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Tasks supported by Backlogs, Boards, Taskboards, and Delivery plans

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

What can you do from a backlog view versus a board view? How do these differ from plans? How do changes you make in one show up on the other? What customizations can you make for each?

Which view should you use to work with Agile methods?

In a nutshell...

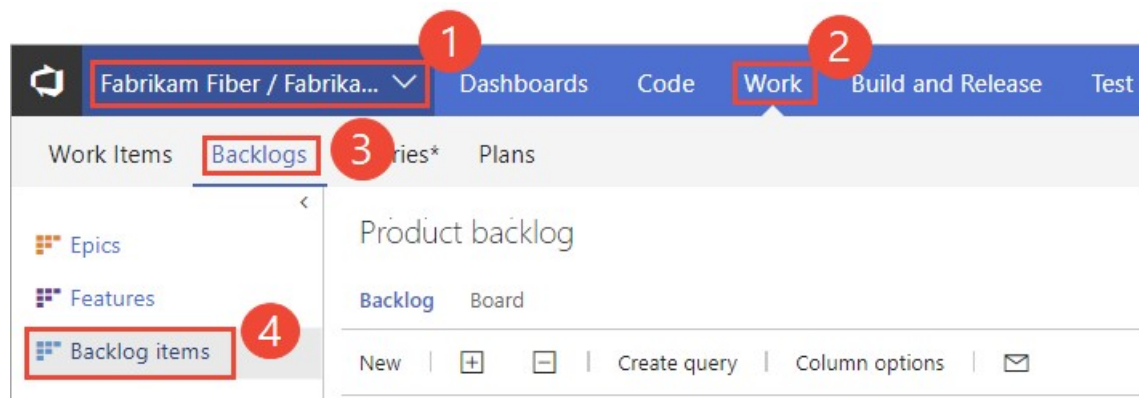
- Backlogs display work items as a list and boards display them as cards
- You use your product backlog to quickly plan and prioritize your work
- You use your sprint backlogs and taskboards when you work in Scrum
- You use your Kanban board to update work status and when you employ Kanban methods
- Each backlog is associated with a board, changes to priority order you make in one are reflected in its corresponding board
- Plans allow you to review the deliverables for several teams across sprints and a calendar schedule
- Backlogs, boards, and plans are configurable for each team.

With list backlogs you can quickly develop your project plan; group and prioritize work; and perform bulk updates on selected work items. With boards, you can quickly update status and fields displayed for each work item.

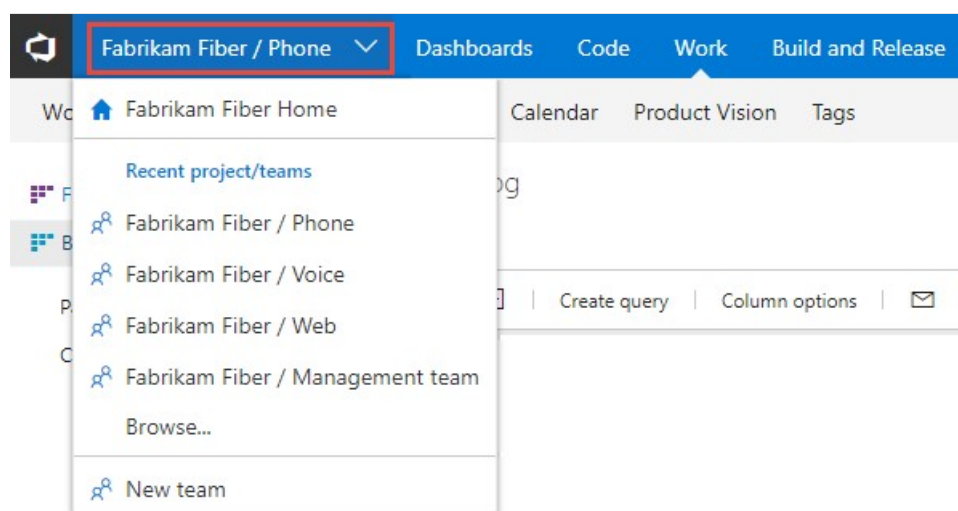
And with plans, you can monitor progress, deliverables, and dependencies across several teams.

