**Kanban Short Description**

Three basic rules of Kanban

1. Visualize Workflow – The Kanban board mainly contains the following columns do, doing, done

For us it would be backlog, ready, in progress and done. It always helps to have a visual status of the overall project. The more the complex process the more helpful the visual workflow becomes. Hence we should make it a point to update the waffle board promptly.

1. Limit the Work in Progress(WIP)

There is always an optimal number of things we can do at a time. Kanban lets us limit the work in progress and allows us to find that optimal number. Hence we should focus more on limiting the work, completing the assigned work on time and then picking up the new tasks.

1. Measure and improve flow

Google CFD sheet is one of the tools where we can measure our metrics. Efficient use of the Google CFD sheet can help us to optimize flow and increase our efficiency.

Kanban can help us get answers to the following questions

1. What is our current status?
2. When we will finish the task?
3. What are my teammates working on?
4. What should I be doing currently?

Creating tasks in Kanban

Tasks in Kanban should have following attributes

1. Creation date
2. Deadline
3. Priority
4. Description
5. Definition of done
6. Person to whom it is assigned.

These attributes are already available in Waffle board.

Kanban also focusses on Continuous delivery

1. Continuous delivery means focus is on completing the work instead of starting new work
2. Limit the requirements at a particular point of time
3. Look at the project as a whole

Key terms in Kanban

**WIP limit** – there is limit on the number of items that can be present in the doing column. When the one of the task is complete then only new task should be added from to do to doing column.

**Pull Approach** – When one task is complete then only pull another card from the to-do list.

**Self-directing** – Here the whole team is responsible to development, tracking, reporting and communicating unlike in waterfall model where one person such as a project manager or delivery manager takes most of the decisions.

**Visual Metrics** –

Two ways to track metrics is

1. Kanban board – measures – resource utilization, WIP limit and cycle time
2. Burndown Chart – current status and rate of completion.

More resources and references

<https://www.tutorialspoint.com/kanban/kanban_tutorial.pdf>

<http://www.extremeprogramming.org/values.html>