

Kanban with Trello



What is “kanban” and why use it?

Kanban was invented in Japan as an inventory management system focused on Just-In-Time (JIT) production.

JIT allows for customers to ‘pull’ products into the production stream by placing an order whereas the previous method was for factories to ‘push’ products into the stream.

What is “kanban” and why use it?

Kanban translates to ‘card signal’ in Japanese. When used in supermarkets, staff would place kanban cards on shelves next to items that were running low. This card would act as a signal for staff to go to the back and find stock to replenish the shelf.

On a kanban board a card typically represents a request for a product or a service. In the IT industry a kanban card will represent a single work task. The IT industry can use kanban boards to:

1. Visualize workflow
2. Limit Work in Progress
3. Measure and Manage Flow
4. Make Policies Explicit
5. Recognize Improvement Opportunities

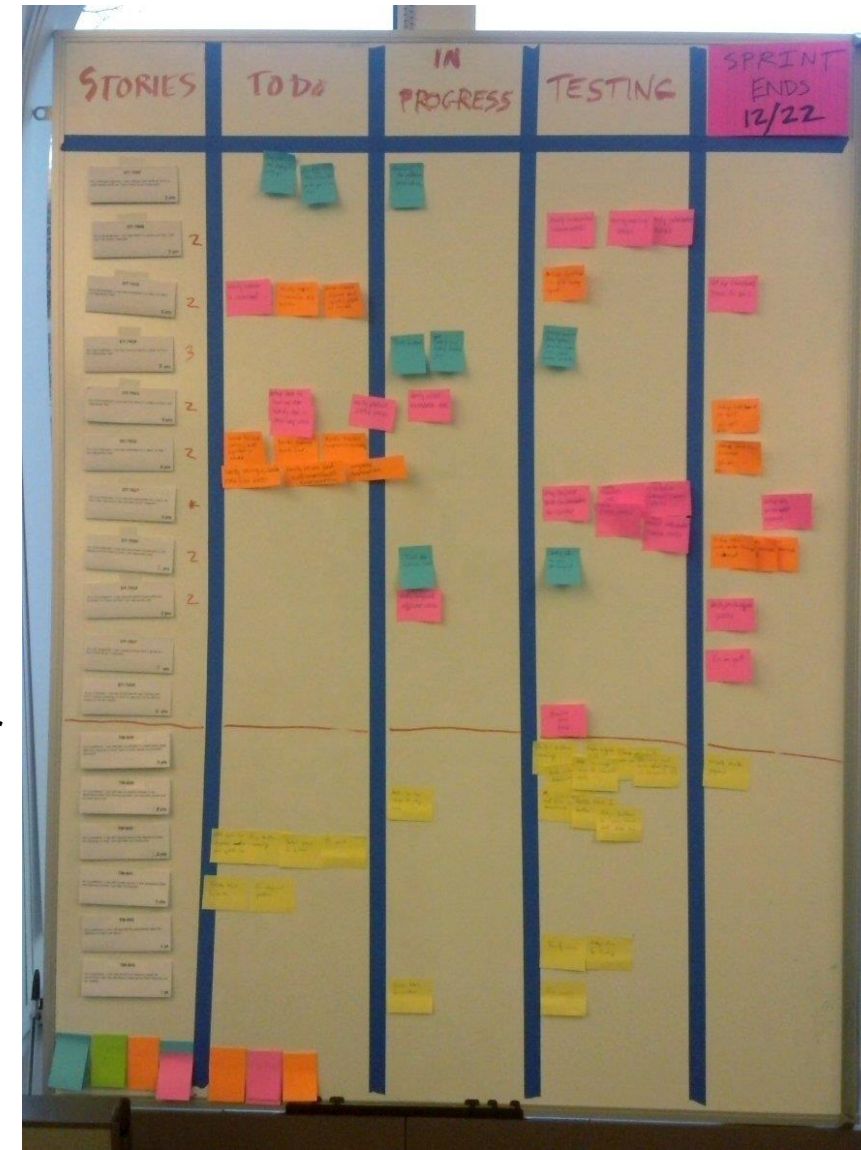
Visualize workflow

IT Kanban boards are organized with 3 or more vertical swimlanes or columns that represent the possible stages a task can be in.

User stories can be written in the following format:

“As a user I want {{ feature }} so that I can have {{ value }}.”

User stories are not tasks. Typically a user story is broken down into multiple tasks and each task then moves through each of the lanes according to the processes defined by your team.



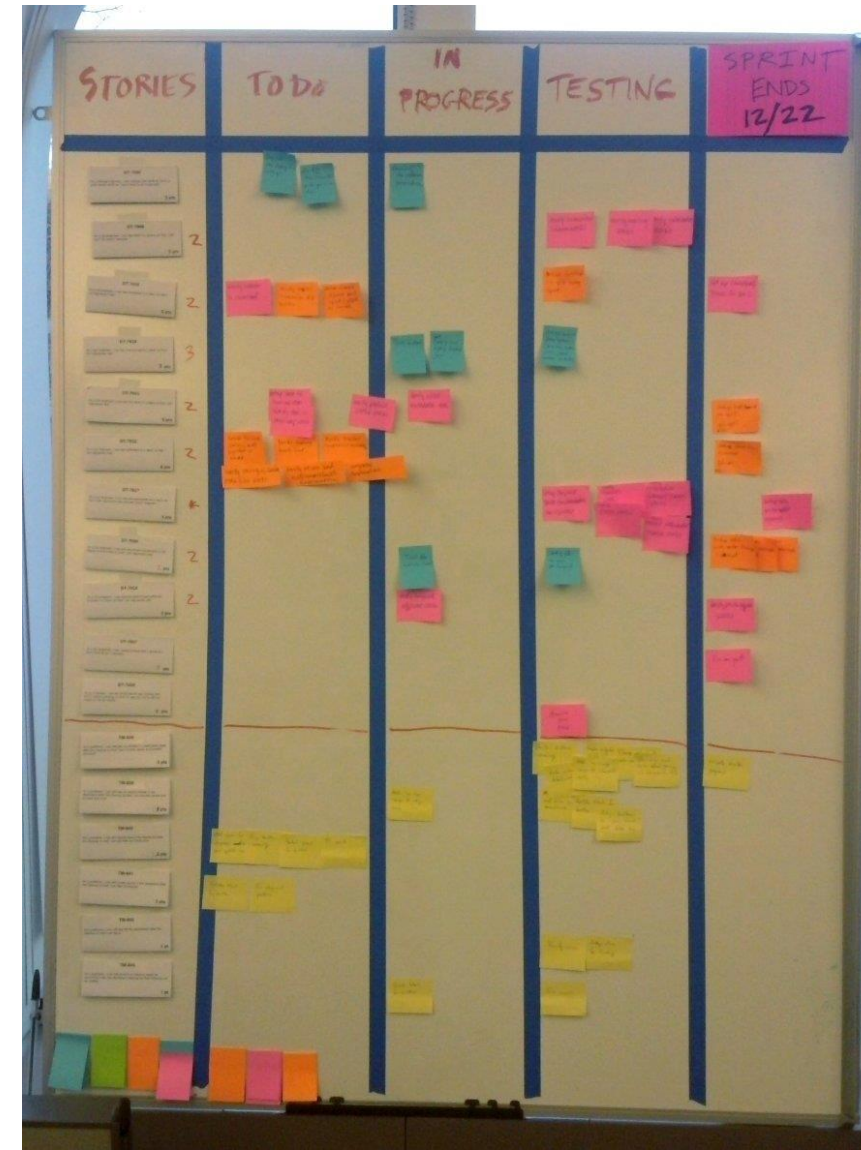
Visualize workflow

To Do - items in this column have not been accepted by a team member yet. These cards represent the tasks that go into the active story.

In Progress - when a team member accepts a task they must take a card from the To Do column and place it in the In Progress column. The goal is to limit the number of work tasks in progress to a minimum.

Testing - When a task is completed the work must be tested. If a team is large enough then a separate team member may be asked to test the work of their teammate.

Completed - After an item has passed testing it is done and moved to the last column on the right.



Limit work in progress

Typically, a single team member should only have one task in progress at a time. Some teams may even go as far as making a formal rule about the number of tasks a team may have in progress.

Additional teams may be added to a board by drawing a horizontal line across all the swimlanes to indicate a second stream of production.

Limiting work in progress has two major benefits:

1. A steady stream of work items is moved to testing
2. Fast failure can help the team adjust their plan

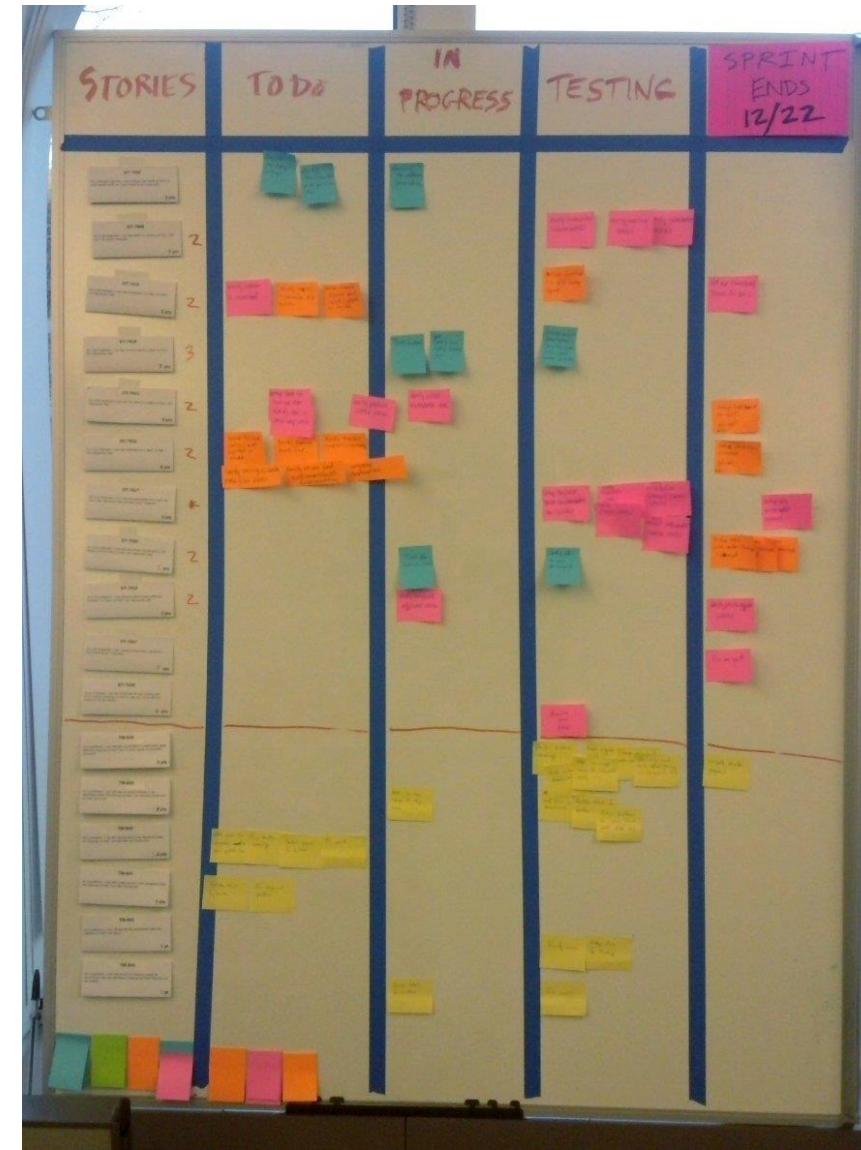


Measure and Manage Flow

The importance of flow becomes more apparent with larger teams. If one team member has to stop and wait for another teammate to deliver a task then it causes a disruption and down time.

If a team member receives batches of tasks all at once instead of one at a time then this can also cause disruptions and down time.

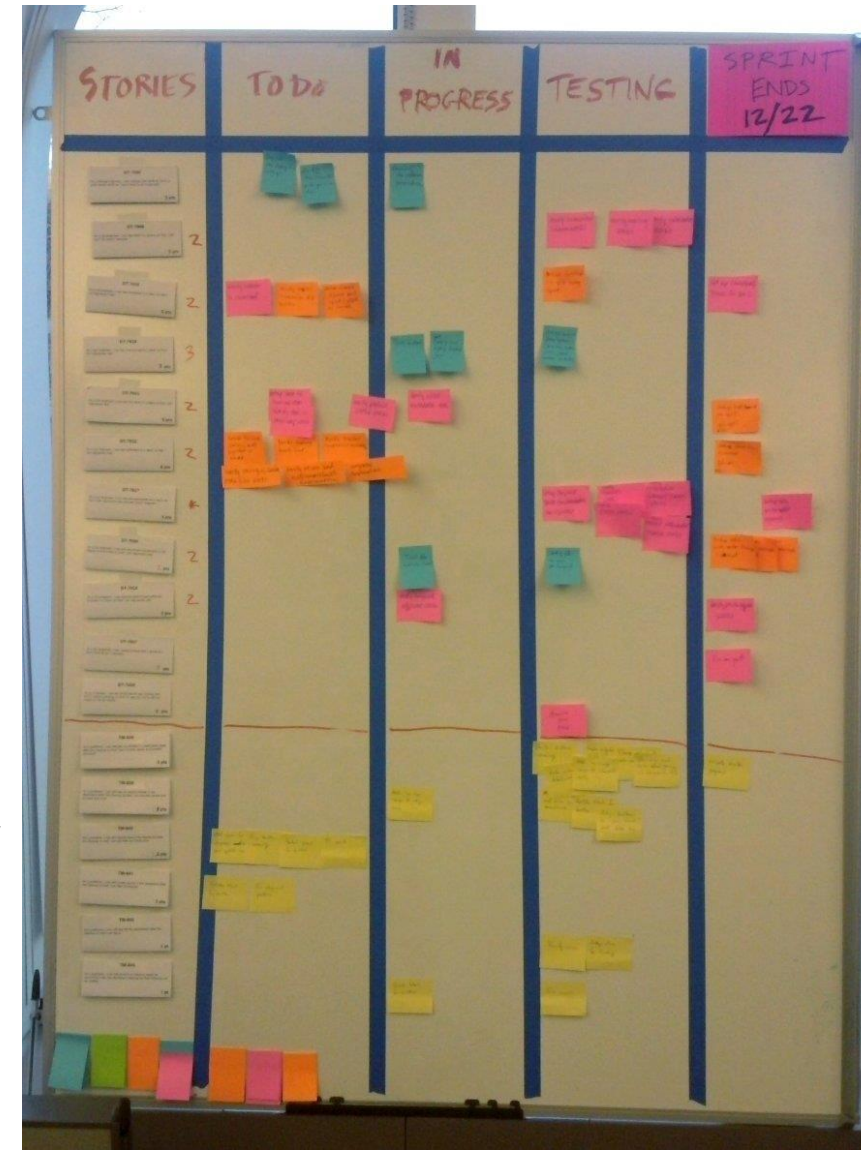
It is possible to maintain the flow of all teams by adjusting the number of tasks allowed in a column at a time. By controlling how many tasks are started at once, a manager can control the evenness of the flow.



Make Policies Explicit

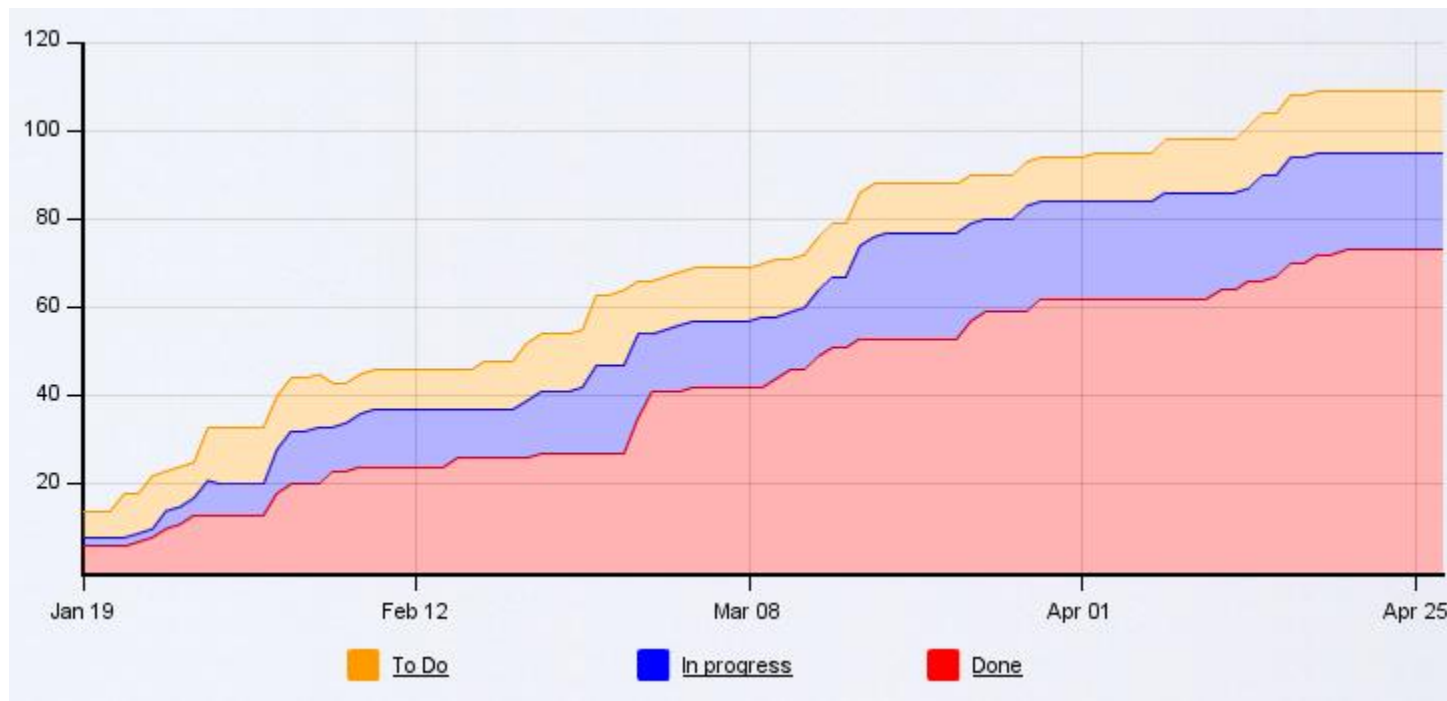
Kanban columns represent milestones in a task's lifecycle. At each milestone your team may wish to implement a policy. For example, your team may decide that no user story can be broken into tasks without a senior developer being present at a meeting and that it must be the senior developer who adds tasks to the To Do column. This policy can provide oversight and quality assurance.

Policies can even have their own columns. One policy made explicit in the example shown to the right is that *'all tasks must be tested before they are considered complete'*. This added column makes testing explicitly mandatory - no matter how small the task. No task is able to move to the last column without first being placed in the Testing column.



Recognize Improvement Opportunities

Cumulative Flow Diagrams can be made by monitoring Kanban boards. Every day the tasks in each column are tallied and represented on an area chart. In the chart shown below we can see that In Progress tasks tend to bulge as new To Do tasks remain steady. This may indicate that more resources are required for In Progress tasks.



What is “kanban” and why use it?

Kanban is a useful way of organizing tasks and teams and can provide the following benefits:

1. Visualize workflow
2. Limit Work in Progress
3. Measure and Manage Flow
4. Make Policies Explicit
5. Recognize Improvement Opportunities



<https://trello.com/>

Why Use Trello?

