6. Update and monitor your Taskboard

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Neste artigo

Azure Boards | Azure DevOps Server 2019 | TFS 2018 | TFS 2017 | TFS 2015 | TFS 2013

Once you have your sprint plan in place, you'll execute that plan for the duration of the sprint. In your daily Scrum meetings, your team can view progress made to backlog items and tasks from the sprint **Taskboard**.

Your **Taskboard** provides a visualization of flow and status of each sprint task. With it, you can focus on the status of backlog items as well as work assigned to each team member. It also summarizes the total amount of remaining work to complete for a task or within a column.

In this article you'll learn how to:

- ✔ Open the sprint **Taskboard** for your team
- ✔ Customize your **Taskboard**
- ✔ Use your **Taskboard** to review progress during daily scrum meetings
- ✔ Filter and group work items on your **Taskboard**
- ✔ Update the status of tasks through drag-and-drop
- ✔ Update remaining work
- ✔ Close out a sprint

If you haven't yet added tasks to your sprint backlog, do that now.

> ⓘ **Observação**
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> Your **Taskboard** is one of two types of boards available to you. For an overview of the features supported on each backlog and board, see **Backlogs, boards, and plans**.

Prerequisites

- You must connect to a project. If you don't have a project yet, create one.
- You must be added to a project as a member of the **Contributors** or **Project Administrators** security group. To get added, Add users to a project or team.

- To add work items and exercise all board features, you must be granted **Basic** access or higher. For details, see About access levels.
- To view or modify work items, you must have your **View work items in this node** and **Edit work items in this node** permissions set to **Allow**. By default, the **Contributors** group has this permission set. To learn more, see Set permissions and access for work tracking.


ⓘ **Observação**

Users with **Stakeholder** access can't exercise these **Taskboard** features: add tasks, update fields displayed on cards, or drag-and-drop tasks to update status or change sprint assignment.

## Open the sprint Taskboard for your team

1. From your web browser, open the sprint backlog for your team. (1) Check that you have selected the right project, (2) choose **Boards>Sprints**, (3) select the correct team from the team selector menu, and lastly (4), choose (4) **Taskboard**.

To choose another team, open the selector and select a different team or choose the 🏠 **Browse all sprints** option. Or, you can enter a keyword in the search box to filter the list of team backlogs for the project.
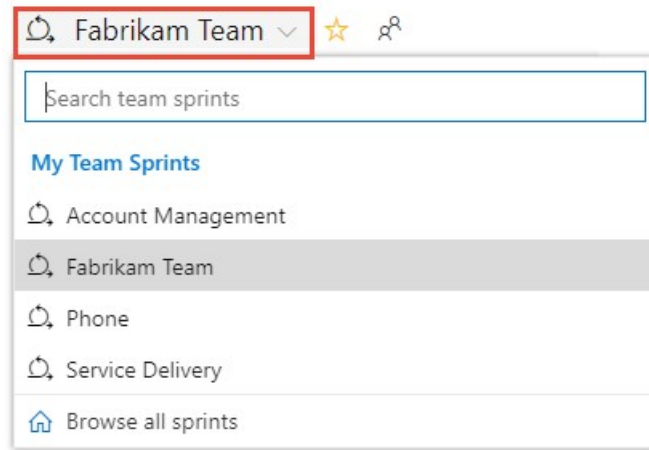
2. To choose a different sprint than the one shown, open the sprint selector and choose the sprint you want.
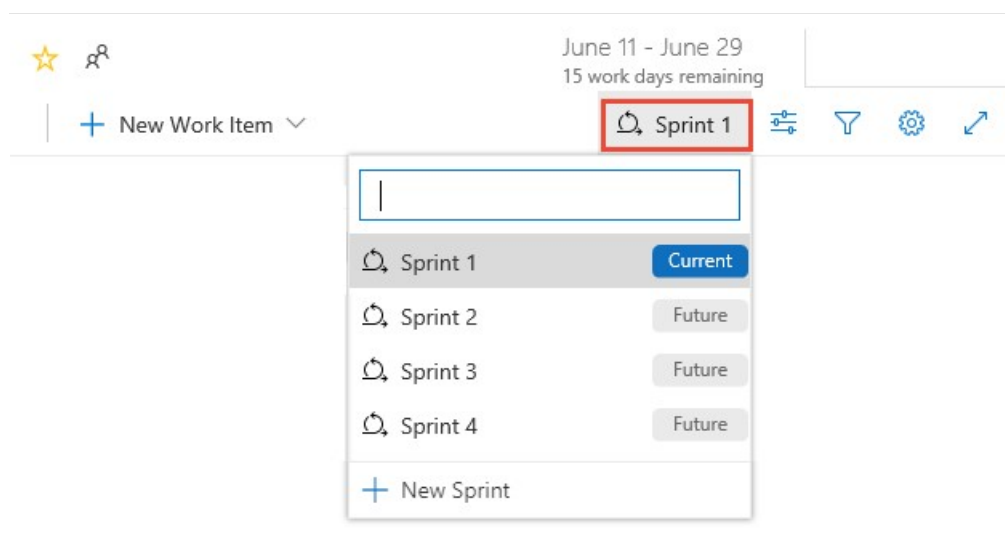
The system lists only those sprints that have been selected for the current team focus. If you don't see the sprints you want listed, then choose **New Sprint** from the menu, and then choose **Select existing iteration**. For details, see Define iteration paths (aka sprints).

