that you have provided the required material for each claimed point.  
Failure to provide supporting documents could result in rejection of your application.*

## REQUIRED ELEMENTS

	✓ as appropriate <b>YES</b>	<b>NO</b>
<b>ASQ-CSSBB Certification – copy attached</b>		
At least 5 years of experience serving in the role as a SSBB or MBB <b>(Form C1 complete)</b>		
Completion of 10 Six Sigma Black Belt projects <b>(Form C2 complete)</b>		

CRITERIA	BRIEF DESCRIPTION OF SUPPORTING DOCUMENTS	✓ as appropriate
	<b>Section 1. Teaching, Coaching, Mentoring</b>	
1.1		
1.2		
1.3		
	<b>Section 2. Occupational Experience &amp; Responsibility</b>	
2.1		
2.2		
2.3		
2.4		
2.5		
2.6		
	<b>Section 3. Technical Experience/Innovation</b>	
3.1		
3.2		
3.3		
3.4		

## SIX SIGMA PROJECT AFFIDAVIT EXPLANATION PAGE

1. Please print name of Six Sigma Black Belt applicant, along with her/his member number.
2. List the official name of the Six Sigma Black Belt project, as listed on your Six Sigma charter.
3. Explain briefly the problem you needed solved and how it related to your organization's objectives.
4. List the project's start and completion dates by month and year.
5. Please list the Six Sigma tools used. Be specific as to the name of the tool; specify data, measures, and metrics used. Provide as many examples as possible. Do not send any actual charts, maps, etc.
6. Explain briefly how close you came to reaching your goal and list the success of this project. These may include, but are not limited to, financial savings, labor savings, material costs, cycle-time reduction, increased customer satisfaction, etc.
7. Verification section must include the project champion's signature and date signed. In addition, please print the name of the project champion and provide job title and company address. Please include telephone, fax, and e-mail information for verification purposes.

**NOTE:** *If ASQ has any questions or needs to verify any of the information provided in this affidavit, we will contact the project champion.*

## SIX SIGMA BLACK BELT PROJECT AFFIDAVIT/VERIFICATION FORM

This page of the application is **NOT** fillable because it requires a written signature by the Champion/Project Supervisor. Also, you will need to create multiple copies to support each Six Sigma project you are using as proof of experience or projects completed.

1. Six Sigma Project completed by \_\_\_\_\_  
(applicant name) (ASQ member number)

2. Six Sigma Project Title \_\_\_\_\_

3. Provide a brief description of the purpose of the project, and how it related to the business objective:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Six Sigma Project start and completion dates (mm/yy) from: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

5. Provide a brief description of hands-on performance in completing the Six Sigma project. Please include specific examples of tools used, i.e., process maps, metrics (DPU, DPMO, RTY), procedures, charts, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Provide a brief statement on the benefits achieved by the successful completion of the project, including but not limited to financial savings, labor, material costs, cycle-time reduction, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 7. Verification of completion by Project Champion:

Verification form completed by: \_\_\_\_\_  
(project champion's signature) (date signed)

Champion's name \_\_\_\_\_ Job title \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_

Champion's e-mail address \_\_\_\_\_

Champion's telephone \_\_\_\_\_ Champion's fax \_\_\_\_\_