**Kanban Board Card Policy**

This documents outlines the Kanban Board card policies we have adopted and agreed within the group. This refers to the conditions that have to be met for a card to transition from one column to another.

**Backlog:**

The backlog contains overview cards and often a more abstract definition of a task. Often when we are in meetings or have discussions over social media, we will populate the backlog with tasks so that we don’t forget. There are times when we are implementing that we realise we need to do another task, in which we will create a card for it and place it in the backlog.

Each card will be given labels to do with its relation to the MoSCoW method, as well as what the actual task is, such as a feature or a bug.

**Specification (Doing):**

During this stage, we take a card from the backlog, and fully specify it. This will include breaking it down into smaller steps in more detail. For example, if the card was “Allow admin to log-in”, we could break this down into: present username and password form to admin, verify the log-in details using our criteria, then either grant access to the Admin page or present error message”. There are occasions where the card in the Backlog is too large for one card, and so can be split into multiple cards, in which each of those cards can be decomposed into smaller steps.

Since the second sprint, we have also started to introduce Work Units to cards, which are the expected time taken to complete the task. Our unit is 1 WU = 1 Hour of expected work time.

At this stage, someone will be assigned to the card, and a sprint will be assigned if it has not been already. There are some tasks in the backlog which cannot be assigned to a particular sprint as of the time they were created – but they must be given a sprint in this section.

**Specification (Done):**

This column is for when the specification of a card has been completed fully. The task is not being implemented yet, however.

**Implementation (Doing):**

This is the stage when you move the card from **Specification (Done)** and actually start working on it. As an implementer, you work through the decomposed tasks and tick them as you go along.

There are moments where you may be stuck, in which case you can add a label for “Help needed”, and someone can help. We communicate through social media often, so even if we have just had a meeting and you suddenly need help, someone can join you on your card. If someone does help, you can assign them to the card as well, to show two have been working on it.

We have chosen to keep the limit of this column to 6, so that no person is primarily assigned to more than one card, at any one time. This makes sure everyone stays focus and knows what they are working on.

**Implementation (Done):**

A card is moved here once the implementation has finished. Each sub detail of the card should be ticked off and it should be fully, to the developer’s best knowledge, correct.

When people are available, or once other dependent cards are completed, it will move onto the next stage.

**Validation (Doing):**

This is where someone who didn’t implement the card validates the card and makes sure it meets the specification. Sometimes we need to validate alongside the implementor, so that they can go through the code and what they have written. This is a good practice as it ensures that we always have an understanding of all code components throughout the Sprints – and saves time at meetings when we go over code. That being said, there are times where we wait until a group meeting to validate a card, so that everyone can have their input in it.

Validation varies per card, as some may require actual testing in the form of white box or black box, whilst others do not require as much technical testing. For example, when validating whether the UI has improved and meets the requirements may be as simple as comparing the designs and implemented UI and seeing whether they are the same/similar.

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**Validation (Done):**

This is the opposite of the backlog, once the card has been completely validated and has met all of its features.

There are situations in which we have to create new cards once validation of another card has been completed however. For example, in terms of the MVP, we may accept a particular implementation of a card, but we may want to improve that implementation at a later date. This improvement may be considered a “should do”, and so we can create a new card, due at a later sprint, with the label of “should do” which would be to improve that certain feature.