Customize the taskboard

Each team can customize their **Taskboard** in the following ways:

- Customize cards that appear on the **Taskboard** to show additional fields.
- Show bugs on the Taskboard, your team can choose to manage bugs similar to product backlog items, as shown in this article, or manage them similar to tasks. When you track bugs similar to tasks, they'll show up on your sprint backlogs and **Taskboards** at the same level as tasks.

Unlike the Kanban board for a product backlog, you can't add additional columns to the **Taskboard** via a team configuration setting. Instead, you need to modify the workflow definitions for the task work item type used by the project. This would update the columns for the **Taskboard** for all teams within the project.

An administrator can customize the **Taskboard** for all teams in the following ways:

- Add a custom workflow state to the task WIT for a process
- Add a custom work item type to the Taskboard for a process

Review progress in daily scrum meetings

During your daily Scrum, you can filter your **Taskboard** to help focus on items of interest.

- Group by Backlog items or Group by stories to monitor progress of your product backlog items, stories, requirements, or bugs.
- Group by People when you want to monitor progress of individual team members.

Use the Person filter when you want to focus on work assigned to individual team members.

> 💡 **Dica**
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> If you're seeing tasks that don't belong to your team, check that you've **selected the correct team**.

Show progress on items

With this view, you can quickly see which items are nearing completion and which have yet to be started.

1. To show cards based on their backlog-to-task groupings, choose the ⇌ view options icon and select **Backlog items** (for Scrum), **Stories** (for Agile) and **Requirements** (for CMMI).
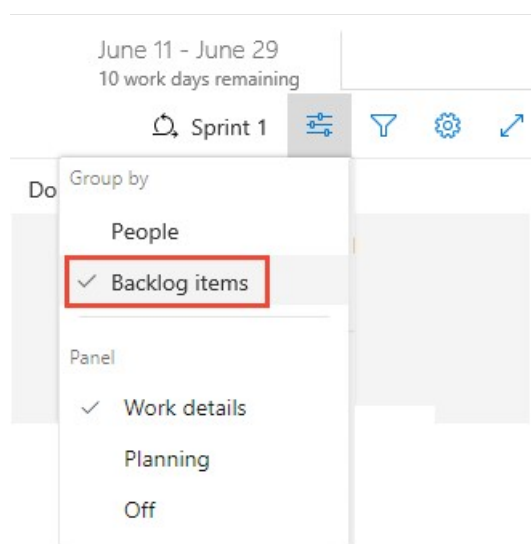
2. You can **Collapse All** or **Expand All** rows, and selectively expand ▷ and collapse ◢ a row to focus on a particular item and its tasks.