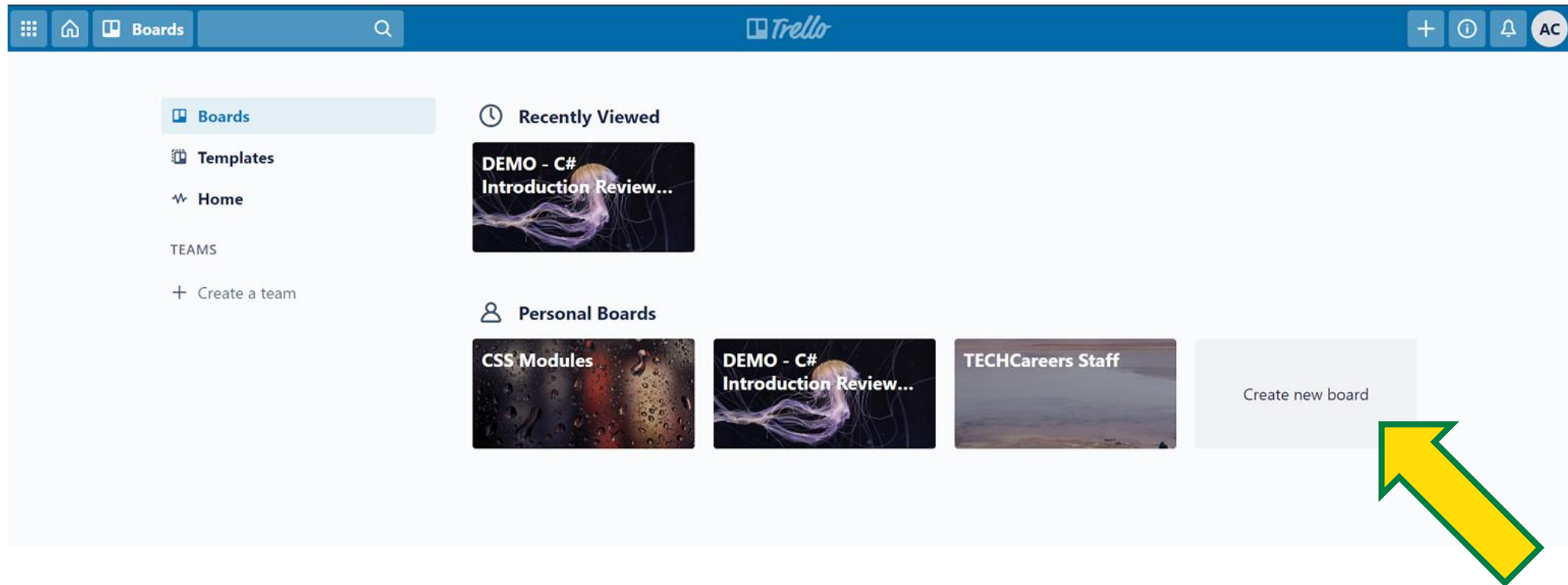
There are many alternatives available for making Kanban boards:

- Jira, by Atlassian
- monday.com
- Meister Task
- smartsheet.com

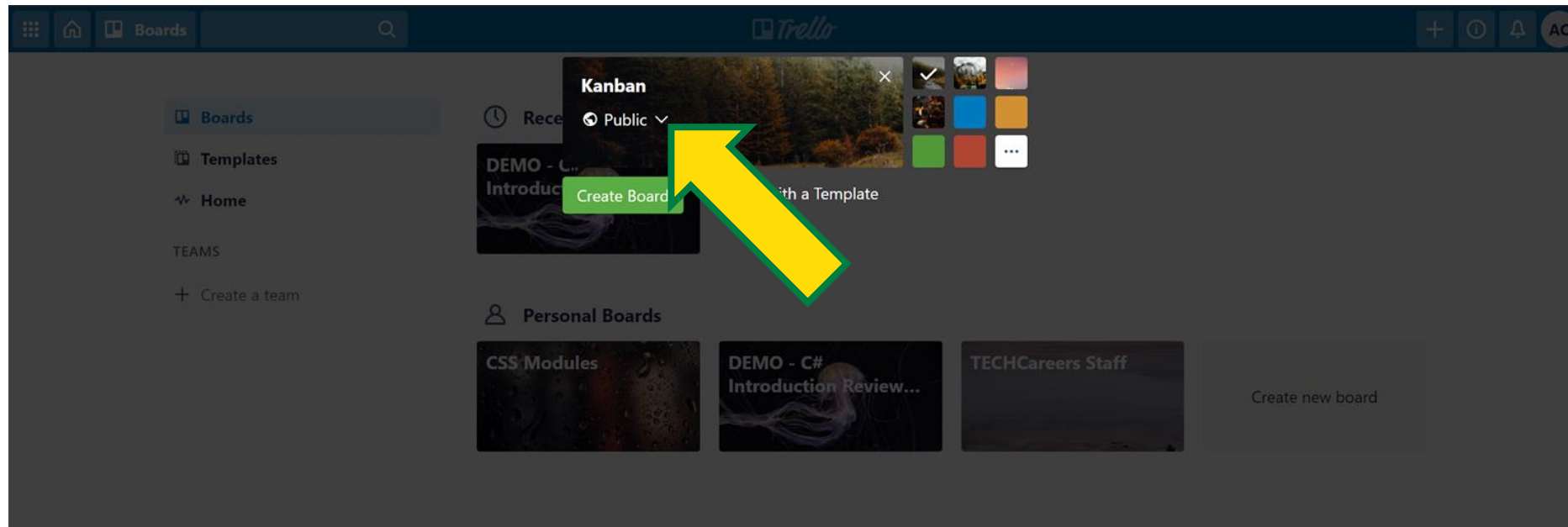
Typical features include:

- To do lists & kanban
- Performance tracking
- Communication
- Integrations with other team software like git, Slack, Microsoft Teams

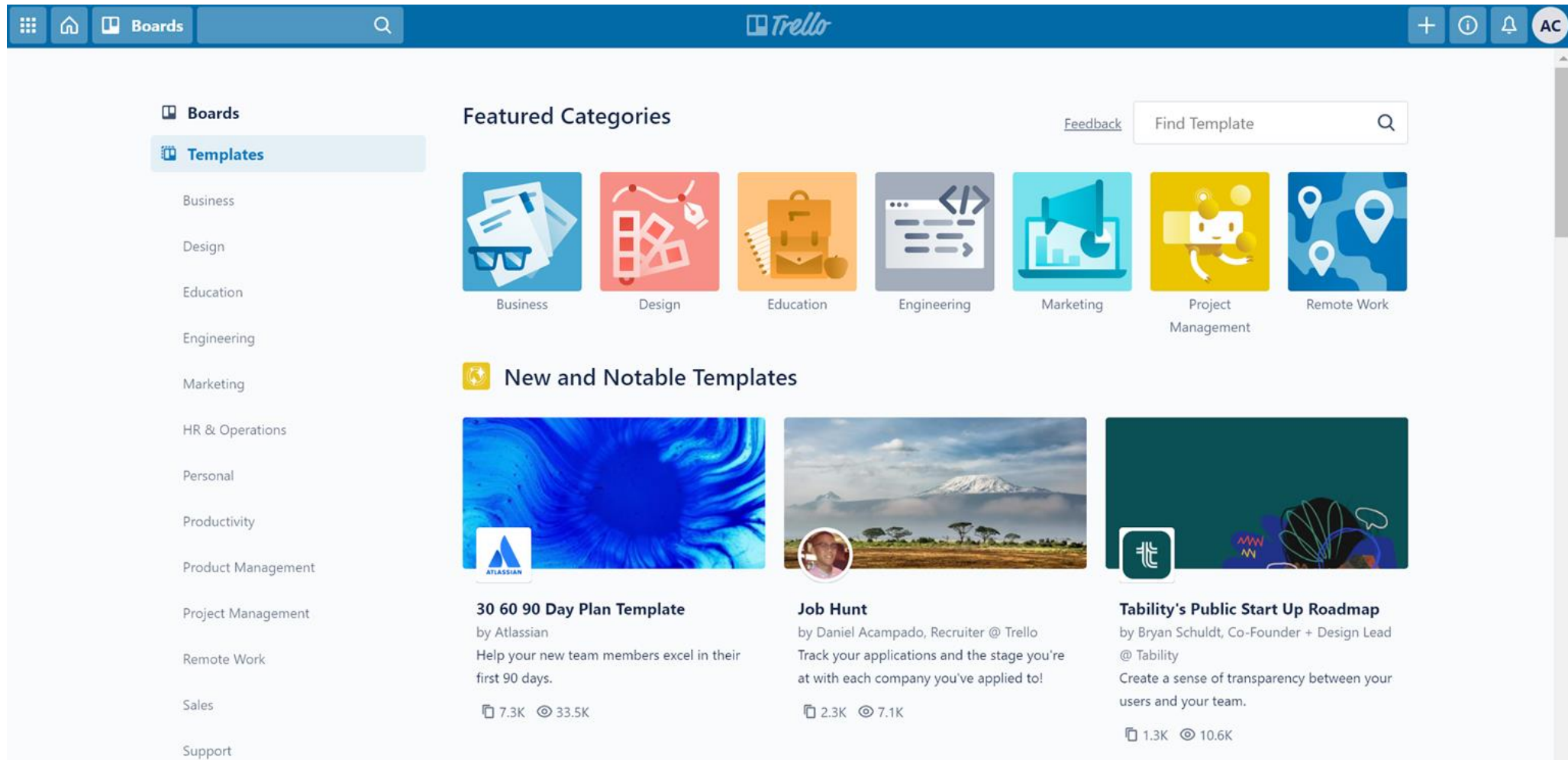
Creating a new board



Creating a new board



Creating a new board



The screenshot shows the Trello 'Boards' page. The top navigation bar includes a grid icon, a home icon, a 'Boards' tab, a search bar, the Trello logo, and user controls (+, info, notifications, and a profile icon labeled 'AC').








Boards

Templates

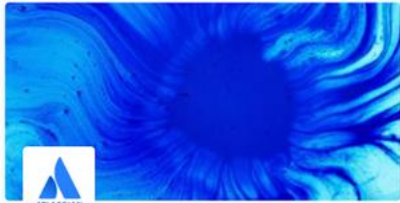


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- HR & Operations
- Personal
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Featured Categories

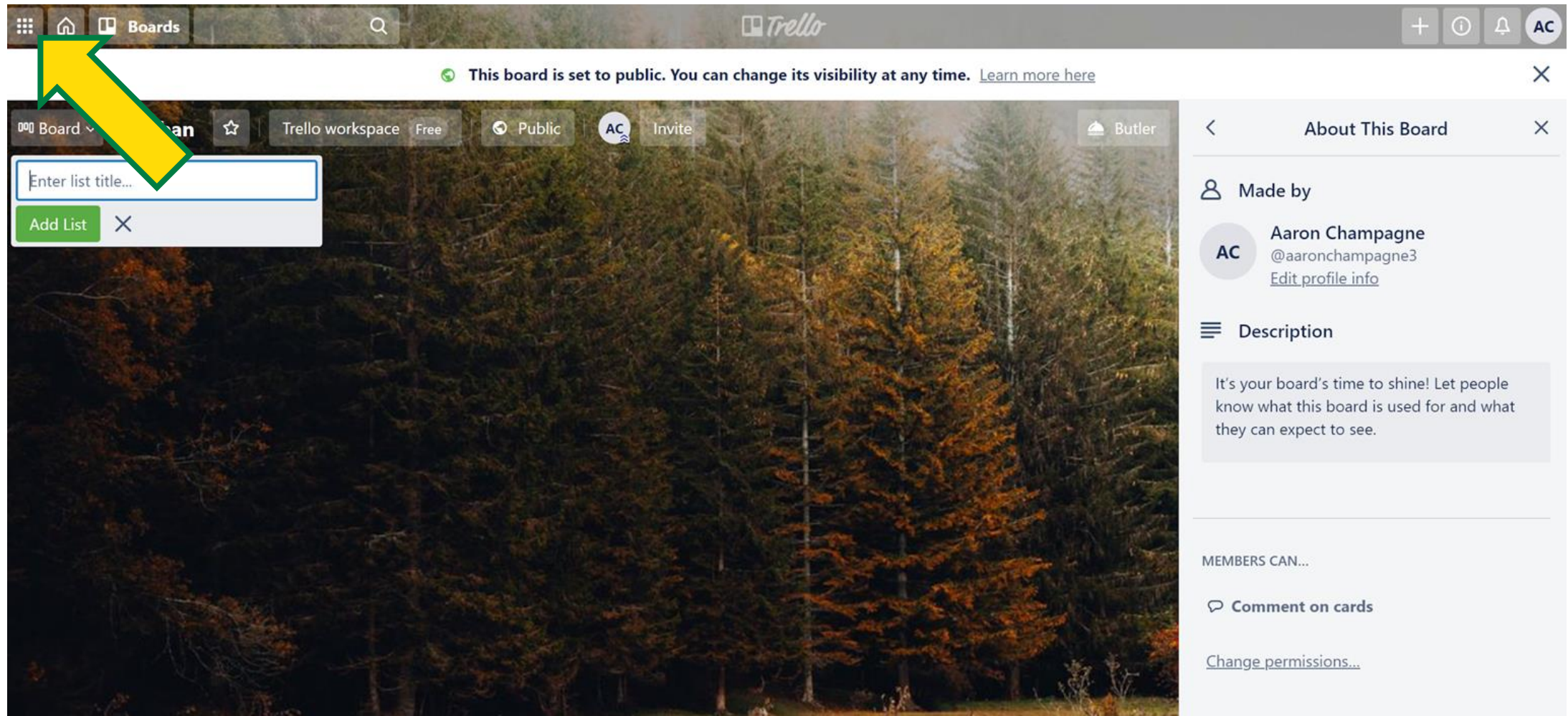
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-  Marketing
-  Project Management
-  Remote Work

New and Notable Templates

- 
30 60 90 Day Plan Template
by Atlassian
Help your new team members excel in their first 90 days.
7.3K 33.5K
- 
Job Hunt
by Daniel Acampado, Recruiter @ Trello
Track your applications and the stage you're at with each company you've applied to!
2.3K 7.1K
- 
Tability's Public Start Up Roadmap
by Bryan Schultdt, Co-Founder + Design Lead @ Tability
Create a sense of transparency between your users and your team.
1.3K 10.6K

A Tour of the Board: Promotions



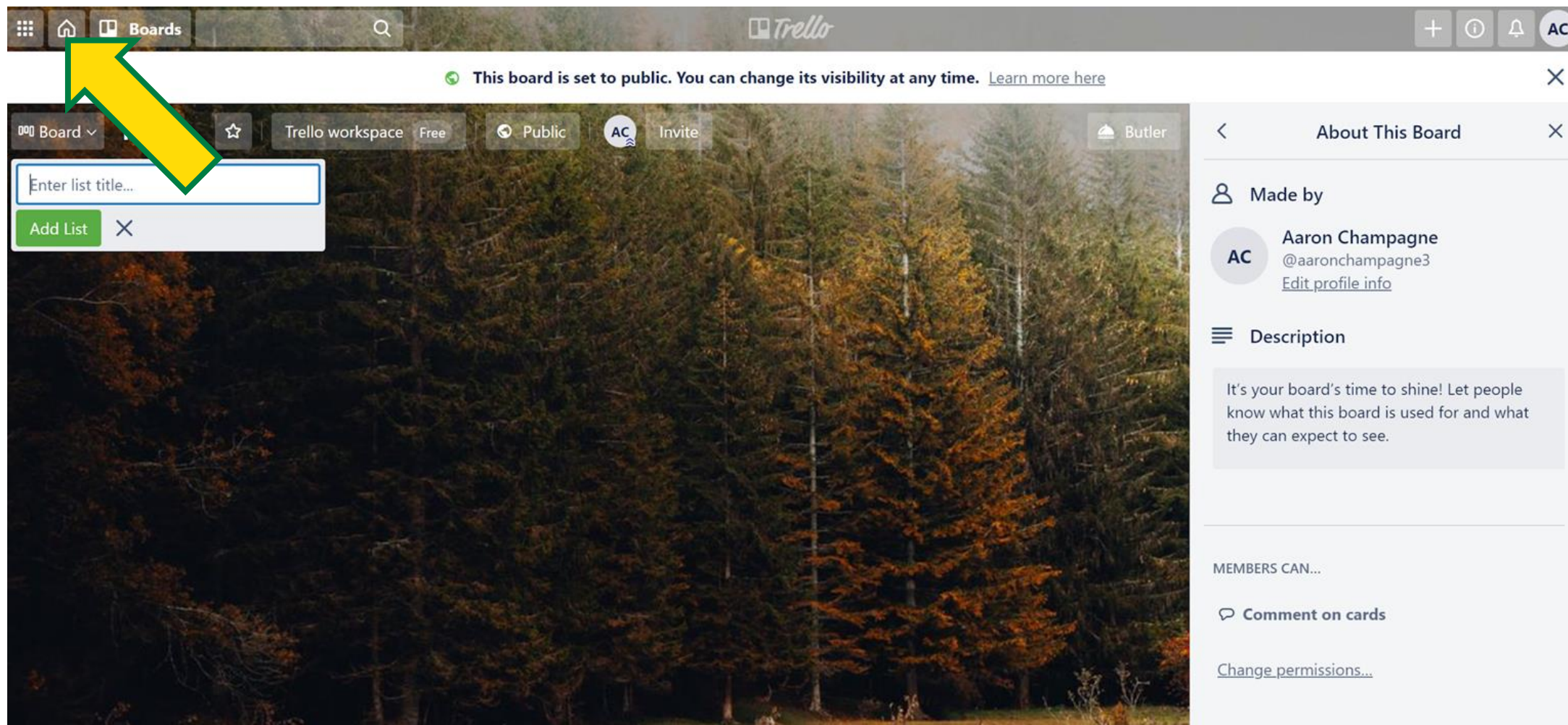
The screenshot shows the Trello web interface. At the top, there's a navigation bar with icons for home, boards, and search, along with the Trello logo and user profile (AC). Below this, a message states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)".

The main area displays a board with a background image of a forest. A yellow arrow points to the "Add List" button in the top-left corner of the board area. The button is labeled "Add List" and has a close icon (X).

On the right side, there's a sidebar titled "About This Board". It includes:

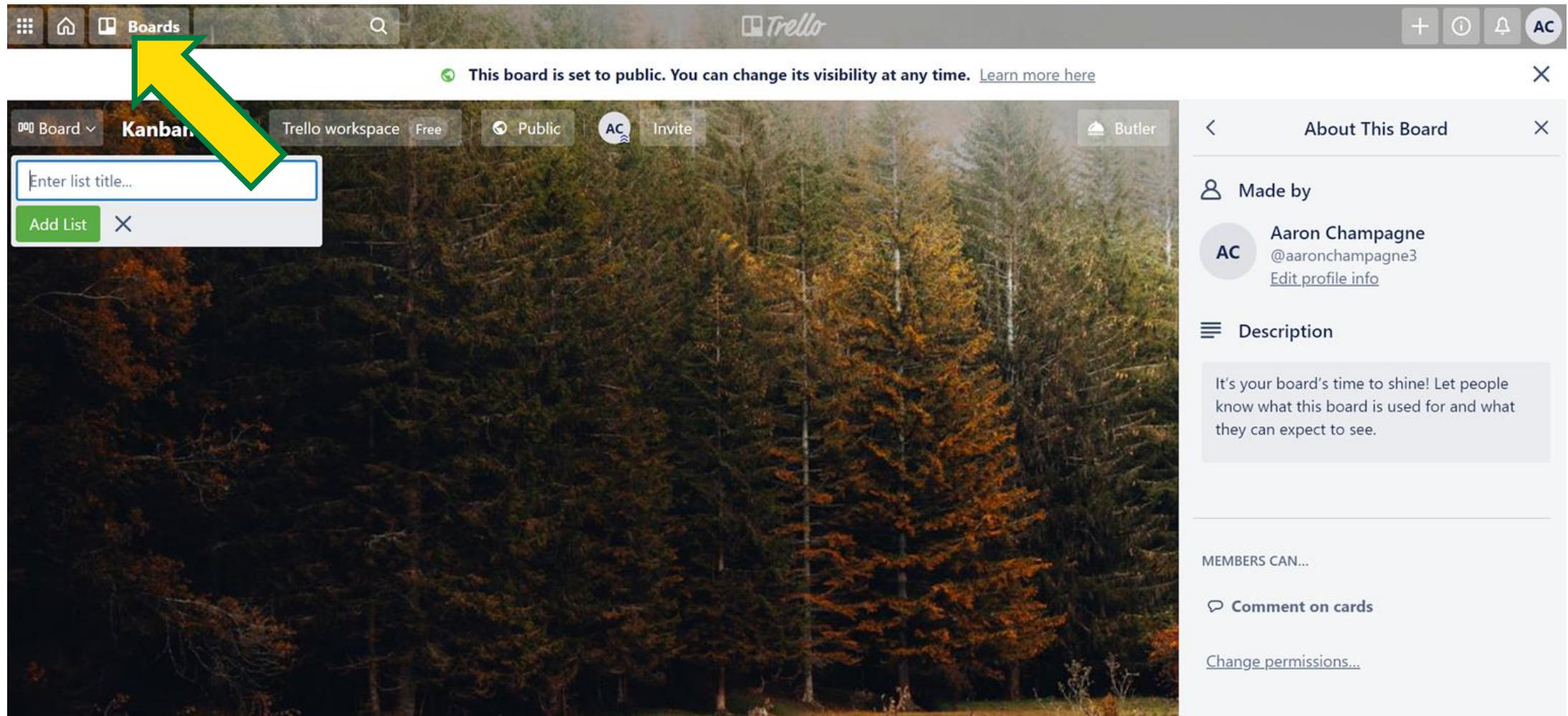
- Made by:** Aaron Champagne (@aaronchampagne3) with a link to "Edit profile info".
- Description:** A text box containing the message: "It's your board's time to shine! Let people know what this board is used for and what they can expect to see."
- MEMBERS CAN...** section with the option "Comment on cards".
- A link to "Change permissions..." at the bottom.