You access your backlogs and boards from a web portal. When you work from the Stories (Agile) or Backlog items (Scrum) pages, you have access to the product backlog and Kanban board. When you work from a sprint page, you have access to the sprint backlog and taskboard. For an overview of working in Scrum or Kanban, see [What is Azure Boards?](#).

From your web browser, open your team's product backlog. (1) Select the team from the project/team selector, choose (2) **Work**, (3) **Backlogs**, and then (4) the product backlog, which is **Backlog items** (for Scrum), **Stories** (for Agile), or **Requirements** (for CMMI).



To choose another team, open the project/team selector and select a different team or choose the **Browse** option.



Three classes of backlogs, two types of boards

To manage work, you have access to three classes of backlogs—portfolio, product, and sprint—and two types of boards—Kanban and task. Backlogs list work items, boards display work items as cards. Backlog and board views provide similar and distinct features to support planning and tracking.

You use work items to share information, assign work to team members, track dependencies, organize work, and more. You can apply different filters to your backlogs and boards to just show those items of interest.

Portfolio, product, and sprint backlogs

Portfolio backlogs typically track high-level features, scenarios, or epics. Your product backlog contains a prioritized list of user stories, deliverables, or work you plan to build or fix. Portfolio backlogs help you organize your product backlog into a hierarchy of elements. Sprint backlogs contain just those items that each team is working on during a scheduled sprint or iteration period.

For details about working in each type of backlog, see [Create your backlog](#), [Define features and epics](#), and [Sprint planning \(sprint backlogs\)](#).

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You can't sort a backlog by column. However, you can use the Create Query option on each backlog to

create a query that you can sort on any field column you choose. To learn more about queries, see [Use the query editor to list and manage queries](#).

Kanban and Taskboards

Kanban and Taskboards support visualizing the flow of work and monitoring metrics to optimize that flow. Kanban boards track requirements, are sprint-independent, and you monitor the flow through the cumulative flow chart. Taskboards track tasks defined for a sprint and you monitor the flow via the sprint burndown chart.

For details about working in each type of board, see [Kanban basics](#) and [taskboard](#).

Feature support across backlogs and boards

The following table indicates those elements or tasks associated with each type of backlog and board.

Associated element or task	Backlog type: Portfolio	Backlog type: Product	Board type: Kanban	Backlog type: Sprint	Board type: Task
Corresponding backlog or board type	Kanban	Kanban	Portfolio or product	Task	Sprint
Add items and child items (see notes 1, 2)	Yes	Yes	Yes	Yes	Yes
Reorder items	Yes	Yes	Yes	Yes	Yes
Map items	Yes (except the top-level portfolio backlog)	Yes	No	No	No
Filter	Text or tags	Text or tags	Text or select fields	Text	Backlog items or people
Show/hide parents	Yes (except the top-level portfolio backlog)	Yes	No	No	No
Show/hide in progress items (see note 3)	Yes	Yes	No	No	No
Forecast	No	Yes	No	No	No
Customize: show bugs (see note 1)	No	Yes	Yes	Yes	Yes
Customize: Columns	Yes, see Column options	Yes, see Column options	Yes, see Add columns	Yes, see Column options	Yes, see Customize workflow
Customize: Add more	Yes, see	Yes, when	Yes, see	Yes, see	Yes, see

backlog or board views	Select backlog navigation levels	you add another team (see note 4)	Select backlog navigation levels	Schedule sprints	Schedule sprints
Customize: cards	n/a	n/a	Yes	n/a	Yes
Charts	Cumulative flow Velocity	Cumulative flow Velocity	Cumulative flow Velocity	Sprint burndown	Sprint burndown
Duration (see note 5)	Project or release	Project	Project	Sprint	Sprint