Show progress of individuals

With this view, you can focus on the work completed and the work remaining for each individual team member. You can quickly see who may need help to complete their sprint tasks. This view shows items and tasks assigned to the selected team member.

To filter on the tasks for a specific team member, choose the ▽ filter icon, and then select their name from the **Assigned to** filter box.

Group by team members

With this view, you can quickly see all the tasks associated with each team member. Backlog items don't

appear in this view, only the tasks associated with each individual.

1. Choose the ⚏ view options icon and select **People**.

   Only those team members with tasks assigned to them are listed. All their tasks are shown as cards under their column state.

2. To filter on the tasks for a specific team member, choose the ▽ filter icon, and then select their name from the **Assigned to** filter box.

Update tasks during the sprint cycle

The **Taskboard** makes quick work of updating both task status and remaining work.

Update task status

Simply drag tasks to a downstream column to reflect if they are in progress or completed.
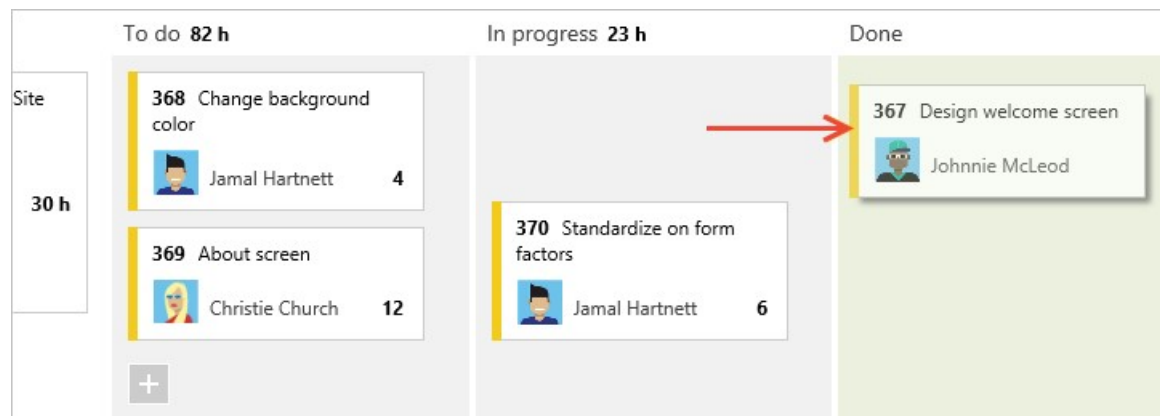

When you move a task to the Done or Completed column, the system automatically updates the *Remaining Work* field to 0. If you discover more work is remaining, change the State back to In progress or To do and enter a value for the remaining work.

Update remaining work

Updating *Remaining Work*, preferably prior to the daily Scrum meeting, helps the team stay informed of the progress being made. It also ensures a smoother burndown chart.

