



Kanban

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Managing Documentation

Documents are important in an agile project

Many of these are 'living documents' (including emails)

How will your team manage these?

Cloud-based office suite?

DVCS?

How will you manage changes?

Who is the final arbiter?

Information Icebox vs Radiator

Information Icebox

Information kept out of sight

Can be paper or electronic

No-one can see it so no-one updates it



Information Radiator

Generic term for handwritten, drawn, printed or electronic displays

Placed in a highly visible location

Everyone can see the latest information at a glance



Kanban

A workflow management method for defining, managing and improving services.

It aims to help you visualize your work

This helps improve the efficiency of you and your team.

Kanban Board

Arrangement of columns to track work progress

Each column represents a step in the development process

Tasks are tracked across the columns

Used to define next steps to be completed

Easy to identify progress and bottlenecks.

The Simplest Kanban Board

To Do	In Progress	Done
<i>Tasks that are in the current sprint but not yet started.</i>	<i>Tasks that need to be done before implementation</i>	<i>Tasks that are fully completed and ready for deployment.</i>

Using a Kanban Board

Unallocated tasks are in the left column

Each team member chooses their own task from the board

A task is only considered done when it is in the far right column

When a team member completes a task they choose another from the left column

If a task gets "stuck" they can offer to help with this instead.

Kanban Tools

If you and your group are sharing a physical space you should create the board on the office wall

If you are working remotely choose one of many virtual boards:

GitHub

MS Teams

Trello

Asana.

Takeaway

Kanban is a very useful way to monitor the progress of the current sprint but relies on every member of the team keeping this updated at all times.

A Kanban board allows the entire team to quickly monitor the sprint progress and identify potential problems before they become serious and impact the delivery

All the members of the team need to be comfortable with using a Kanban board.



Any Questions?

20:00

Test Your Understanding

Take the highest-priority user story.

Break this down into small tasks and for each create a new issue.

Use the Projects tab and create a new project (choose the basic Kanban template).

Read and delete the instruction cards.

Drag your issues into the first column.