Notes:

- 1. Each team can determine how they want to track bugs: as requirements, as tasks, or not at all. When tracked as requirements, they appear in your product backlog, sprint backlogs, and Kanban board. When tracked as tasks, they appear in your sprint backlogs and taskboards. For details, see [Show bugs on backlogs and boards](#).
- 2. Work items that appear on each team backlog and board meet the criteria defined for the [team selected area and iteration paths](#).
- 3. The **In progress items Show/Hide** control is another filter you can apply to your product and portfolio backlogs. This control essentially shows or hides those work items where work has begun. It's useful to show/hide In Progress items when [forecasting sprint work](#).
- 4. When you [add a team](#), you essentially add another product backlog associated with that team. Each team can then manage their own set of sprint backlogs and portfolio backlogs. See [Manage teams and configure team tools](#) for details.
- 5. Duration refers to how you use your backlog or board to plan and track work over time. Once you change the State of a work item to done or completed, it no longer appears on a portfolio or project backlog. As you complete each sprint, the system maintains a history of your activity. You can review past sprints and sprint burndown charts by choosing the sprint listed under the Past section. For more information, see [Sprint burndown](#).

Product backlog "In Progress" filter

The In progress items **Show/Hide** filter causes some backlog items to display or not display. Bugs and other backlog items aren't listed when **In progress items=Hide** and their assigned State corresponds to an In Progress state category. Bugs in a New state will display, however, bugs in an Assigned state won't. To learn more about state categories, see [Workflow states and state categories](#).

On your [backlog](#), set **In progress items** to **Show** to see all active bugs and other items on your backlog.

Delivery plans display team deliverables

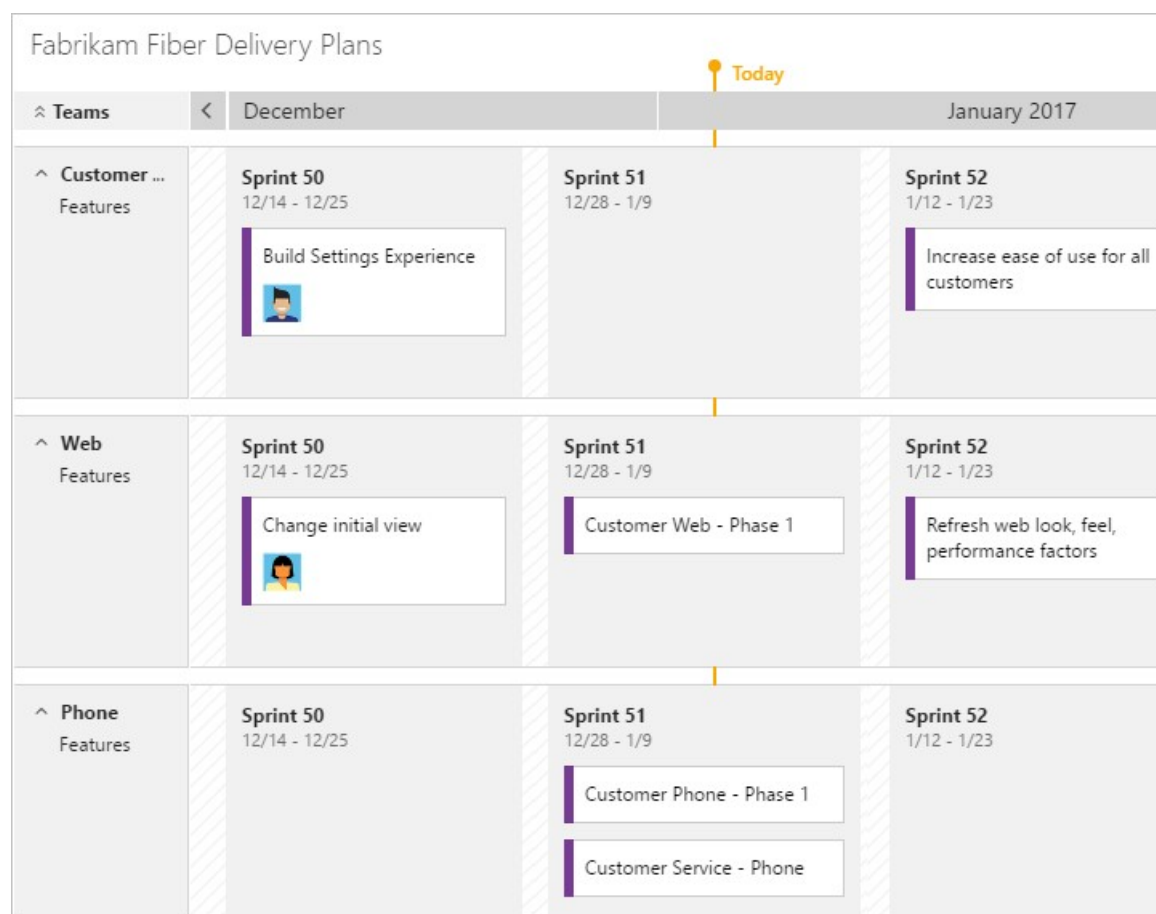
With Delivery Plans, you gain tailor-made views across several teams and their development backlogs —stories, features, or epics. You can use these views to drive alignment across teams by overlaying several backlogs onto your delivery schedule.