A Tour of the Board: Home Navigation



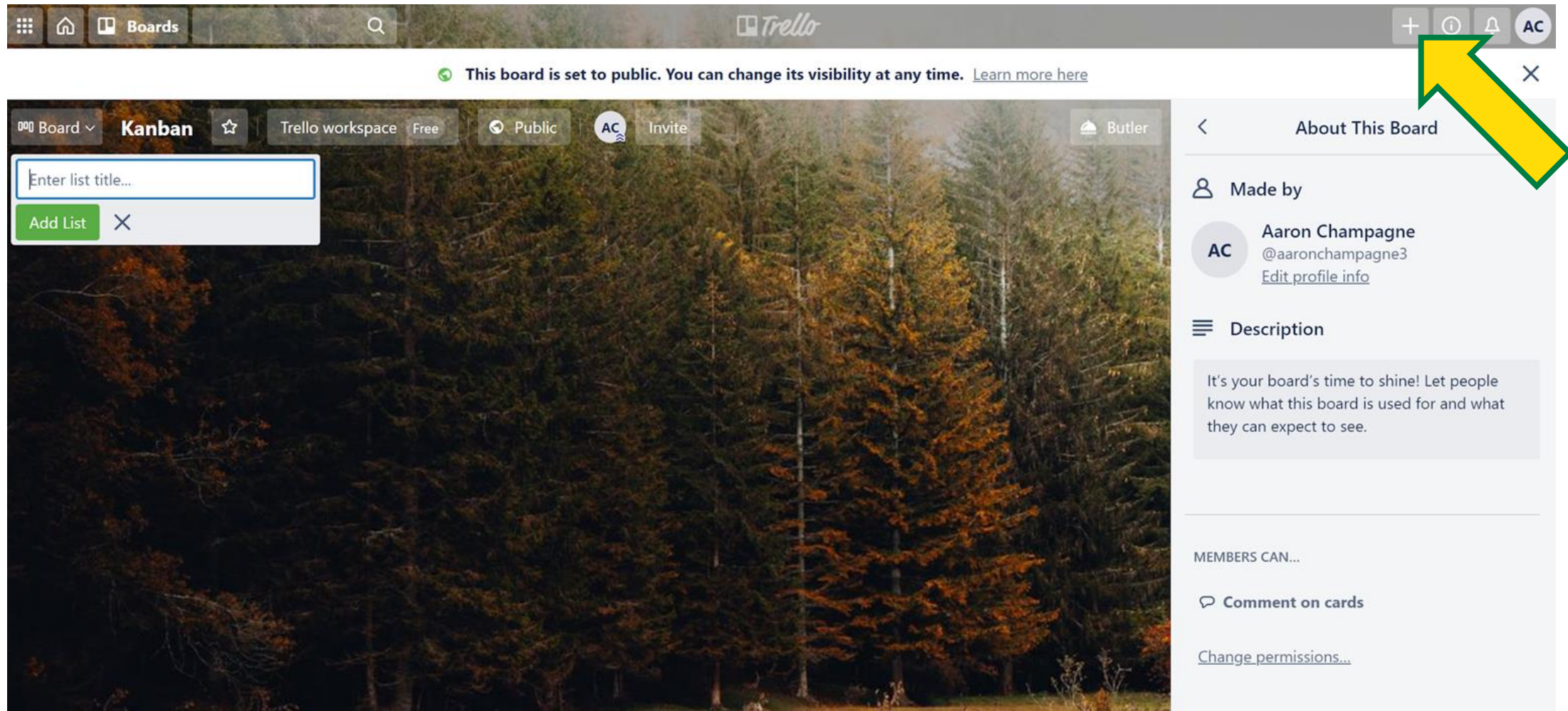
The screenshot shows the Trello web interface. At the top, there is a navigation bar with icons for a grid, home, and 'Boards'. A large yellow arrow points to the 'Boards' tab. Below the navigation bar, a message states: 'This board is set to public. You can change its visibility at any time. [Learn more here](#)'. The main area displays a board titled 'Board' with a background image of a forest. The board is set to 'Public' and is part of a 'Trello workspace'. A dropdown menu is open, showing 'Enter list title...' and an 'Add List' button. On the right side, there is a sidebar with the title 'About This Board'. It includes a section 'Made by' with the user 'Aaron Champagne' (@aaronchampagne3) and a link to 'Edit profile info'. Below this is a 'Description' section with the text: 'It's your board's time to shine! Let people know what this board is used for and what they can expect to see.' At the bottom of the sidebar, there is a section 'MEMBERS CAN...' with a link to 'Comment on cards' and a link to 'Change permissions...'.

A Tour of the Board: Sub Menu of All Your Boards



The screenshot displays the Trello web interface. At the top, a navigation bar includes icons for a grid, home, and 'Boards', with a search bar and the Trello logo. A yellow arrow points to the 'Boards' icon. Below the navigation bar, a message states: 'This board is set to public. You can change its visibility at any time. [Learn more here](#)'. The main workspace shows a 'Kanban' board with a 'Board' dropdown menu open, displaying 'Enter list title...' and an 'Add List' button. The right sidebar contains the 'About This Board' panel, which includes a 'Made by' section for Aaron Champagne (@aaronchampagne3) and a 'Description' section with the text: 'It's your board's time to shine! Let people know what this board is used for and what they can expect to see.' At the bottom of the sidebar, there are options for 'MEMBERS CAN...' including 'Comment on cards' and a link to 'Change permissions...'.

A Tour of the Board: Create Menu



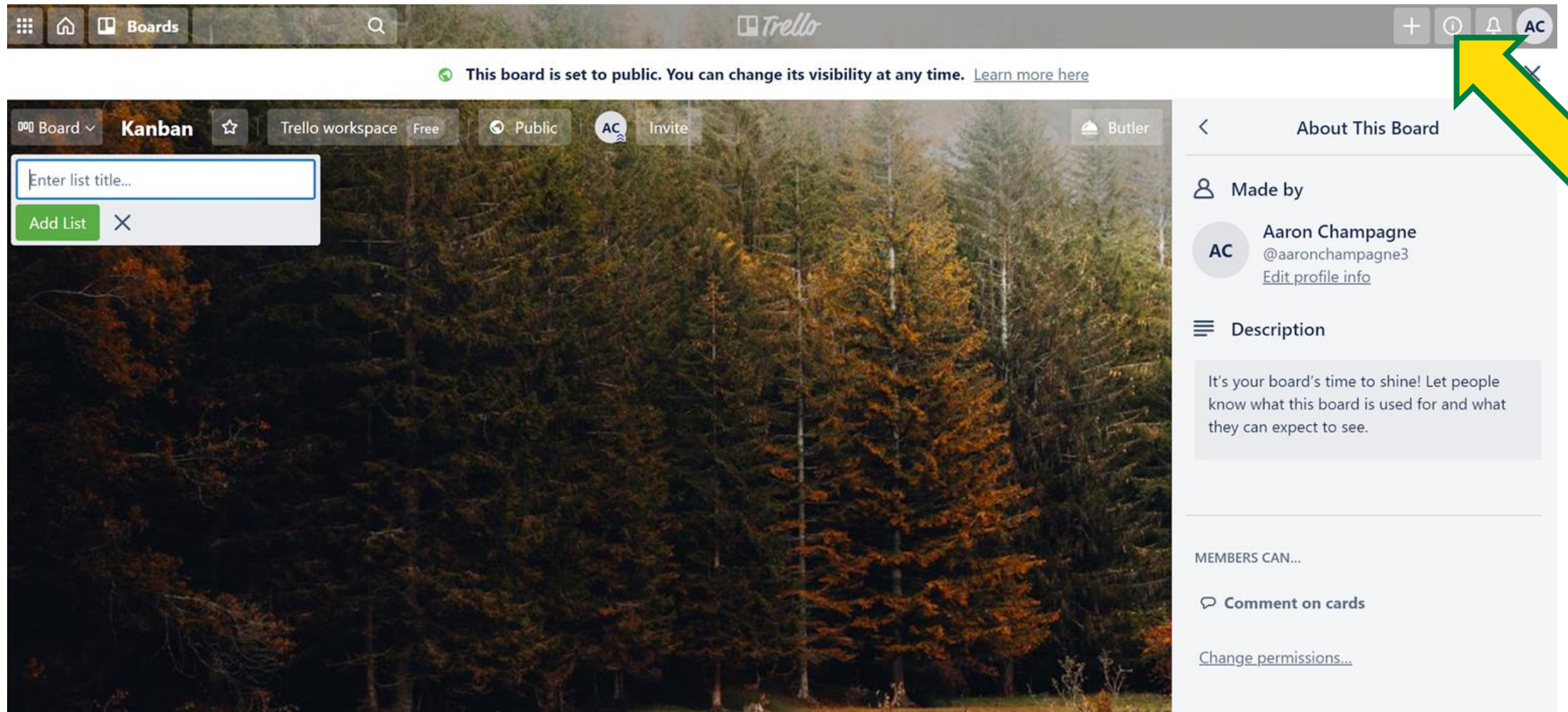
The screenshot shows a Trello board interface. At the top, there is a navigation bar with icons for a grid, home, boards, and a search bar. The Trello logo is in the center, and on the right are icons for adding a new board (+), information (i), notifications (bell), and a user profile (AC). Below this bar, a message states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)".

The main board area is titled "Board" and "Kanban". It includes a "Trello workspace" label, a "Free" tag, a "Public" visibility setting, and an "Invite" button. A "Butler" automation icon is also present. On the left, there is a text input field "Enter list title..." and a green "Add List" button. The board background is a forest image.

On the right, the "About This Board" sidebar is visible. It shows the board was "Made by" Aaron Champagne (@aaronchampagne3) with a link to "Edit profile info". Under the "Description" section, it says: "It's your board's time to shine! Let people know what this board is used for and what they can expect to see." At the bottom, it lists "MEMBERS CAN..." with options to "Comment on cards" and a link to "Change permissions...".

A large yellow arrow with a green outline points from the bottom right towards the top right menu icons, specifically highlighting the "+" icon for creating a new board.

A Tour of the Board: Information



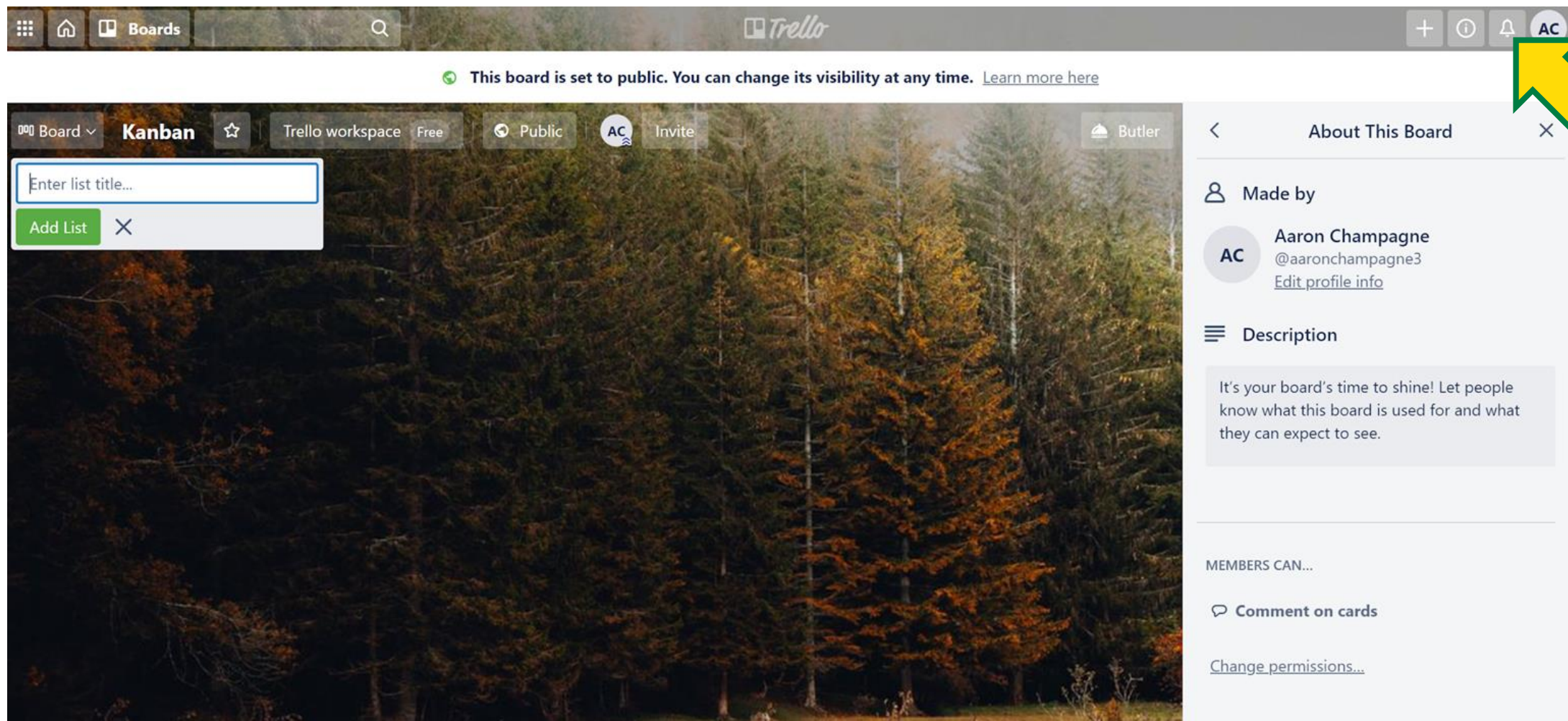
The screenshot shows the Trello web interface. At the top, there's a navigation bar with icons for home, boards, and a search bar. The Trello logo is in the center, and on the right, there are icons for adding a new board, information, notifications, and a user profile (AC). Below the navigation bar, a message states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)".

The main content area shows a Kanban board with a background image of a forest. On the left, there's a sidebar with a "Board" dropdown, the name "Kanban", a star icon, and buttons for "Trello workspace", "Free", "Public", "AC", and "Invite". A "Butler" icon is also visible. Below these is a text input field "Enter list title..." and an "Add List" button.

On the right, there's a sidebar titled "About This Board". It includes a "Made by" section with a profile for Aaron Champagne (@aaronchampagne3) and a "Description" section with the text: "It's your board's time to shine! Let people know what this board is used for and what they can expect to see." At the bottom, there's a "MEMBERS CAN..." section with a "Comment on cards" option and a "Change permissions..." link.

A large yellow arrow with a green outline points from the right side of the image towards the information icon (an 'i' in a circle) in the top right navigation bar.

A Tour of the Board: Notifications



The screenshot shows the Trello web interface. At the top, there's a navigation bar with icons for home, boards, and search. The 'Boards' tab is active. To the right of the navigation bar, there's a user profile icon labeled 'AC' and a notification bell icon. A yellow arrow points to the notification bell icon. Below the navigation bar, a message states: 'This board is set to public. You can change its visibility at any time. [Learn more here](#)'. The main content area shows a Kanban board with a background image of a forest. On the left, there's a sidebar with a search bar and an 'Add List' button. On the right, there's a panel titled 'About This Board' which includes a 'Made by' section with the user 'Aaron Champagne' (@aaronchampagne3) and a 'Description' section with the text: 'It's your board's time to shine! Let people know what this board is used for and what they can expect to see.' Below the description, there's a section for 'MEMBERS CAN...' with options to 'Comment on cards' and a link to 'Change permissions...'.

Board **Kanban** ☆ Trello workspace Free Public AC Invite Butler

Enter list title...
Add List X

This board is set to public. You can change its visibility at any time. [Learn more here](#)

About This Board

Made by

AC Aaron Champagne
@aaronchampagne3
[Edit profile info](#)

Description

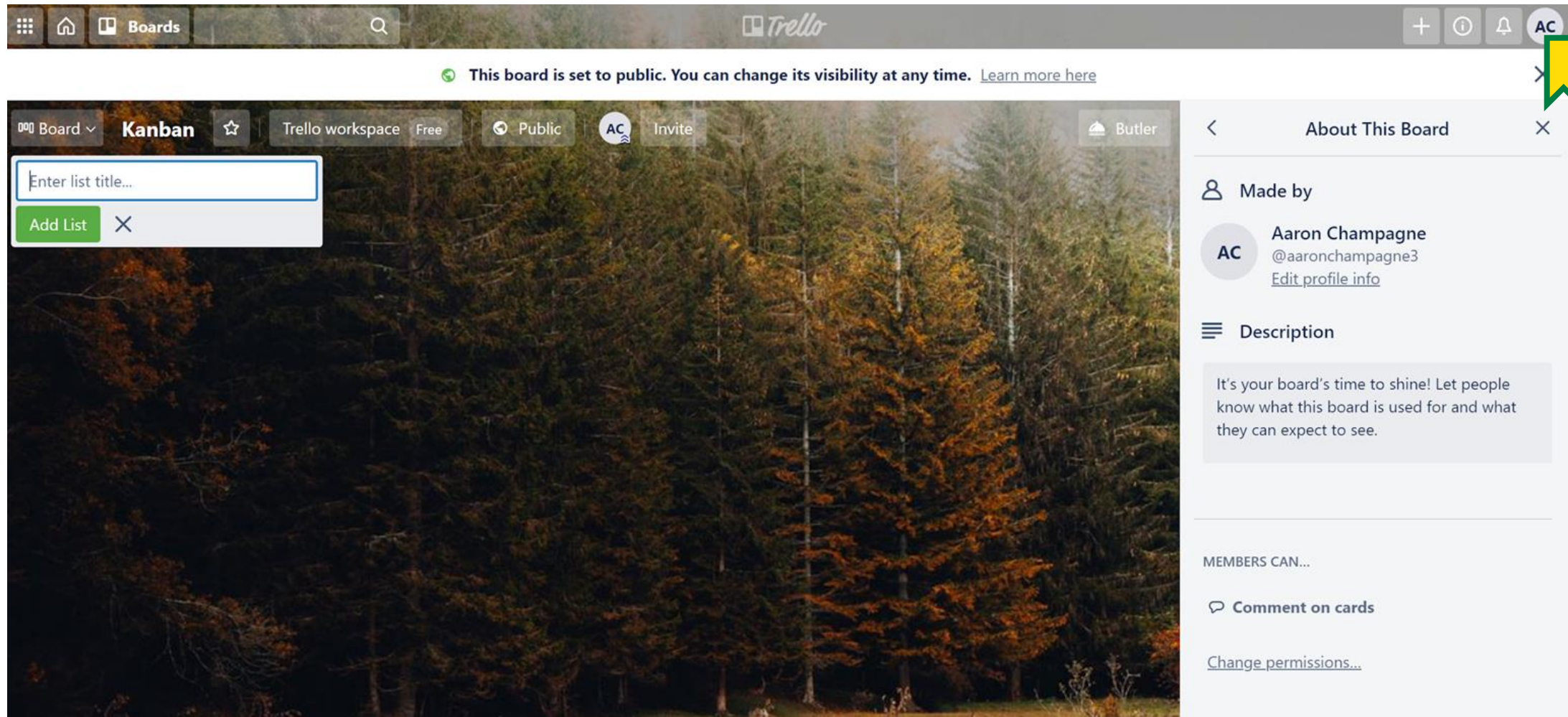
It's your board's time to shine! Let people know what this board is used for and what they can expect to see.

MEMBERS CAN...