Each team member can review the tasks they've worked on and estimate the work remaining. If they've discovered that it's taking longer than expected to complete, they should increase the remaining work for the task. *Remaining Work* should always reflect exactly how much work the team member estimates is remaining to complete the task.
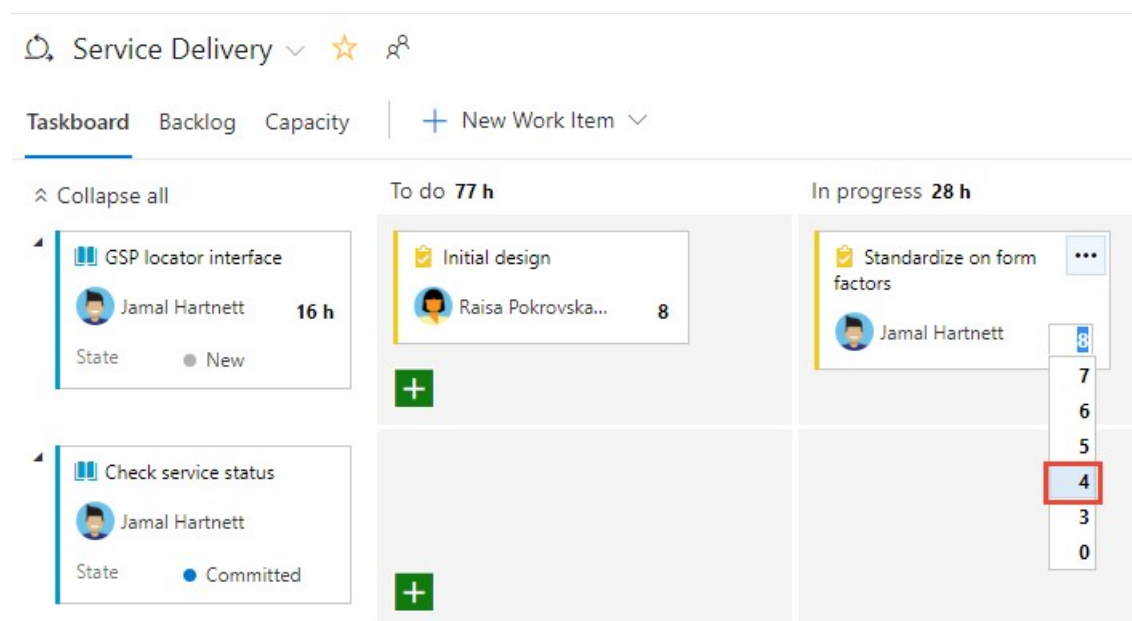
Close out a sprint, update your Taskboard

At the end of the sprint, you'll want to perform these final tasks:

- Zero out *Remaining Work* of all completed tasks
- Update the status of all completed backlog items
- Drag incomplete backlog items and tasks to the next sprint or back to the product backlog.

Dragging an incomplete item to the product backlog or to a future sprint updates the Iteration Path of all uncompleted child tasks to correspond to the product backlog iteration path or future sprint.

Try this next

Work with sprint burndown charts to monitor progress, manage scope creep, and mitigate risks.

Related articles

As you can see, the taskboard provides a lot of support for your Scrum activities. For related topics, see:

- Scrum best practices
- Sprint planning
- Schedule sprints
- Customize cards on the taskboard
- Capacity planning

Reduce the number of items on the taskboard

If you exceed the number of items allowed on your taskboard, you'll receive a message indicating that you need to reduce the number of items. The maximum number of items includes work item types included in the Requirement and Task categories.

You can reduce the number of items on the taskboard by moving them to the backlog or another sprint. When you move a parent PBI or user story, all active child tasks (State not equal to Done or Closed) automatically move with the parent item.

- From the taskboard, drag the PBI or user story from the first column onto the backlog or future sprint. All child tasks automatically move with the parent item.
- From the sprint backlog, multi-select the items to move and then click the context menu for an item and select the iteration to move them to.

Title	State
▲ ▮ **Hello World Web Site**	**New**
▮ Task 1	To Do
▮ Task 2	To Do
▼ ▮ **Slow response on form**	**Committed**

🖊 Edit selected work item(s)...	**New**
🔀 Assign to　　　　　　　▶	**Approved**
Move to iteration　　　　▶

Copy as HTML	
✉ Email selected work item...	

☰ Backlog
▶ Current (Sprint 1 - 7/27/2015 - 8/14/2015)
FUTURE ITERATIONS
Sprint 2
Sprint 3
Sprint 4
Sprint 5
Sprint 6