You install Delivery Plans from the [Visual Studio Marketplace](#), in the Azure DevOps tab.

All users with [basic access](#) can view, add, and configure Delivery Plans. Stakeholders, however, don't have

access to Delivery Plans.

When you configure a plan, you select the team or teams and backlog levels of interest. To learn more about Delivery Plans, see [Review team plans](#).



Taskboard items versus query list items

You may notice and wonder why the items shown on the taskboard may differ from those listed in a query created from its corresponding sprint backlog.

It's possible to assign tasks to an iteration but not have them linked to a parent backlog item. These items will show up in the created query, but might not show up on the taskboard itself. The system runs the query and then applies a few background processes before displaying the taskboard items.

These reasons can cause work items that belong to the Task Category to not appear on a sprint backlog or taskboard:

- The task hasn't been linked to a parent backlog item. Only those bugs and tasks that you have linked to a parent product backlog item (Scrum), user story (Agile), or requirement (CMMI) whose iteration path is set to the sprint will appear on the sprint backlog page.
- The task is a parent of another task, or the user story is a parent of another user story. If you've created a hierarchy of tasks or user stories, [only the child-level tasks or the child-level stories at the bottom of the hierarchy appear](#).
- The task's linked parent corresponds to a backlog item defined for another team. Or, the area path of the task's parent backlog item differs from the task's area path.

Customize backlog and board levels

If you need more than three backlog and board levels, you can add more. To learn how, see [Add portfolio backlogs](#).

Related articles

Now that you understand how backlogs, boards, and plans work, [get started using them to plan and track your work](#).

A few things to keep in mind...

- Every team owns their own backlog, to add a new set of backlogs and boards, you [add a new team](#)
- To have work performed by several teams roll up to a portfolio backlog, you'll want to [setup the team hierarchy](#)
- Every backlog has a corresponding [Kanban board](#) you can use to track progress and update status
- Each team can control how [bugs show up on their backlogs](#)
- When you add child items they're linked to their parent using parent-child links which support hierarchical views and [tree queries](#)

Additional articles of interest:

- [About teams and Agile tools](#)
- [Add work items](#)
- [Dashboards](#)

Additional tools from the Marketplace

You may find additional tools to help plan and track your work from the [Visual Studio Marketplace](#), Azure DevOps tab.