Comment on cards

[Change permissions...](#)

A Tour of the Board: Account



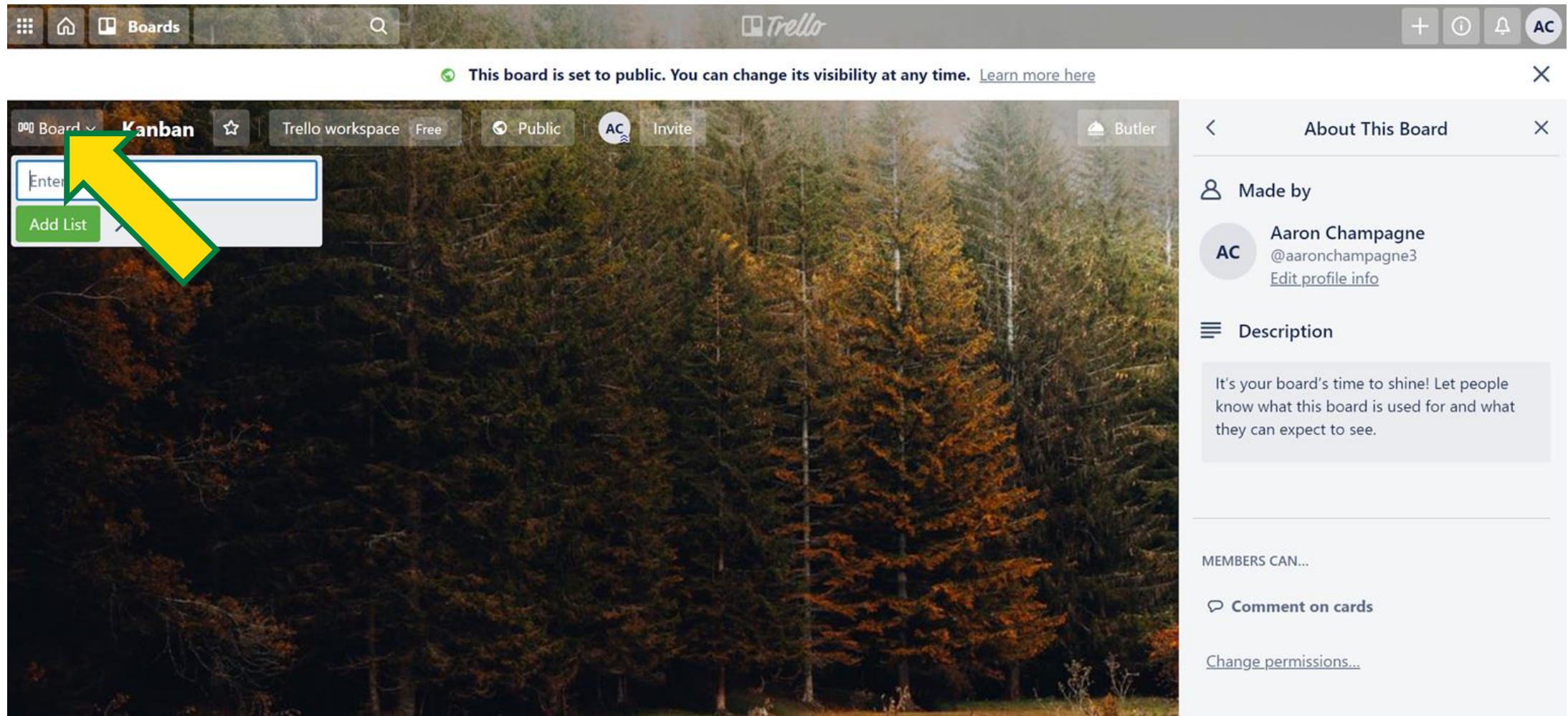
The screenshot displays the Trello web interface. At the top, a navigation bar includes icons for a grid, home, and boards, followed by a search bar and the Trello logo. On the right side of this bar are icons for adding a new board, information, notifications, and a user profile icon labeled 'AC'. Below the navigation bar, a message states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)".

The main content area shows a Kanban board with a background image of a forest. The board's header includes a dropdown menu for the board, the name 'Kanban', a star icon, and several tags: 'Trello workspace', 'Free', 'Public', 'AC', and 'Invite'. A 'Butler' icon is also present. On the left side of the board, there is a text input field labeled 'Enter list title...' and a green 'Add List' button with a close icon.

On the right side, a sidebar titled 'About This Board' is open. It features a 'Made by' section with a profile icon labeled 'AC', the name 'Aaron Champagne', the handle '@aaronchampagne3', and a link to 'Edit profile info'. Below this is a 'Description' section with the text: "It's your board's time to shine! Let people know what this board is used for and what they can expect to see." At the bottom of the sidebar, under the heading 'MEMBERS CAN...', there is a 'Comment on cards' option and a link to 'Change permissions...'.

A large yellow arrow points to the user profile icon 'AC' in the top right corner of the navigation bar.

A Tour of the Board: View Modes

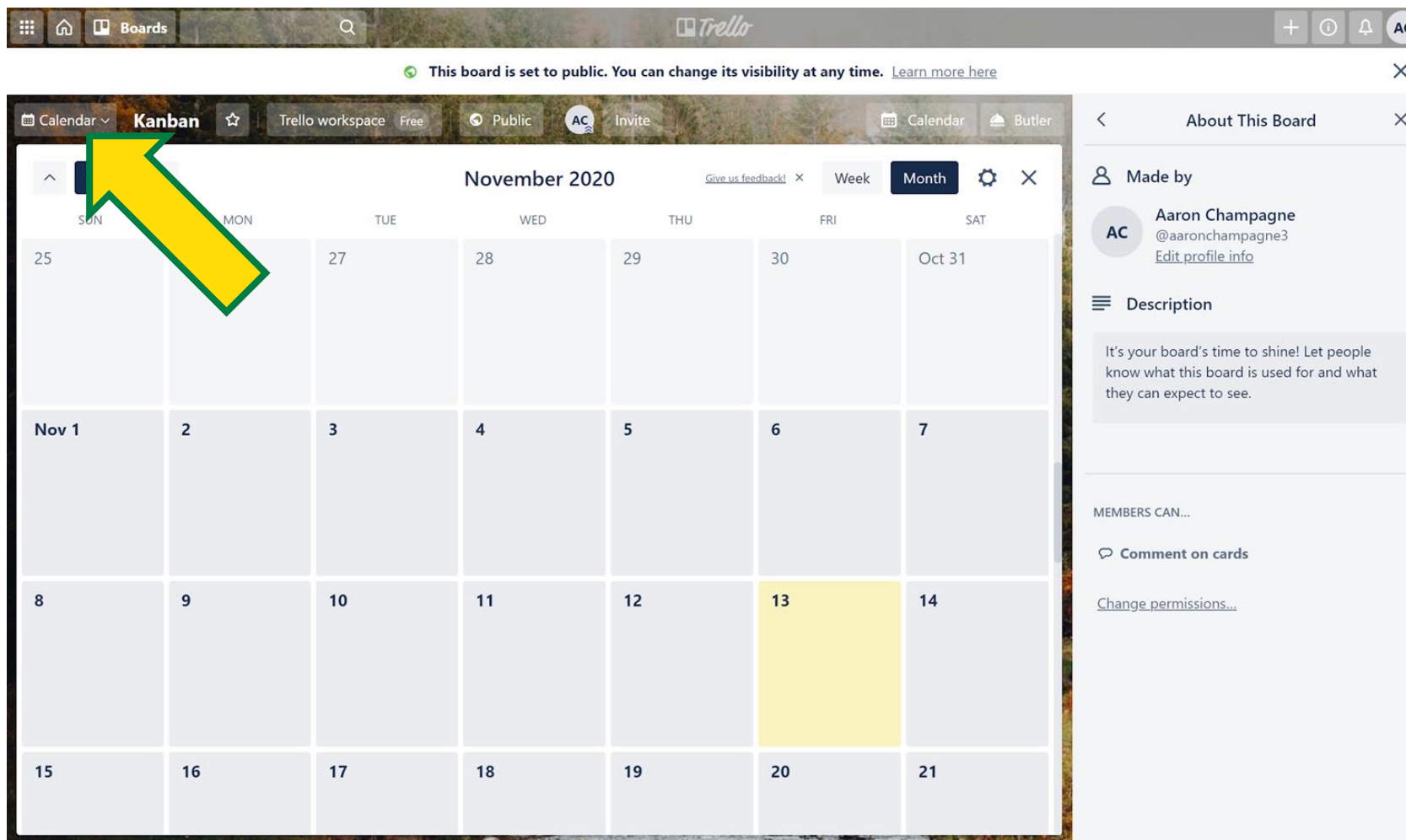


The screenshot displays the Trello web interface. At the top, a navigation bar includes icons for a grid, home, and boards, followed by a search bar and the Trello logo. On the right side of the navigation bar are buttons for adding a new board (+), board information (i), notifications (bell), and a user profile (AC). Below the navigation bar, a message states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)".

The main content area shows a board titled "Kanban" in "Kanban" view. The board header includes a dropdown menu for "Board", a star icon, "Trello workspace", "Free", "Public", a user profile (AC), and an "Invite" button. A "Butler" button is also visible. A yellow arrow points to the "Add List" button in the top-left corner of the board area.

On the right side, the "About This Board" panel is open. It shows the board was "Made by" Aaron Champagne (@aaronchampagne3) with a link to "Edit profile info". Under the "Description" section, it says: "It's your board's time to shine! Let people know what this board is used for and what they can expect to see." At the bottom of the panel, it lists "MEMBERS CAN..." with options to "Comment on cards" and a link to "Change permissions..."

A Tour of the Board: View Modes



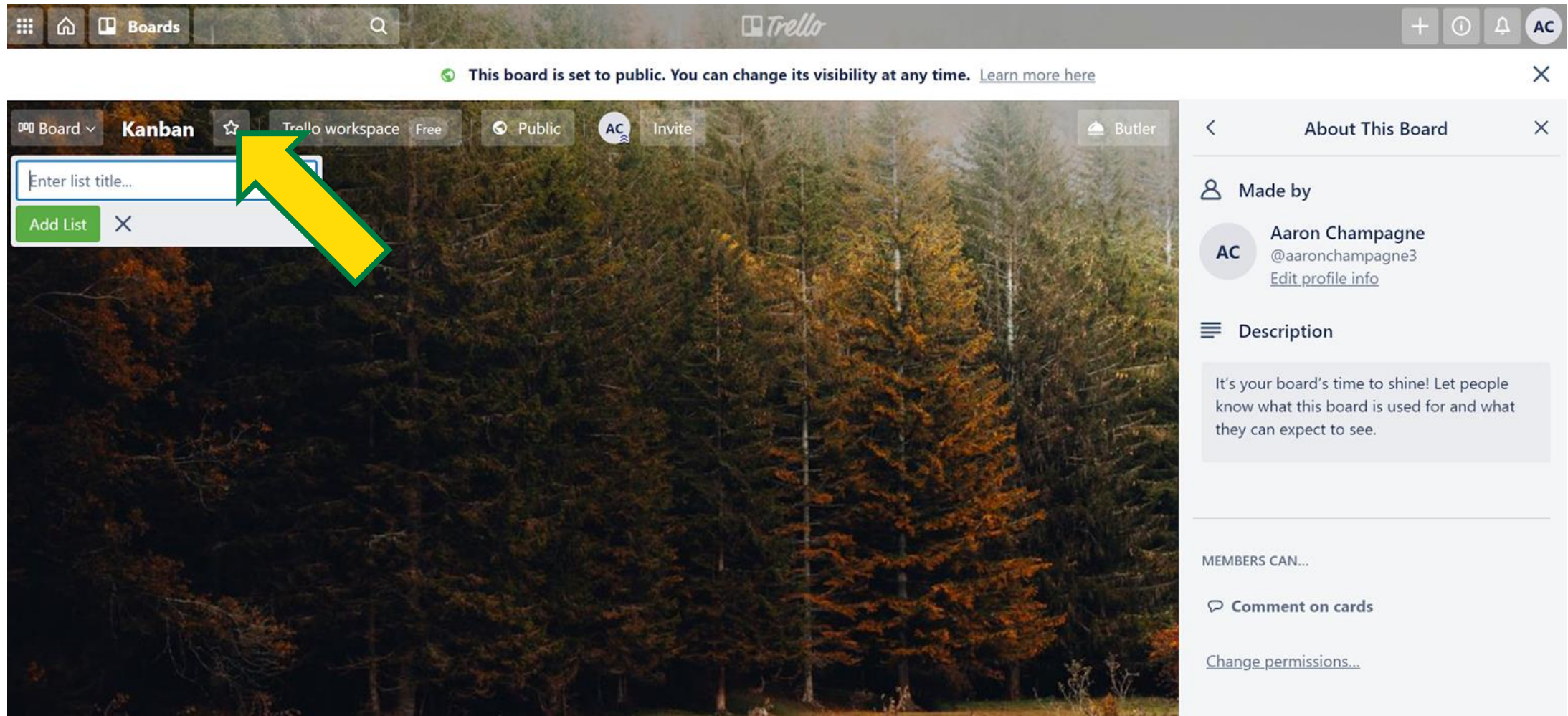
The screenshot shows a Trello workspace interface. At the top, there's a navigation bar with icons for Boards, a search bar, and user profile (AC). Below this, a message states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)".

The main content area displays a calendar view for November 2020. The calendar is a grid with days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) as columns. The dates are arranged in rows. A yellow arrow points to the 'Calendar' button in the top navigation bar, which is currently selected. The calendar view shows the month of November 2020, with the 13th highlighted in yellow.

On the right side, there's a sidebar titled 'About This Board'. It includes the following information:

- Made by:** Aaron Champagne (@aaronchampagne3, [Edit profile info](#))
- Description:** It's your board's time to shine! Let people know what this board is used for and what they can expect to see.
- MEMBERS CAN...**
- Comment on cards**
- [Change permissions...](#)

A Tour of the Board: Star

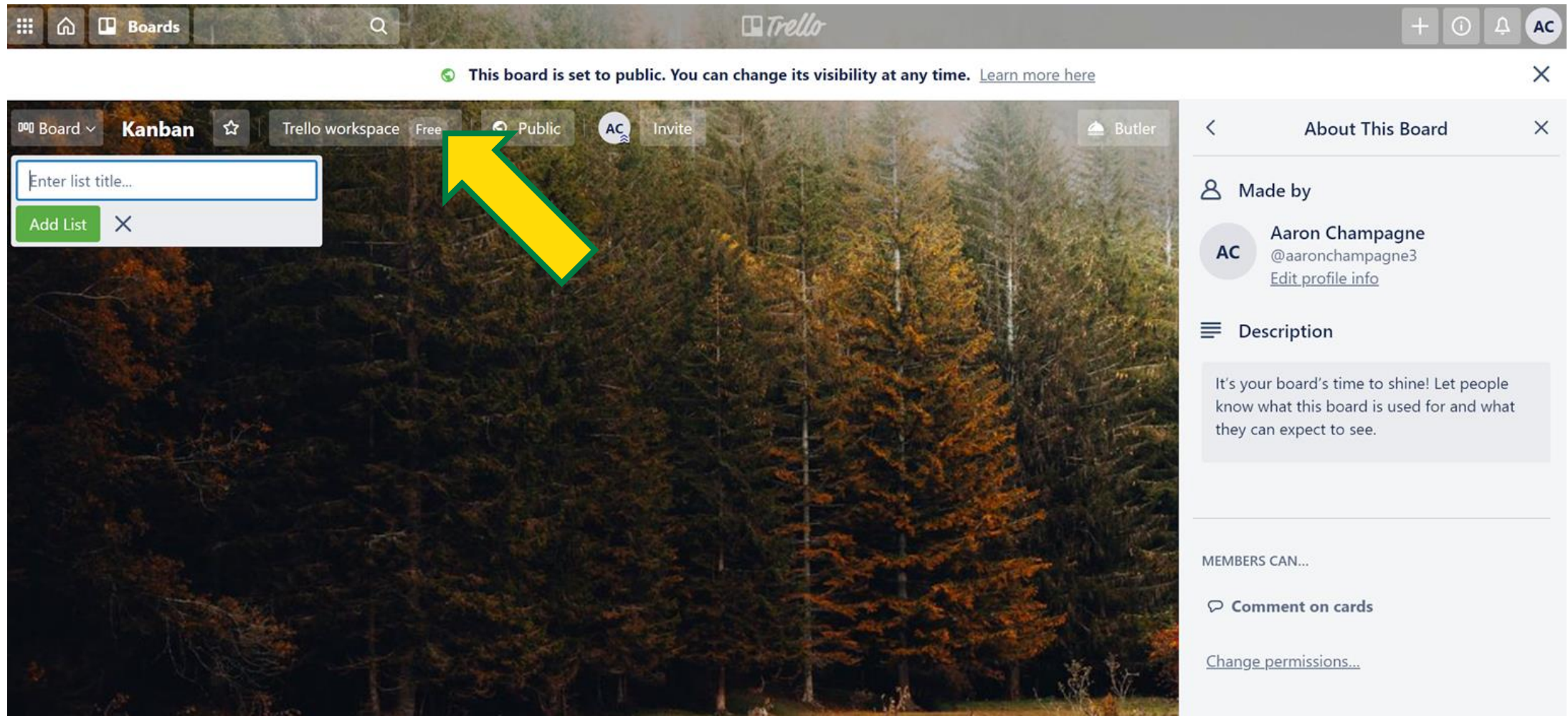


The screenshot shows the Trello web interface. At the top, there's a navigation bar with icons for home, boards, and a search bar. The main header area displays the Trello logo and user profile information (AC). Below this, a notification states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)".

The board itself is titled "Kanban" and is in "Public" view. A yellow arrow points to the star icon in the top left corner of the board header, which is used to favorite the board. Other icons in the header include a dropdown for "Board", a star, "Trello workspace", "Free", "Public", "AC", "Invite", and "Butler".

On the right side, the "About This Board" panel is visible. It shows the board was "Made by" Aaron Champagne (@aaronchampagne3) and includes a description: "It's your board's time to shine! Let people know what this board is used for and what they can expect to see." Below this, there are options for "MEMBERS CAN..." including "Comment on cards" and a link to "Change permissions..."

A Tour of the Board: Workspace



The screenshot shows the Trello workspace interface for a board named "Trello workspace". The board is set to "Public" visibility, which is highlighted by a yellow arrow. The board is in "Kanban" view. The header bar includes navigation icons, a search bar, the Trello logo, and user controls (a plus sign, an information icon, a bell, and a user profile icon labeled "AC"). A notification banner at the top states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)". The board itself has a background image of a forest. On the left, there is a "Board" dropdown menu, the "Kanban" view selector, a star icon, and a list of board settings: "Trello workspace", "Free", "Public", "AC", and "Invite". A "Butler" icon is also visible. On the right, the "About This Board" sidebar is open, showing the board's creator, "Aaron Champagne" (@aaronchampagne3), and a description: "It's your board's time to shine! Let people know what this board is used for and what they can expect to see." The sidebar also includes a "MEMBERS CAN..." section with options to "Comment on cards" and a link to "Change permissions...".

