Lab: Configure a Classic Kanban Board

Estimated time: 20 minutes

In this lab, you will:

1. Configure a kanban board to use a separate backlog.
2. Assign work in progress limits on kanban board columns.
3. Add a "Development Done" column as a queue.
4. View a cumulative flow diagram.
5. View a cycle time control chart.

> *Note: These instructions assume that you have created a **classic** kanban `projectA` project. They also assume that you are a project administrator for the project (see the previous lab).*

1: Configure a kanban board to use a separate backlog.

1. In your classic `projectA` project, move some issues to the `BACKLOG` column of your kanban board.
2. Navigate to the board settings (**... > Board settings**) .
3. Click the `Columns` tab.
4. Drag the `BACKLOG` status (the box at the bottom of the `Backlog` column- not the column itself) from the first column to the **Kanban backlog** section on the left. You should now see the `BACKLOG` status in the kanban backlog and the `Backlog` column of the board should not contain any statuses.

   > *Note: You can drag any status(es) except `DONE` to the kanban backlog. The status does not have to be named `BACKLOG`.*
5. View your kanban board. You should now see `SELECTED FOR DEVELOPMENT` as the first column. The `BACKLOG` column has been moved to the kanban backlog.
6. Click on the **Backlog** tab (this was added by Jira when you enabled the kanban backlog).
7. Move issues between the backlog and the first visible column on the kanban board (`Selected for Development`). This is where you can work on the backlog while the rest of the team is focussing on the issues that are ready to be worked on.

> *Congratulations, you have configured a kanban backlog.*

2: Assign work in progress (WIP) limits on kanban board columns.

> *Work in progress limits help ensure that started work gets finished and allows the team to easily see bottlenecks in their workflow. You must be a project administrator or board administrator to specify WIP limits. Project administrators are specified under the **People** tab of **Project settings**. Board adminstrators are configured under the **Administrators** heading of the **General** tab in **Board settings**.*

1. From your `projectA` kanban board, click the **...** button and select **Board settings**.
2. Click the **Columns** tab.
3. Verify that the **Column Constraint** is set to `Issue Count`.

4. In the `Selected for Development` column, specify a **minimum** issue count of `2`. This means that the column will be highlighted if there are less than two issues in the column, notifying the team that more issues need to be added to the column.
5. In the `In Progress` column, specify a **maximum** issue count of `2`. This means that the column will be highlighted if there are more than two issues in the column, notifying the team that there is too much work-in-progress in that column.
6. Click **Back to board**.
7. You should now see a `Min 2` indication in the `Selected for Development` column and a `Max 2` indication in the `In Progress` column. These are the WIP limits.
8. Drag issues to the columns to violate the constraints. You may need to change the status of issues in the backlog. You should see a highlighted column when the minimum or maximum constraint is violated.

> *Congratulations, you have created WIP limits.*

3: Add a "Development Done" column as a queue.

> *Right now, your kanban board should have a `Review` column before the `Done` column (the previous lab added a `Review` column). In this part of the lab, you will add a `Development Done` column before the Review column. This is so that an issue can be moved to `Development Done` when the `In Progress` work is complete. When a reviewer is ready for another issue, they can pull the issue from the `Development Done` column. This prevents a developer from pushing an issue into the `Review` column directly.*

1. Using a procedure similar to the previous lab, add a `Development Done` column (which also adds a status) to your kanban board. Make sure to drag it to the column before `Review`.
2. Using a procedure similar to this lab, set a WIP limit of `Max 2` for the `Development Done` column.
3. Test that your new column is working as expected.

> *Congratulations, you have added a queue to your board.*

4: View a cumulative flow diagram.

1. Move all issues of the project to the `Done` column.
2. Click on the **Reports** tab in the sidebar.
3. Click on **Cumulative Flow Diagram**. Notice that Jira automatically creates reports for you. This report might not look that great, but it shows the changing of issues' status that you have done so far.
4. Zoom into any section of the report by clicking and dragging the cursor across the top chart or the small chart below it. You can double-click on the small chart to reset the top chart.

> *Congratulations, you have viewed a cumulative flow diagram.*

5: View a cycle time control chart.

1. Click on the **Control Chart** tab.

2. View the chart. This shows the cycle time for the issues of the project. This is the time between when an issue is moved from the backlog to `In Progress` until the time that the issue is moved to the `Done` column. Use the controls below the chart to change the horizontal timeframe of the chart. This chart also might not look that great. A continuously improving team should show a cycle time that decreases over time.
3. Explore the other reports related to your kanban project. Jira provides a lot of ways to analyze what your team is doing.

> *Congratulations, you have viewed a cycle time control chart and completed this lab.*