Board: Board Kanban Trello workspace Free Public AC Invite Butler

Enter list title...
Add List X

This board is set to public. You can change its visibility at any time. [Learn more here](#)

About This Board

Made by
AC Aaron Champagne
@aaronchampagne3
[Edit profile info](#)

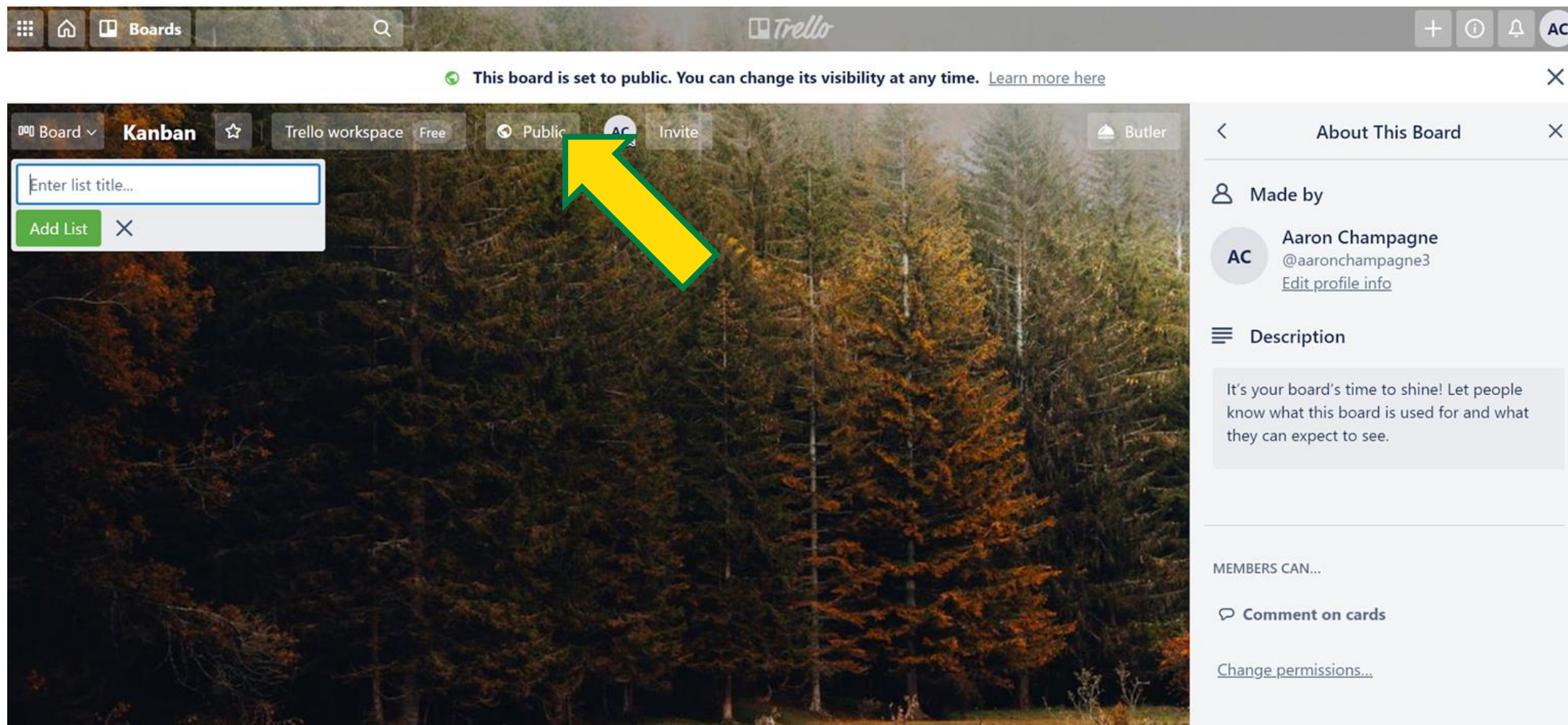
Description
It's your board's time to shine! Let people know what this board is used for and what they can expect to see.

MEMBERS CAN...

Comment on cards

[Change permissions...](#)

A Tour of the Board: Access Permissions

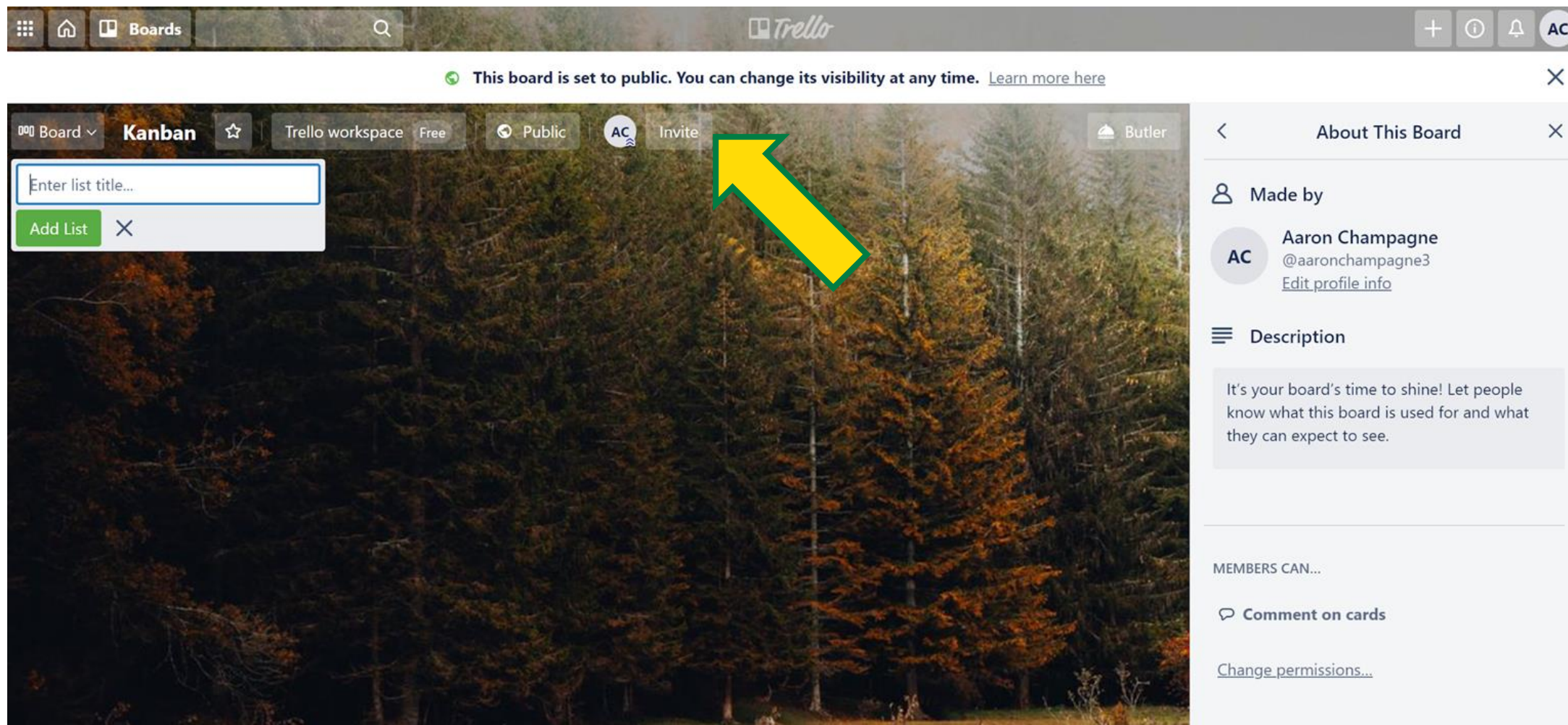


The screenshot displays the Trello web interface for a public board. At the top, a navigation bar includes icons for boards, home, and search, along with the Trello logo and user profile controls. A green notification banner states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)".

The board itself is in Kanban view, showing a list titled "Enter list title..." with an "Add List" button. The board's visibility is set to "Public", indicated by a green lock icon and the word "Public". A large yellow arrow points to the "Public" label. Other board settings visible include "Kanban", "Trello workspace", "Free", and "Invite".

On the right side, the "About This Board" panel is open, showing the board was "Made by" Aaron Champagne (@aaronchampagne3) with a link to "Edit profile info". Under the "Description" section, it says: "It's your board's time to shine! Let people know what this board is used for and what they can expect to see." At the bottom of the panel, it lists "MEMBERS CAN..." with the option to "Comment on cards" and a link to "Change permissions..."

A Tour of the Board: Board Members and Invite



The screenshot shows the Trello web interface for a public board. At the top, a navigation bar includes icons for boards, home, and search, followed by the Trello logo and user profile controls. A green notification banner states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)". Below this, the board's header bar displays "Board" with a dropdown, "Kanban" view, a star icon, "Trello workspace", "Free" tier, "Public" visibility, a user profile icon labeled "AC", and an "Invite" button. A yellow arrow with a green outline points directly to the "Invite" button. To the left of the main board area is a sidebar with a text input "Enter list title...", an "Add List" button, and a close icon. The main board area shows a background image of a forest. On the right, the "About This Board" sidebar is open, showing the board was "Made by" Aaron Champagne (@aaronchampagne3) with a link to "Edit profile info". It also includes a "Description" section with placeholder text and a "MEMBERS CAN..." section with a "Comment on cards" option and a "Change permissions..." link.

Board **Kanban** ☆ Trello workspace Free Public AC Invite Butler

Enter list title...
Add List X

This board is set to public. You can change its visibility at any time. [Learn more here](#)

About This Board X

Made by
AC Aaron Champagne
@aaronchampagne3
[Edit profile info](#)

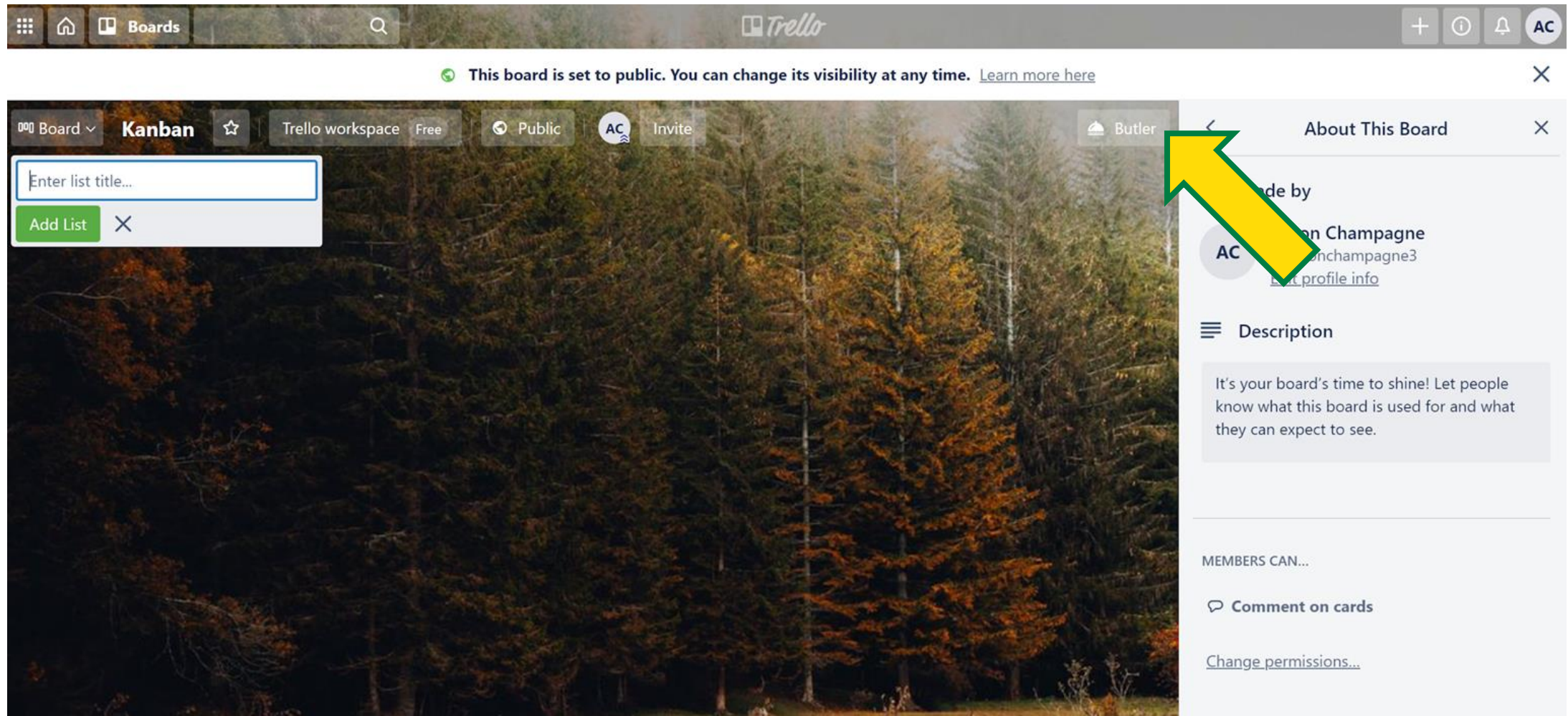
Description
It's your board's time to shine! Let people know what this board is used for and what they can expect to see.

MEMBERS CAN...

Comment on cards

[Change permissions...](#)

A Tour of the Board: Butler



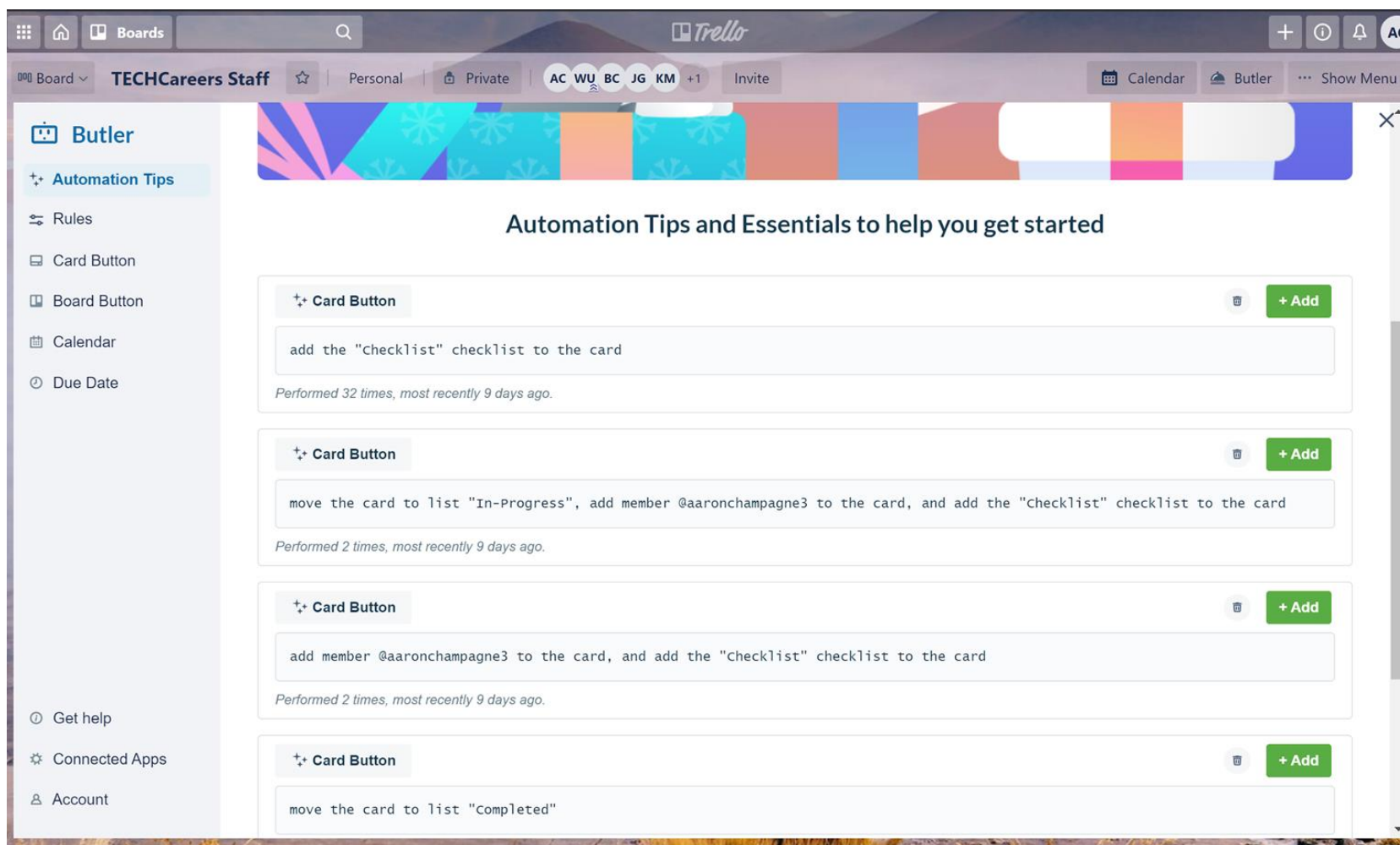
The screenshot shows a Trello workspace interface. At the top, a navigation bar includes icons for a grid, home, and boards, followed by a search bar and the Trello logo. On the right side of the top bar are buttons for adding (+), information (i), notifications (bell), and a user profile (AC). Below the top bar, a green status message states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)".

The main board area features a header with the following elements: a dropdown menu for "Board", the view type "Kanban", a star icon, "Trello workspace", "Free", "Public", a user profile icon (AC), and an "Invite" button. The board background is a photograph of a forest with trees displaying autumn foliage. On the left side of the board, there is a "Create List" dialog box with the text "Enter list title..." and an "Add List" button.

On the right side, a sidebar titled "About This Board" is open. A large yellow arrow with a green outline points from the "Butler" board name in the top right header to this sidebar. The sidebar contains the following sections:

- Created by:** A user profile for "AC" (Champagne3) with a "View profile info" link.
- Description:** A text box containing the message: "It's your board's time to shine! Let people know what this board is used for and what they can expect to see."
- MEMBERS CAN...** A section with a "Comment on cards" option and a "Change permissions..." link.

A Tour of the Board: Butler

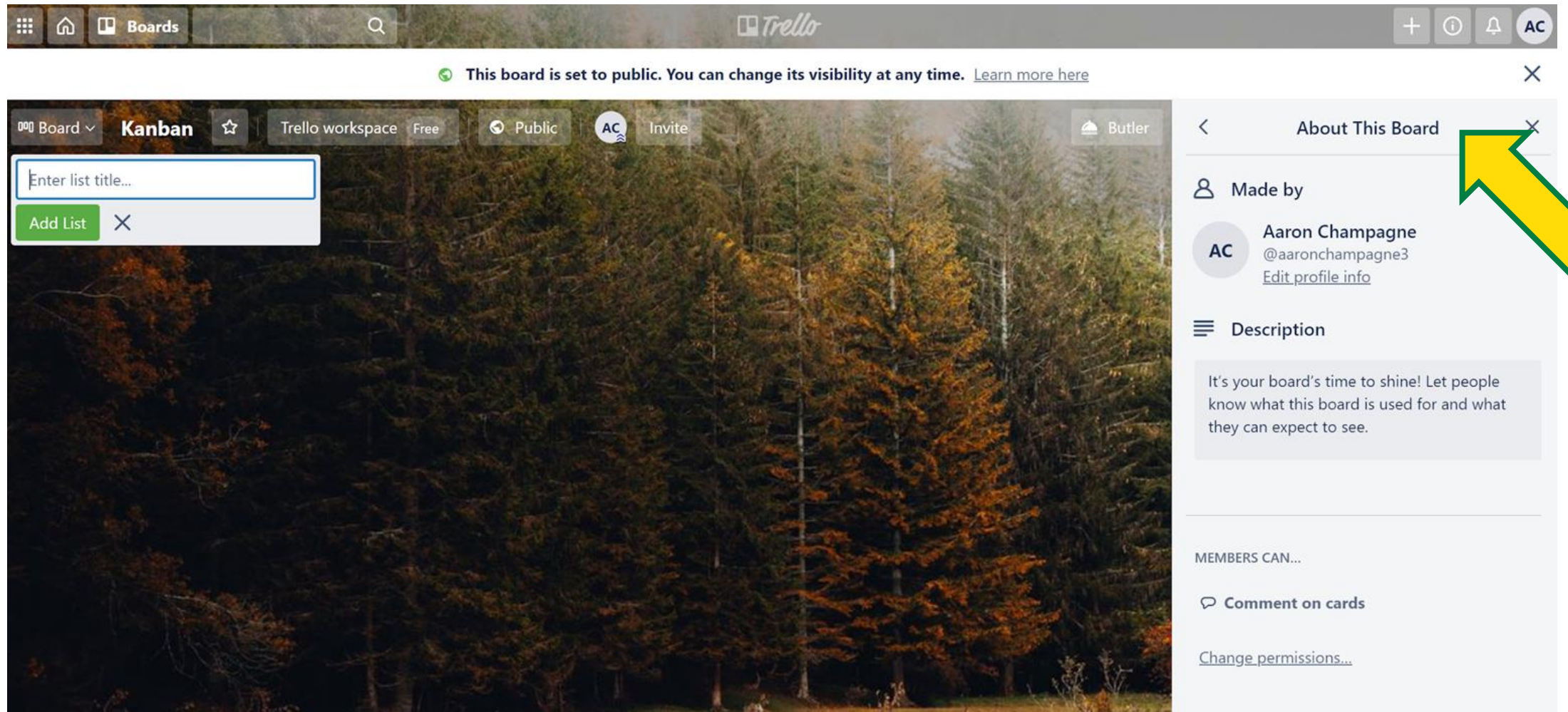


The screenshot shows the Trello Butler interface for the 'TECHCareers Staff' board. The left sidebar contains navigation options: Butler, Automation Tips, Rules, Card Button, Board Button, Calendar, and Due Date. The main area displays 'Automation Tips and Essentials to help you get started' with four example automation rules, each featuring a '+ Add' button and a 'Performed' status.

Automation Tips and Essentials to help you get started

- Card Button** + Add
add the "checklist" checklist to the card
Performed 32 times, most recently 9 days ago.
- Card Button** + Add
move the card to list "In-Progress", add member @aaronchampagne3 to the card, and add the "checklist" checklist to the card
Performed 2 times, most recently 9 days ago.
- Card Button** + Add
add member @aaronchampagne3 to the card, and add the "checklist" checklist to the card
Performed 2 times, most recently 9 days ago.
- Card Button** + Add
move the card to list "completed"

A Tour of the Board: About This Board

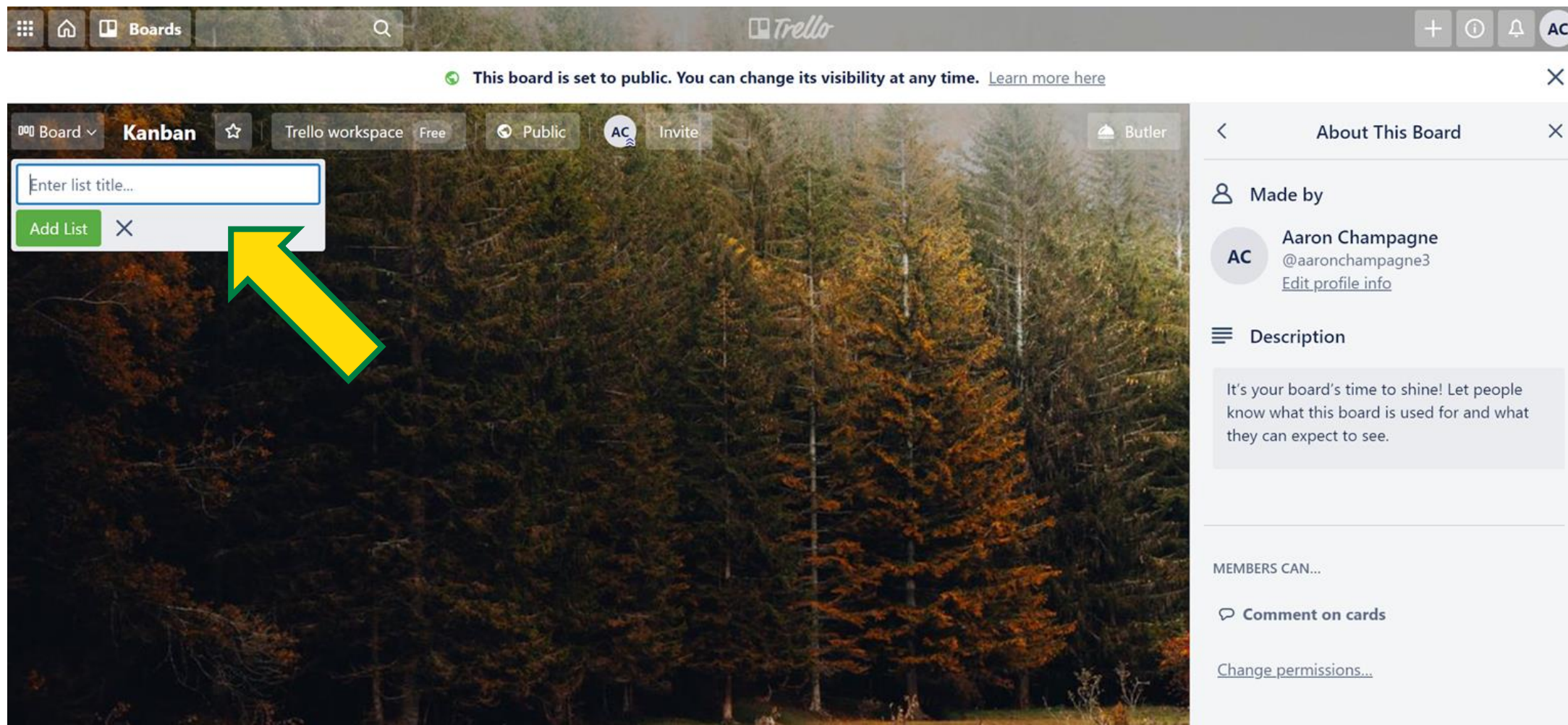


The screenshot displays a Trello workspace with a board titled "Board" in Kanban view. The board background is a forest image. A notification at the top states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)". The sidebar on the right is open to the "About This Board" section, which includes:

- Made by:** Aaron Champagne (@aaronchampagne3) with a link to [Edit profile info](#).
- Description:** "It's your board's time to shine! Let people know what this board is used for and what they can expect to see."
- MEMBERS CAN...** section with the option to [Comment on cards](#) and a link to [Change permissions...](#).

A large yellow arrow points to the "About This Board" title in the sidebar.

A Tour of the Board: Adding A List

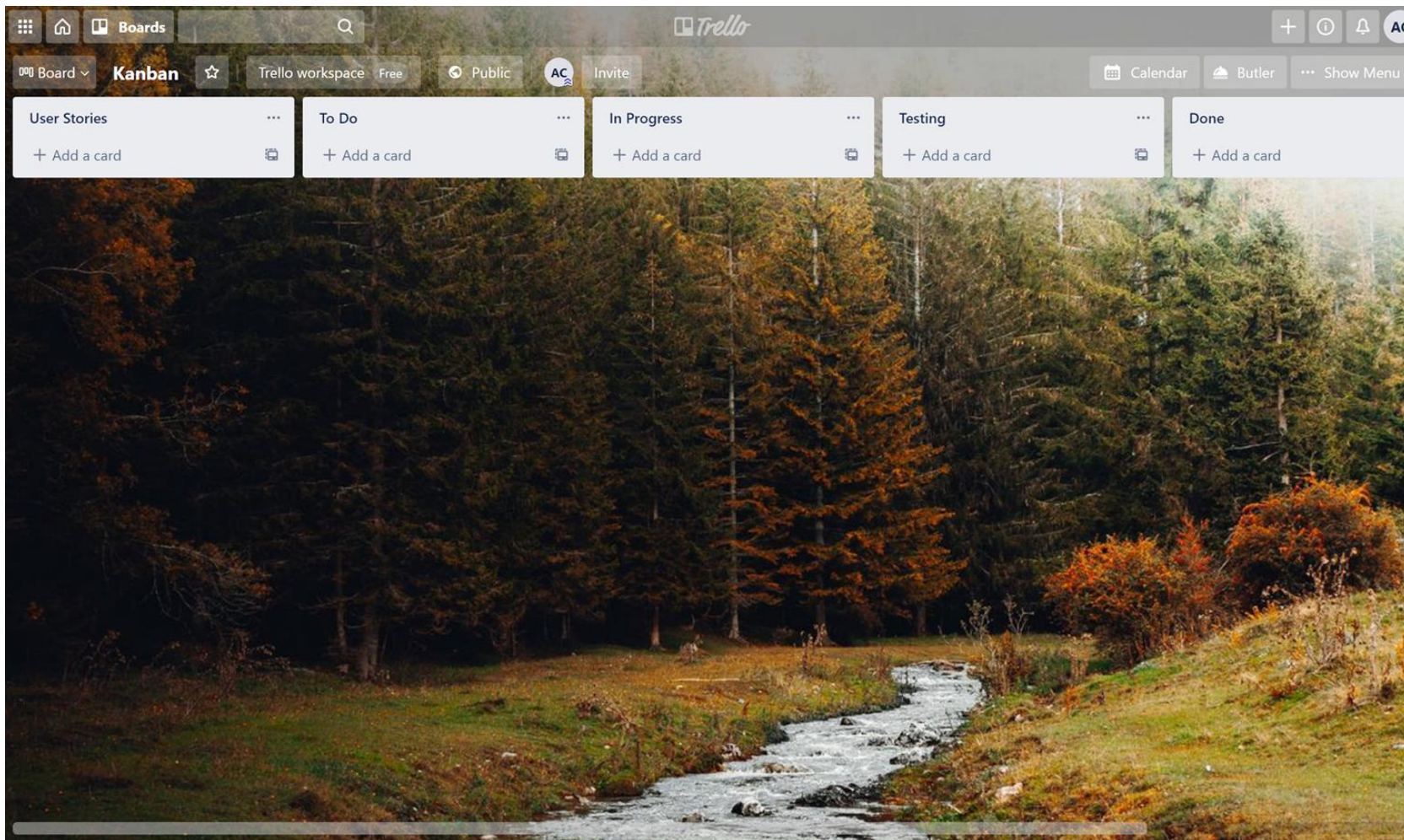


The screenshot displays the Trello web interface. At the top, a navigation bar includes icons for a grid, home, and boards, along with a search bar and the Trello logo. On the right side of the top bar are buttons for adding (+), information (i), notifications (bell), and a user profile (AC). Below the top bar, a message states: "This board is set to public. You can change its visibility at any time. [Learn more here](#)".

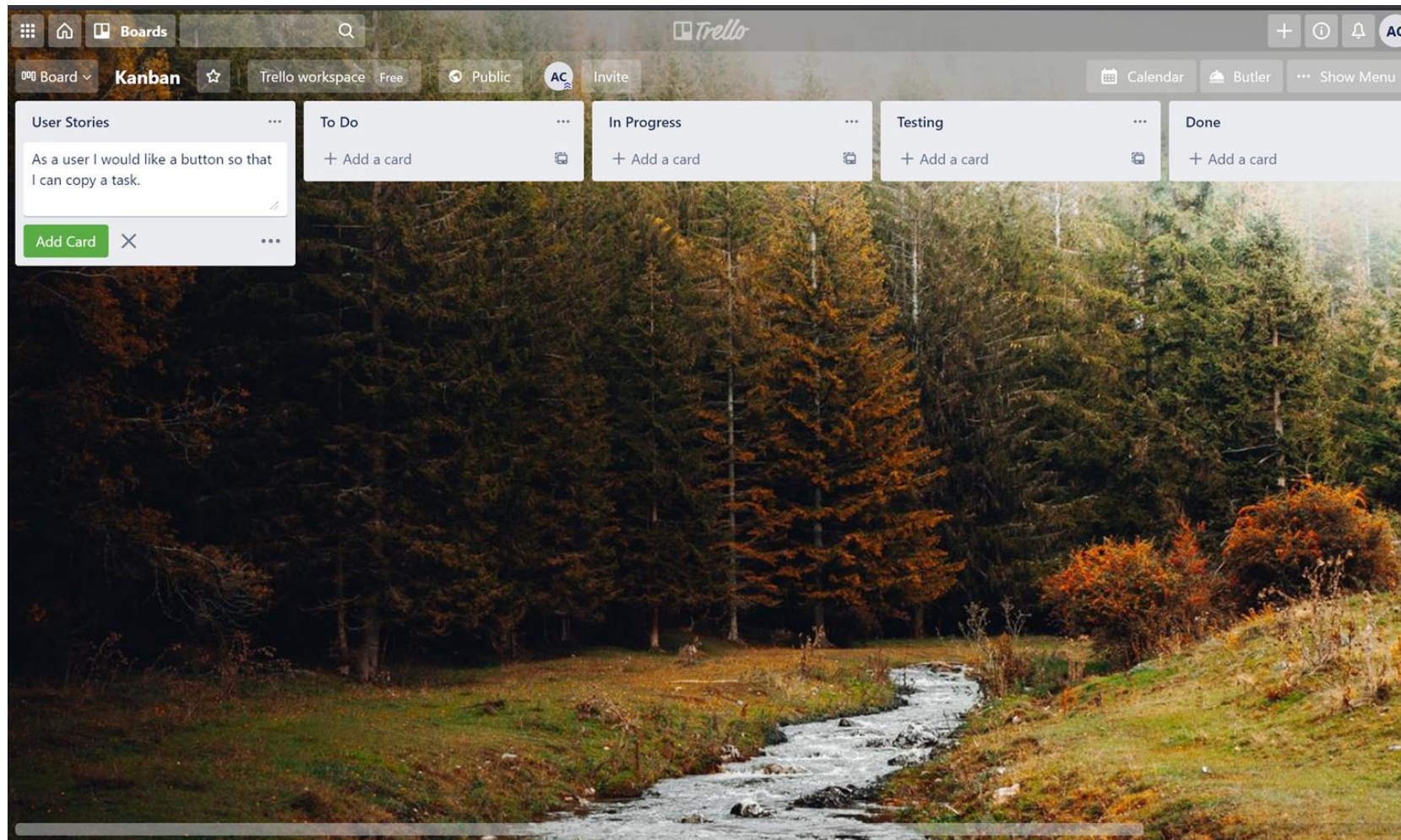
The main content area shows a Kanban board with a background image of a forest. A modal window is open for adding a new list, featuring a text input field labeled "Enter list title...", a green "Add List" button, and a close button (X). A large yellow arrow with a green outline points to the "Add List" button.

On the right side of the board, there is a sidebar titled "About This Board" with a close button (X). It includes a "Made by" section with a profile card for Aaron Champagne (@aaronchampagne3) and a "Description" section with the text: "It's your board's time to shine! Let people know what this board is used for and what they can expect to see." At the bottom of the sidebar, there is a "MEMBERS CAN..." section with a "Comment on cards" option and a "Change permissions..." link.

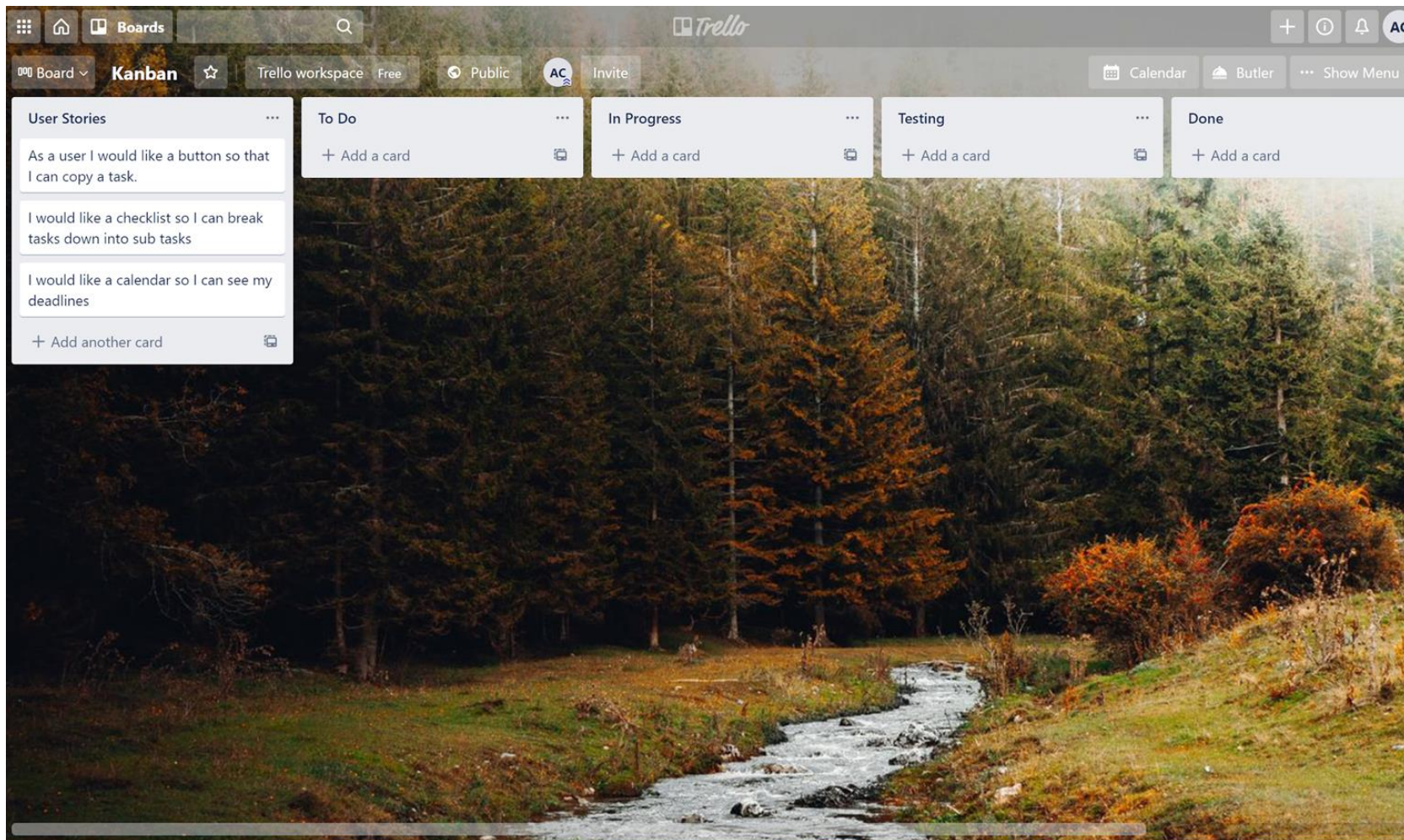
Our First Kanban Board



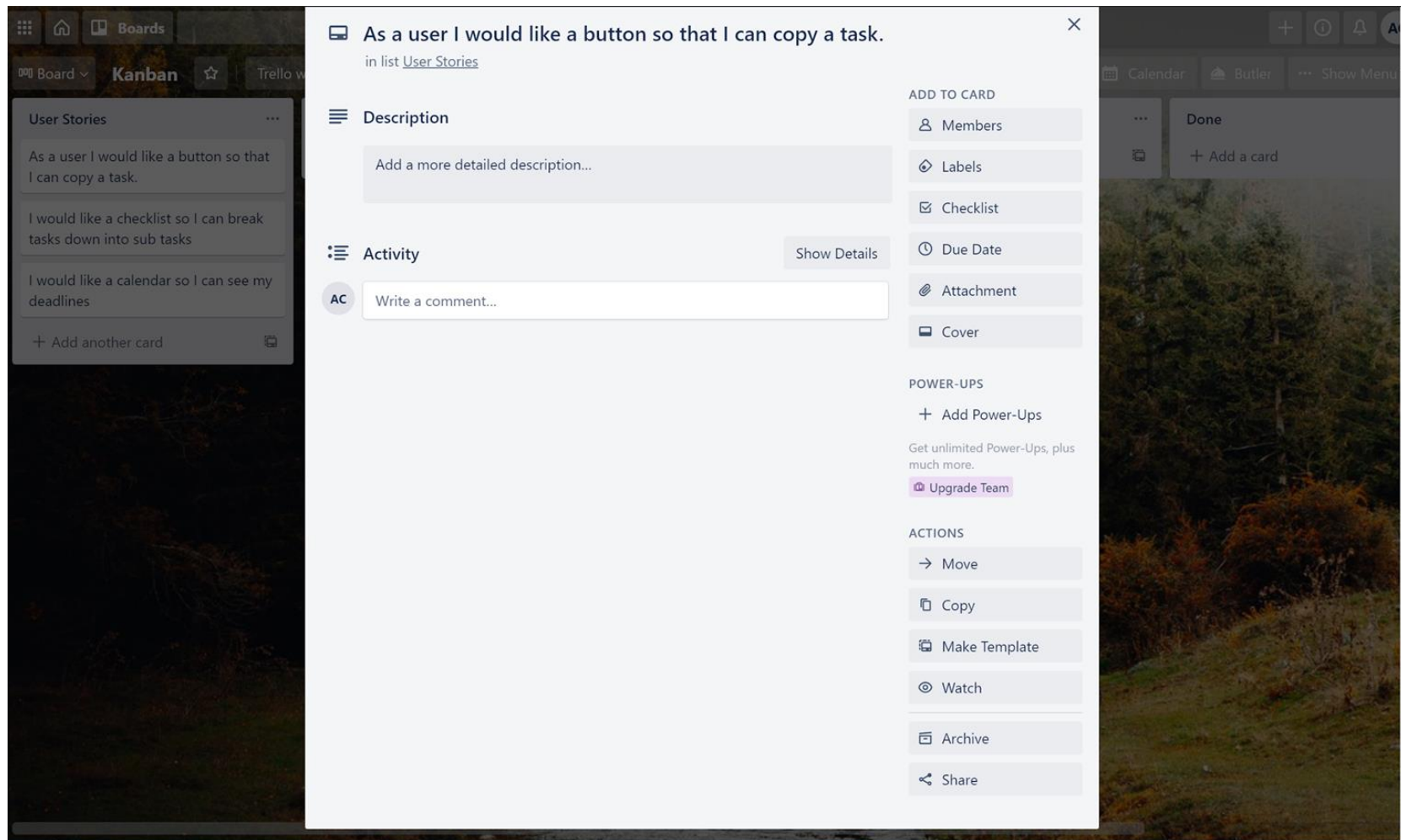
Our First Kanban Board



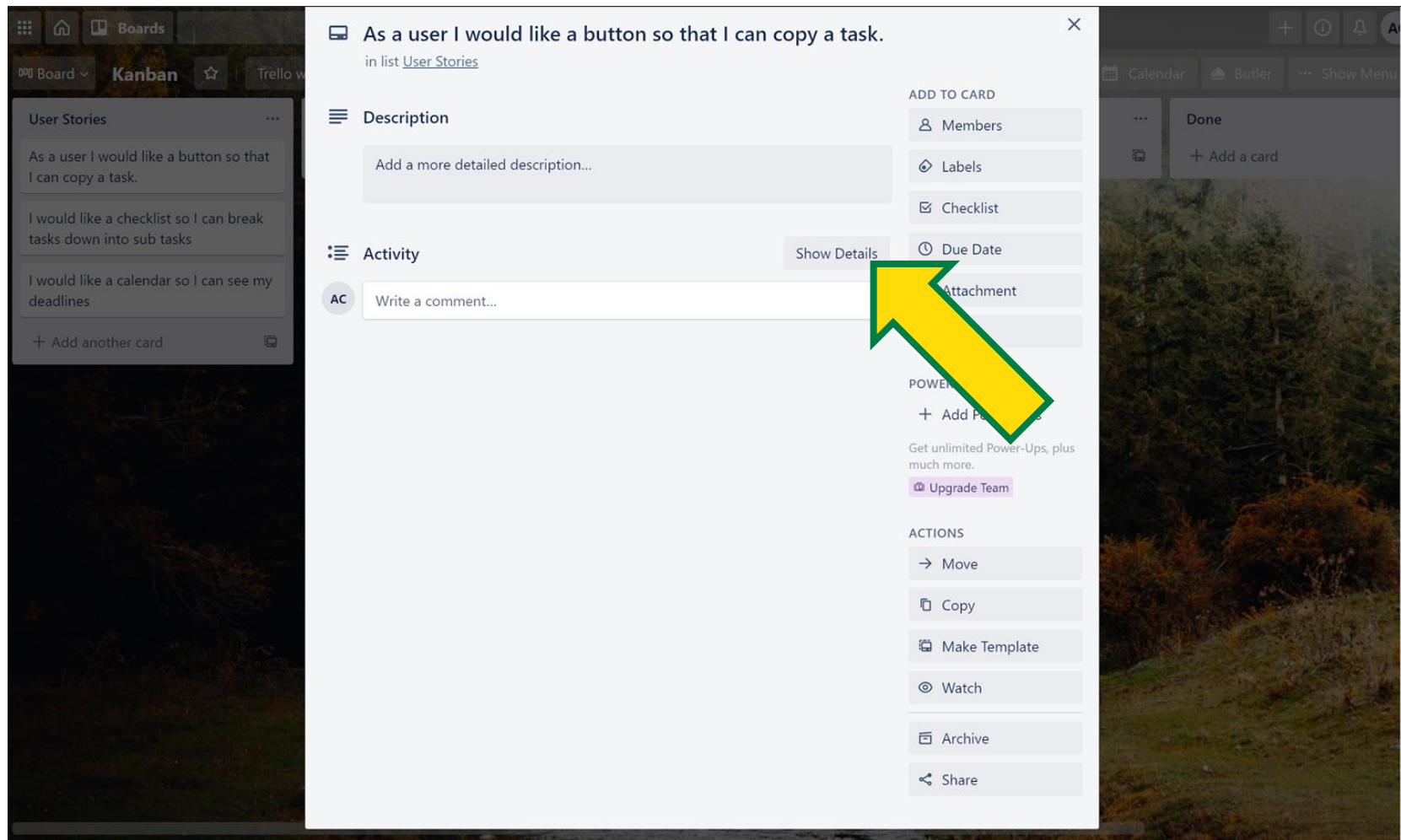
Our First Kanban Board



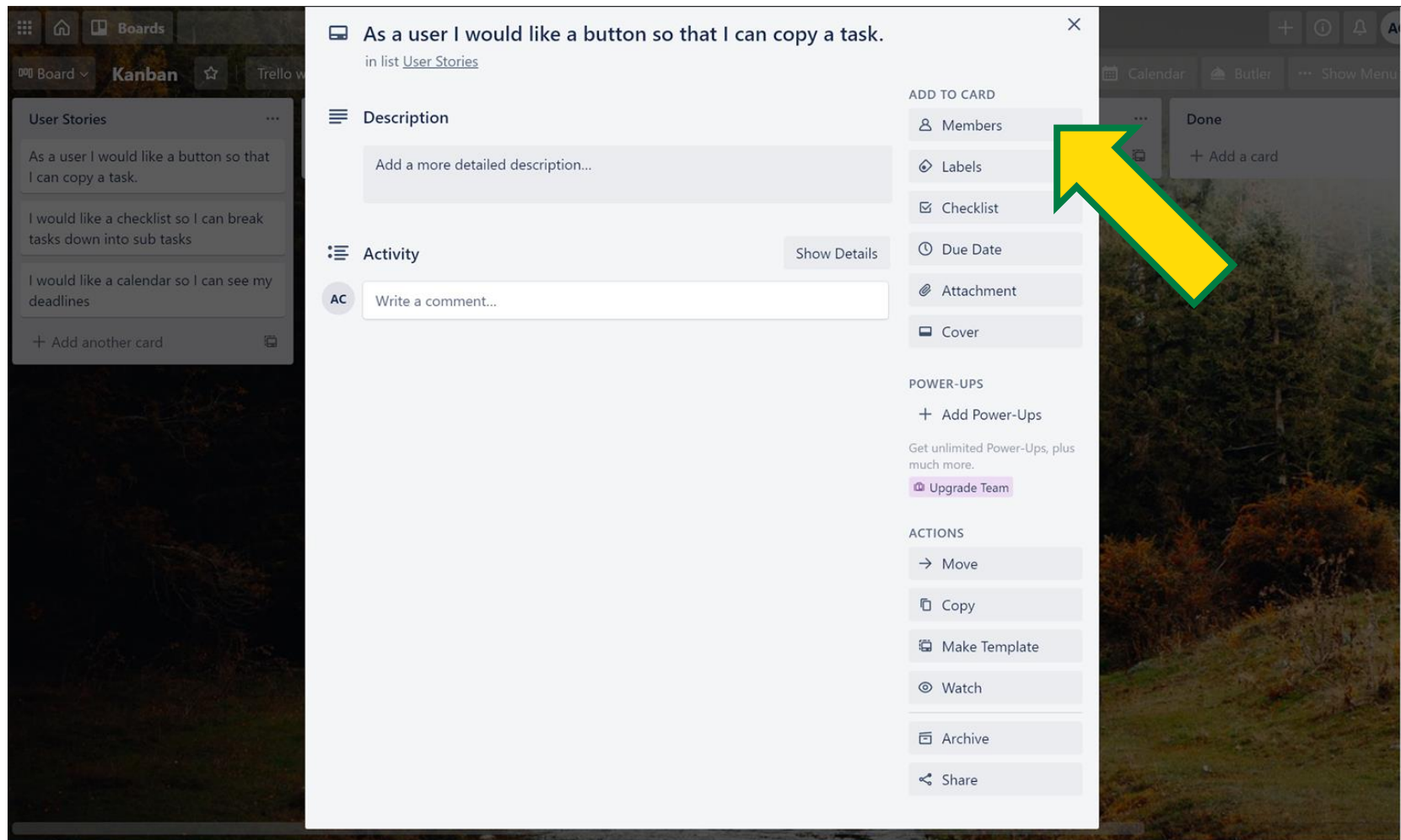
Card Features



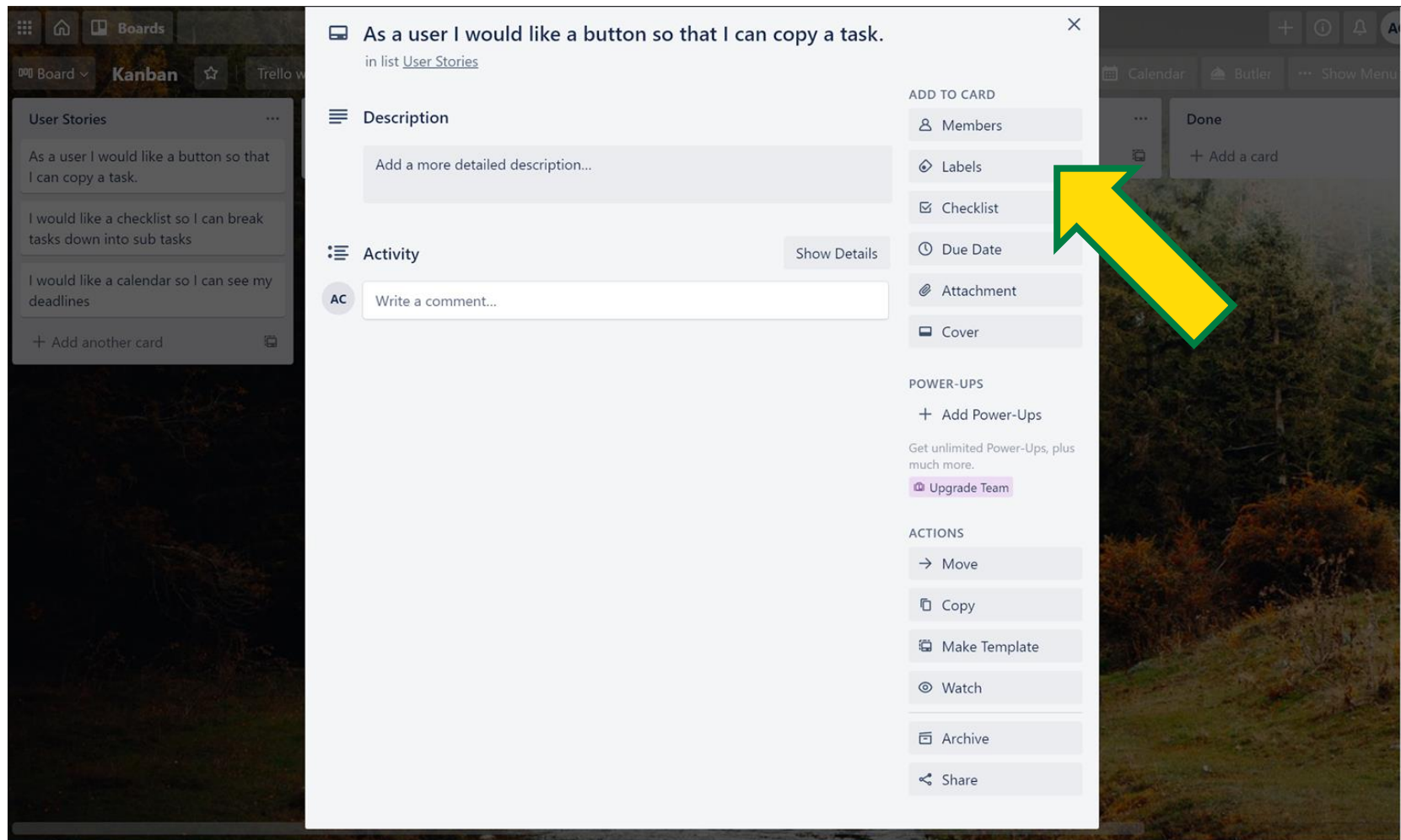
Card Features: Show Details



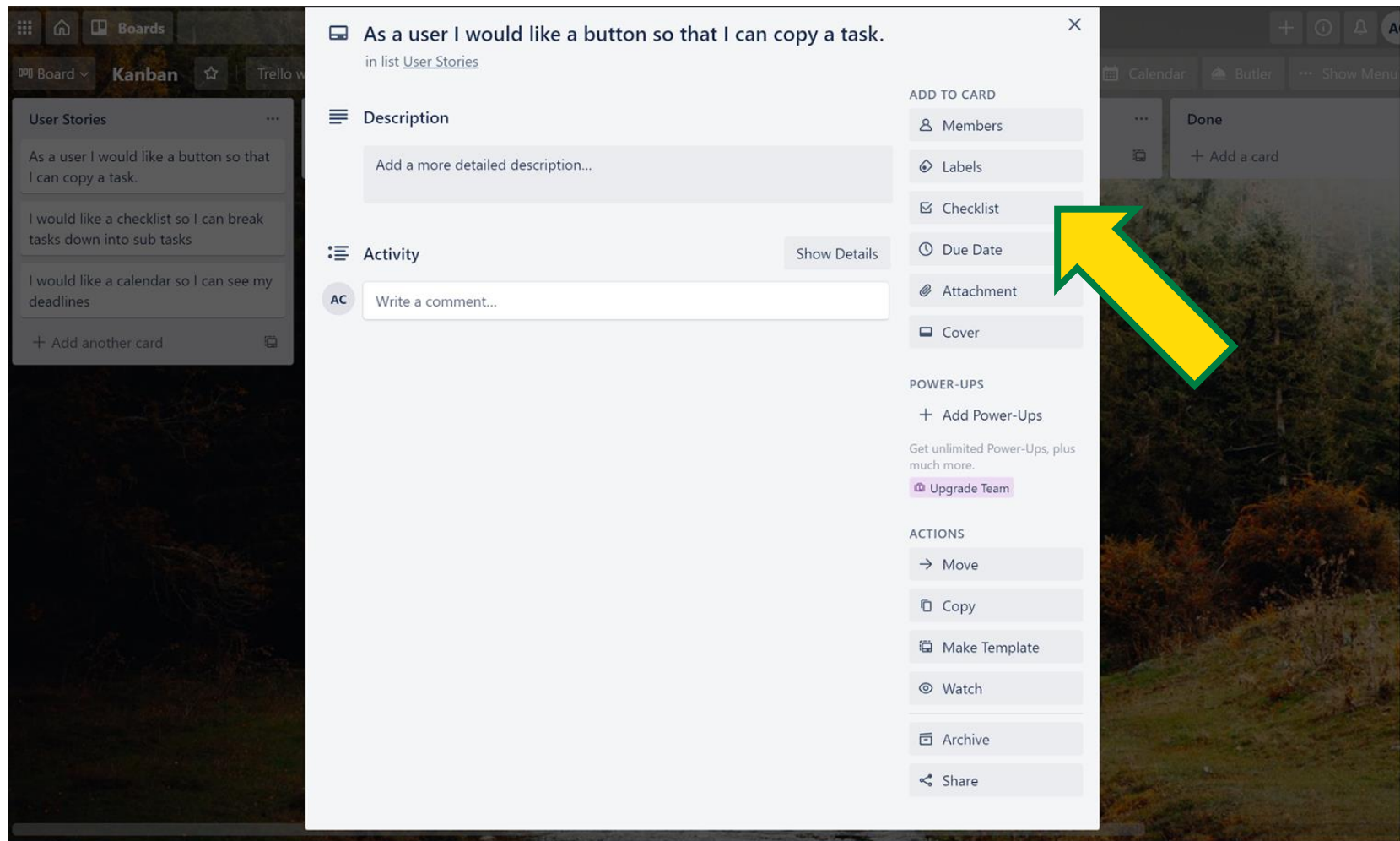
Card Features: Members



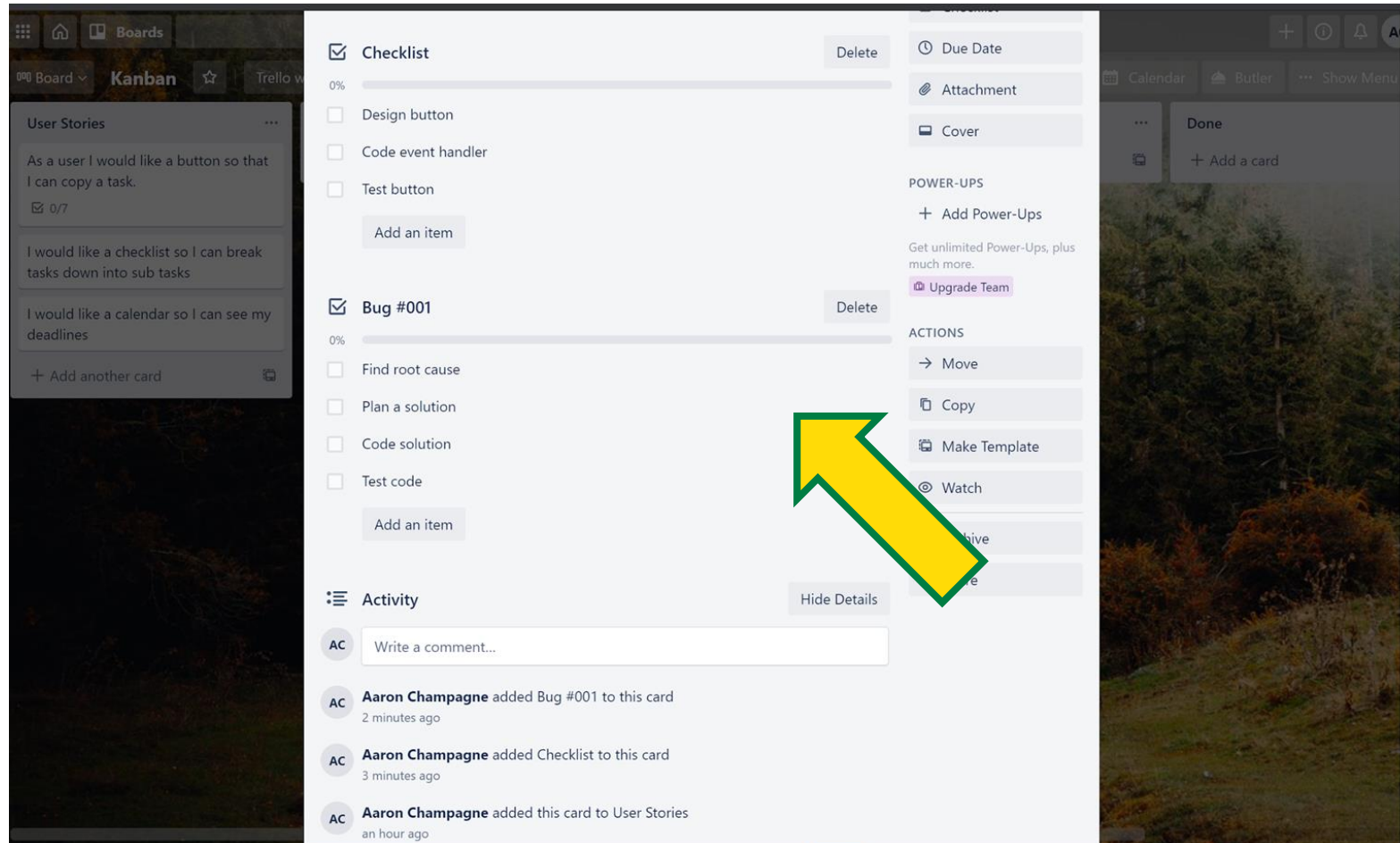
Card Features: Labels



Card Features: Checklists



Card Features: Checklists



The screenshot displays the Trello card details interface. On the left, a sidebar shows a Kanban board with three cards: 'User Stories', 'I would like a checklist so I can break tasks down into sub tasks', and 'I would like a calendar so I can see my deadlines'. The main area shows the details for a card titled 'Bug #001'. It features two checklists: 'Checklist' and 'Bug #001'. The 'Checklist' has three items: 'Design button', 'Code event handler', and 'Test button'. The 'Bug #001' checklist has four items: 'Find root cause', 'Plan a solution', 'Code solution', and 'Test code'. Both checklists have a progress bar at 0% and an 'Add an item' button. To the right of the checklists are sections for 'Due Date', 'Attachment', 'Cover', 'POWER-UPS', and 'ACTIONS'. The 'ACTIONS' section includes buttons for 'Move', 'Copy', 'Make Template', 'Watch', 'Archive', and 'Delete'. A large yellow arrow with a green outline points to the 'ACTIONS' section. At the bottom, the 'Activity' section shows a list of recent actions by 'Aaron Champagne', including adding the bug to the card, adding the checklist, and adding the card to the board.

Checklist Delete

0%

- ☐ Design button
- ☐ Code event handler
- ☐ Test button

[Add an item](#)

Bug #001 Delete

0%

- ☐ Find root cause
- ☐ Plan a solution
- ☐ Code solution
- ☐ Test code

[Add an item](#)

Activity Hide Details

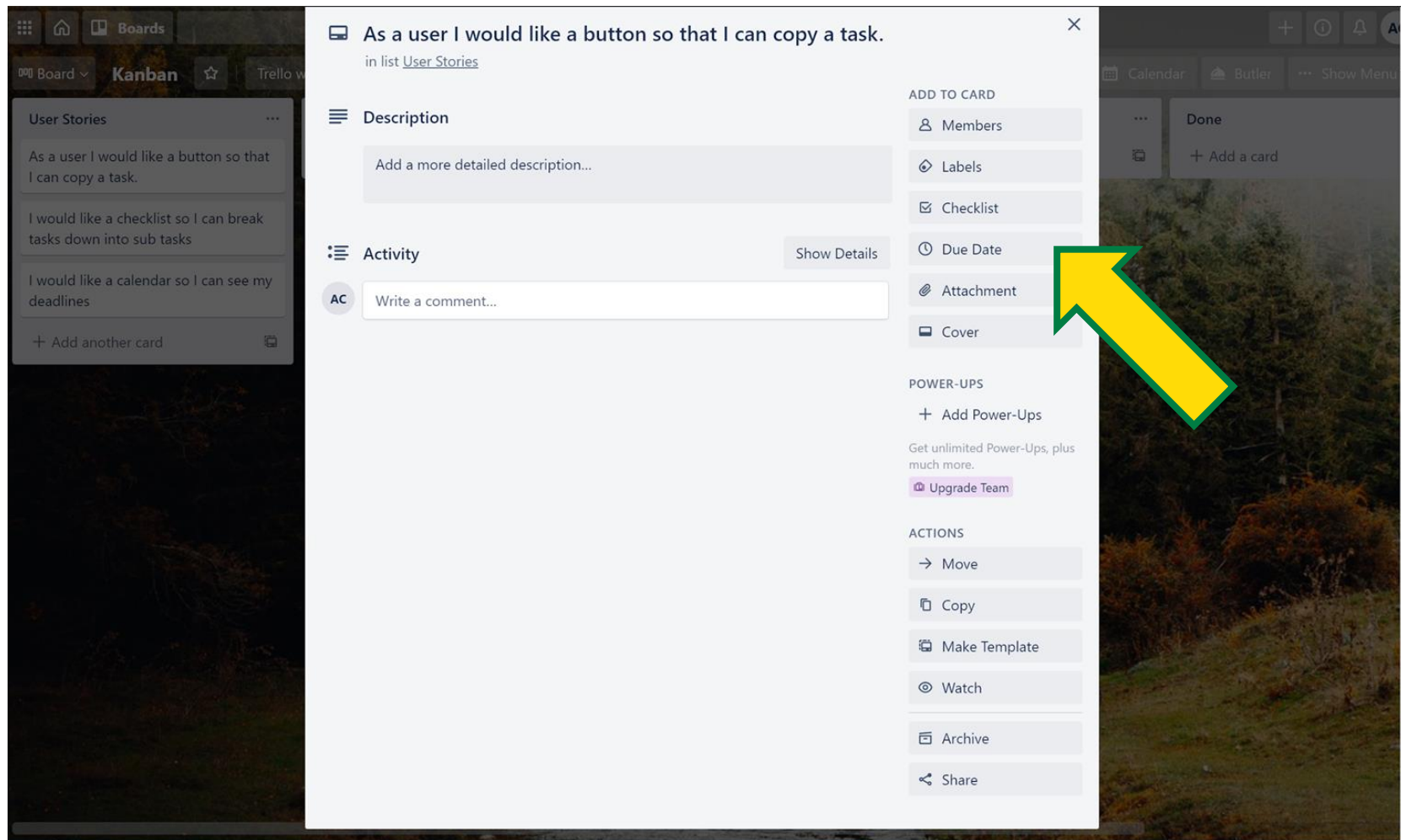
AC Write a comment...

AC Aaron Champagne added Bug #001 to this card
2 minutes ago

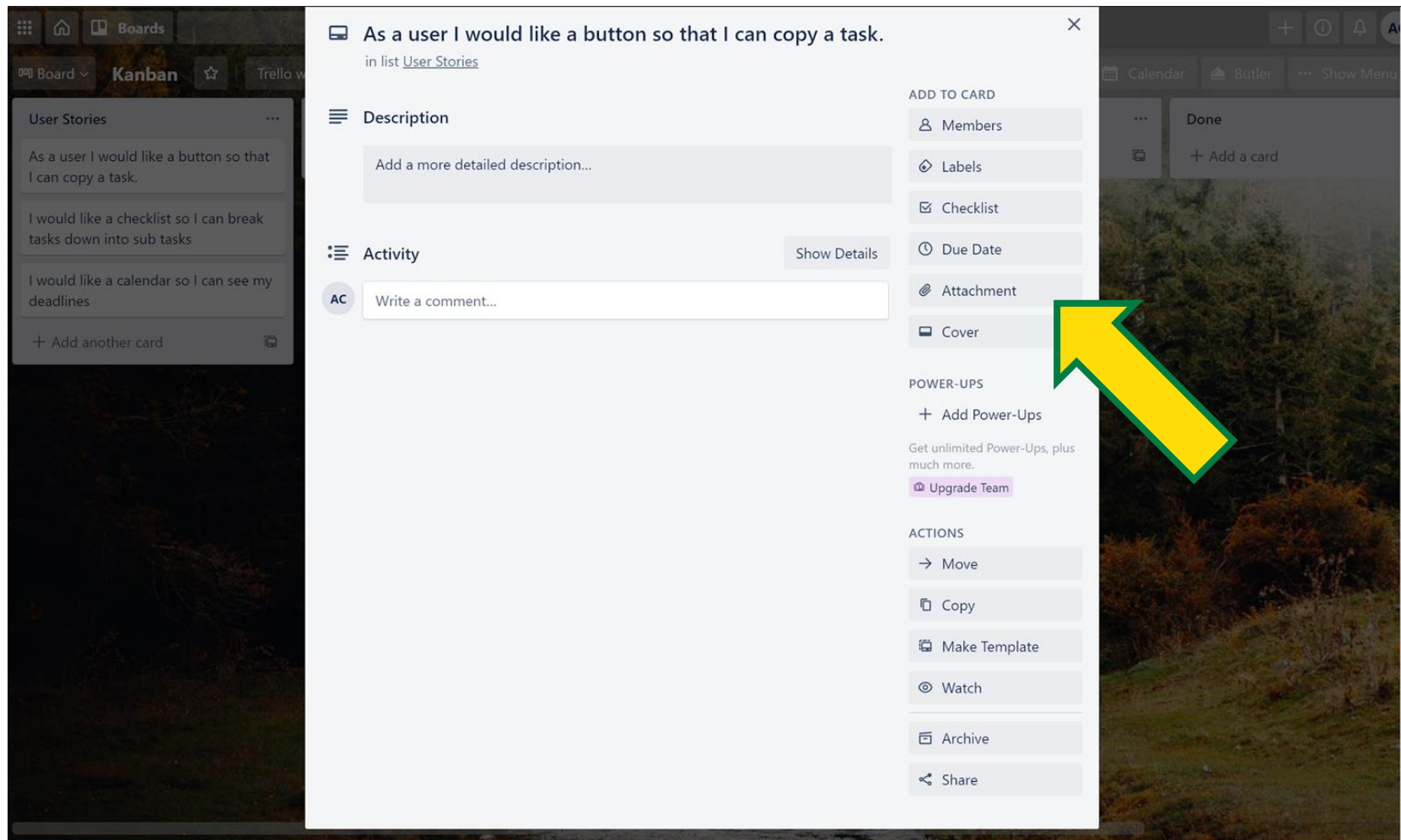
AC Aaron Champagne added Checklist to this card
3 minutes ago

AC Aaron Champagne added this card to User Stories
an hour ago

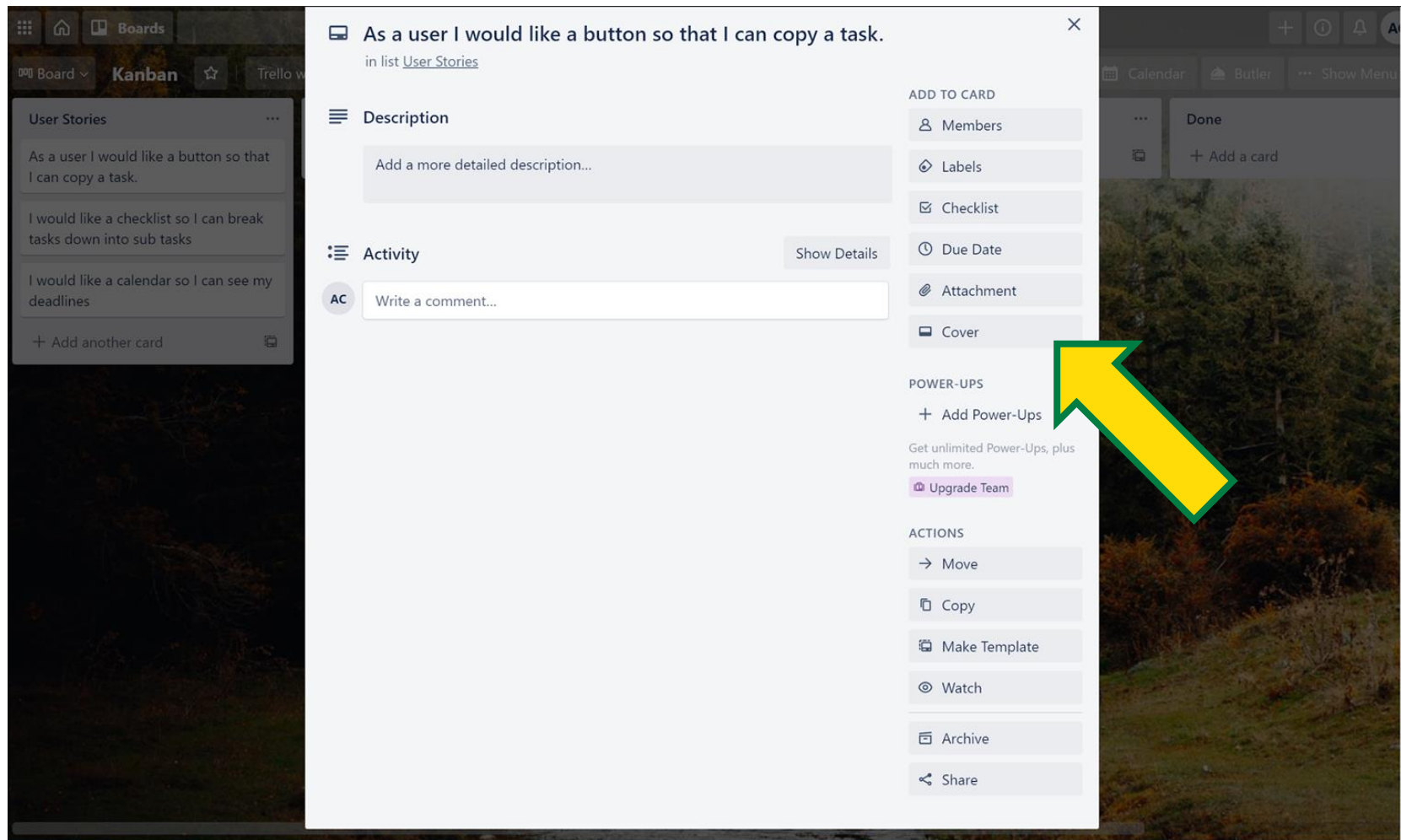
Card Features: Due dates



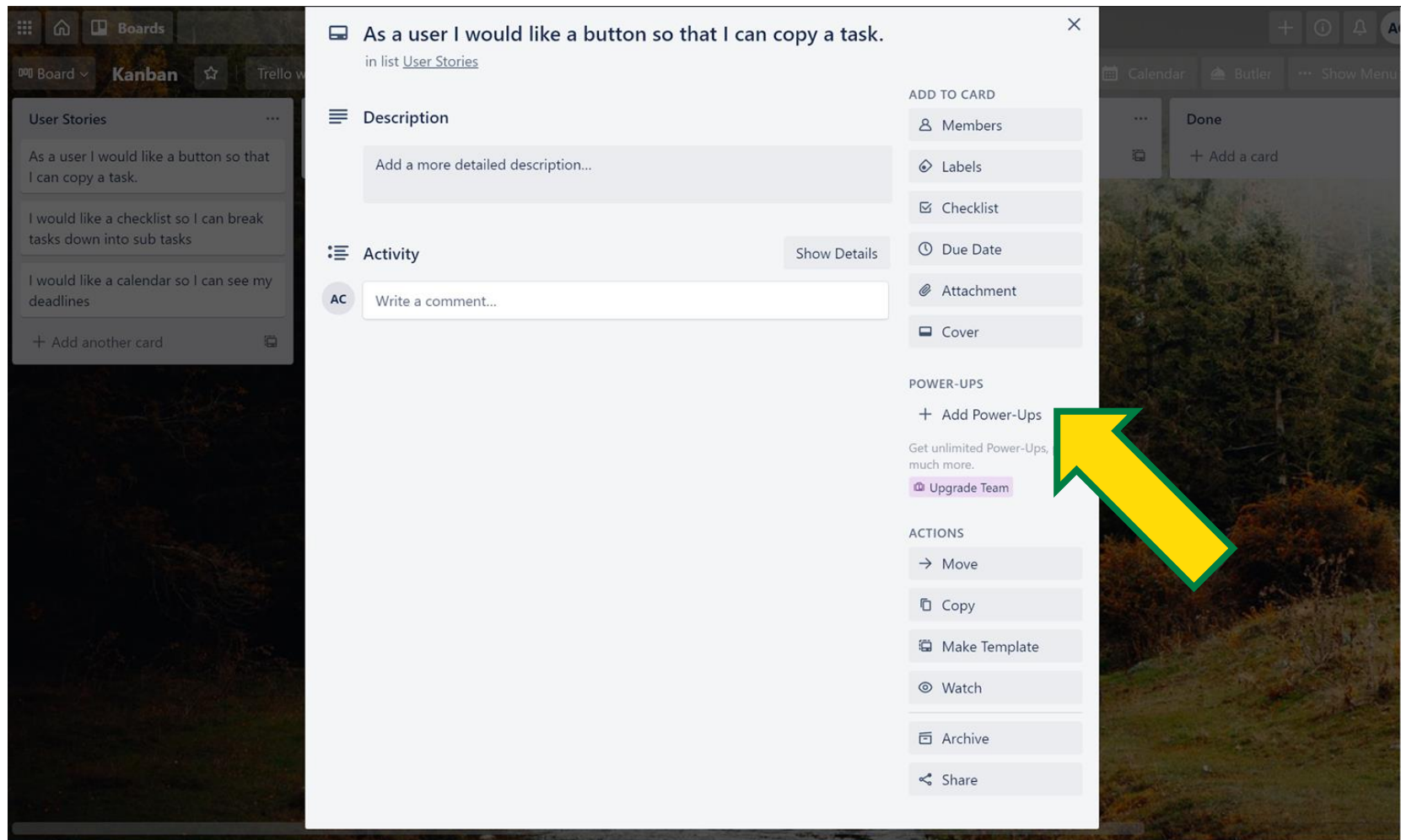
Card Features: Attachments



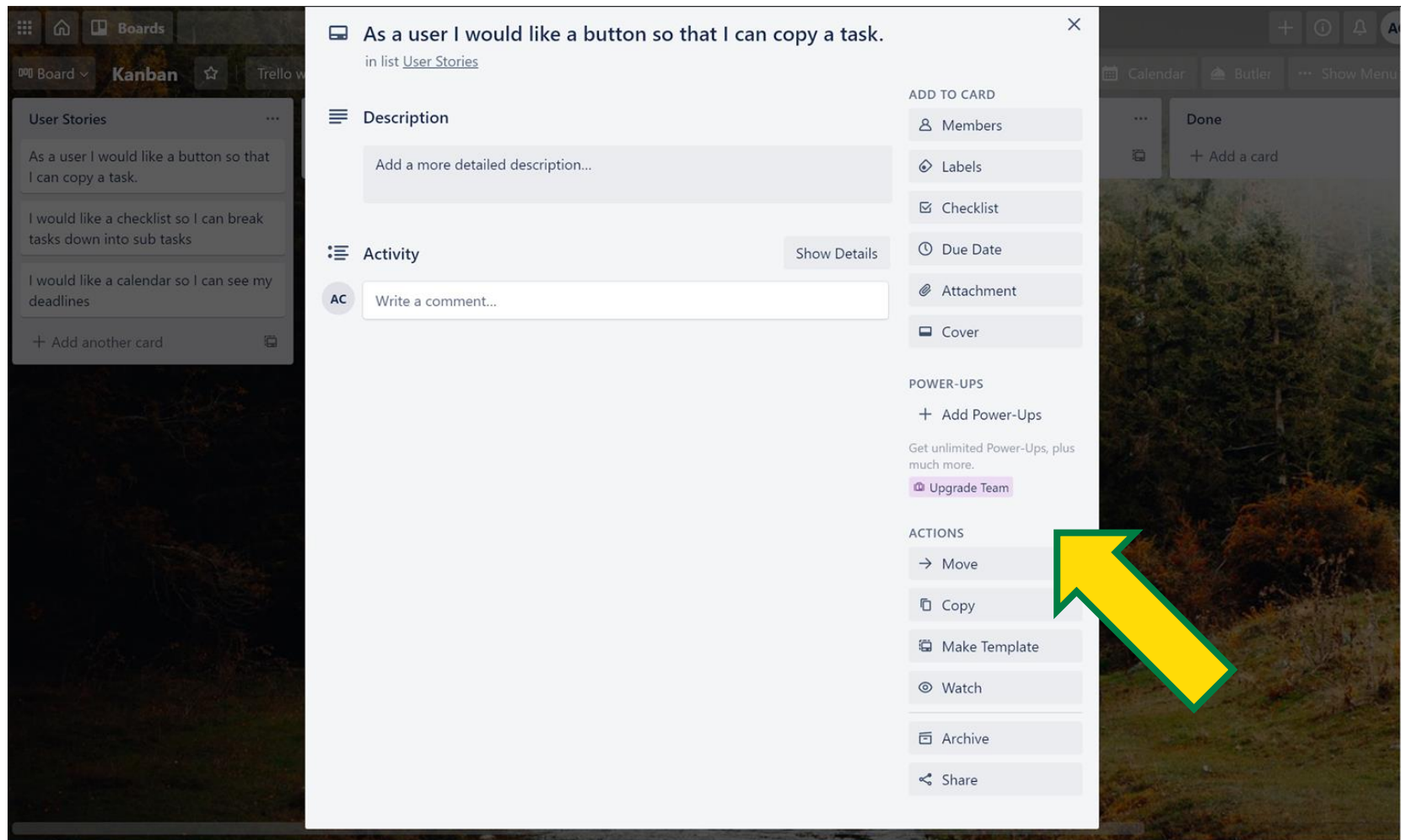
Card Features: Cover



Card Features: Power-Ups



Card Features: Actions



Applying Kanban to Trello

As you can see, Trello has more features than we really need for Kanban.

Typically, User Stories don't move. They must be broken out into multiple cards that all start in the To Do column.

If the team is working on multiple stories then you can use colour-coded labels to link cards to their origin stories.

Applying Kanban to Trello

If you are working alone then all you have to do is limit yourself to one story at a time and one In Progress card at a time.

Once you have emptied out the To Do column you can break down your next story.

Doing one thing at a time is a hard habit to get into, but it is an important habit to get into - **especially once you begin dealing with bugs!**

Applying Kanban to Trello

Make good use of checklists. They will give you the flexibility you need to adapt to problems.

Recommended Reading

If you'd like to explore Trello further, check this out:

- [Hammarberg, M., Sunden, J. \(February 2014\). *Kanban in Action*. Manning Publications.](#)
- [Rich, J. \(October 2017\). *Working in the Cloud: Using Web-Based Applications and Tools to Collaborate Online*. Que.](#)

(They have a chapter on Trello, as well as chapters on other industry-standard tools!)



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