Start using your Kanban board

13/02/2019 • 7 minutos para ler • Colaboradores

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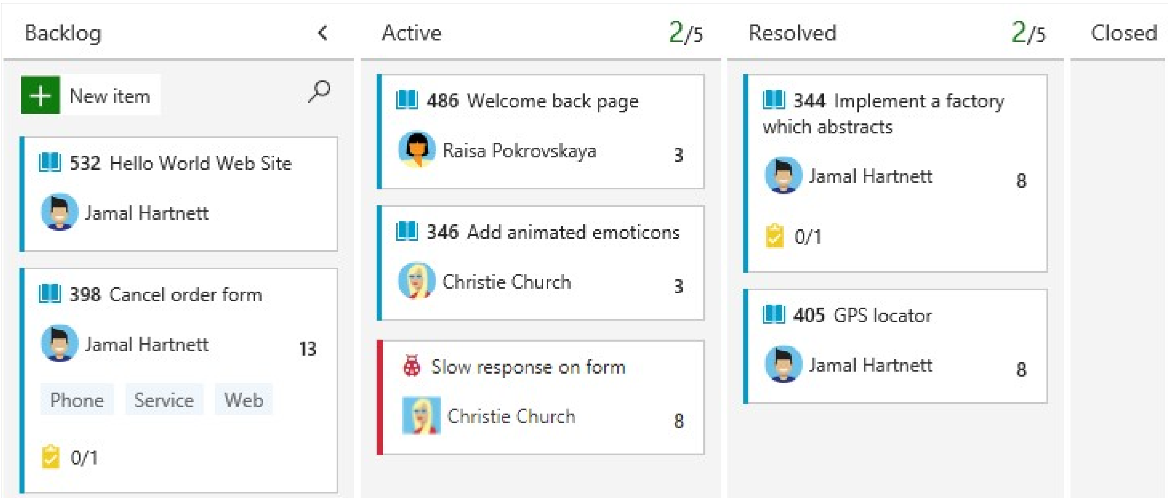
Azure Boards | Azure DevOps Server 2019 | TFS 2018 | TFS 2017 | TFS 2015 | TFS 2013

Your Kanban board turns your backlog into an interactive signboard, which provides a visual flow of work. As work progresses from idea to completion, you update the items on the board. Each column represents a work stage. Each card represents a backlog item, user story, or bug at that stage of work.



User stories and bugs correspond to types of work items. You use work items to share information, assign work to team members, update status, track dependencies, and more.

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 board features: add work items, drag-and-drop work items to update status or move to another sprint, update fields displayed on cards. They can add tasks and change task status.

Add a Kanban board

Each Kanban board is associated with a team and a work item type. For the Agile process, the three boards are Stories, Features, and Epics.

When you add a team, you add a number of team assets. A team admin can configure the assets to support the way the team works. To add a set of Kanban boards to support a new team, add a team.

To add a board to support an additional portfolio backlog level, see Add a portfolio backlog level.

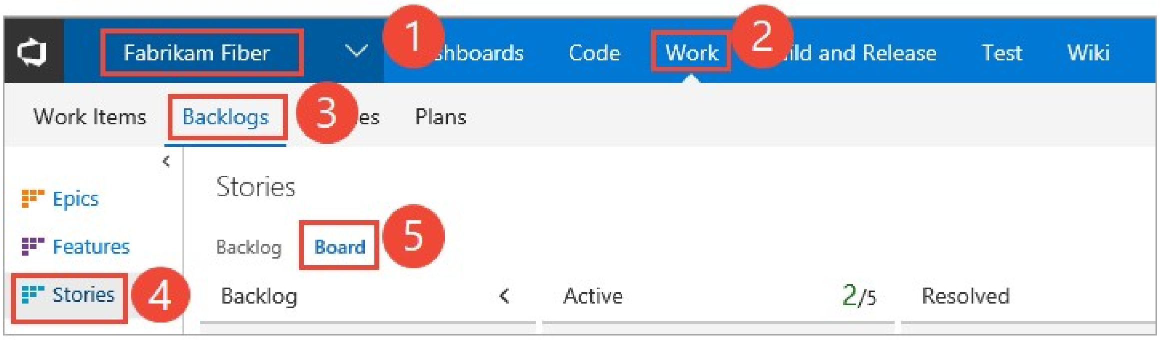
ⓘ **Observação**

Both Kanban boards and Taskboards support visualizing the flow of work and monitoring metrics to optimize that flow. Kanban boards track requirements, are sprint-independent, and provide a cumulative flow chart for monitoring progress. Each sprint is associated with a Taskboard that supports tracking tasks defined for the sprint. You can monitor progress through capacity charts and the sprint burndown chart. For guidance on using the Taskboard, see Update and monitor your Taskboard.

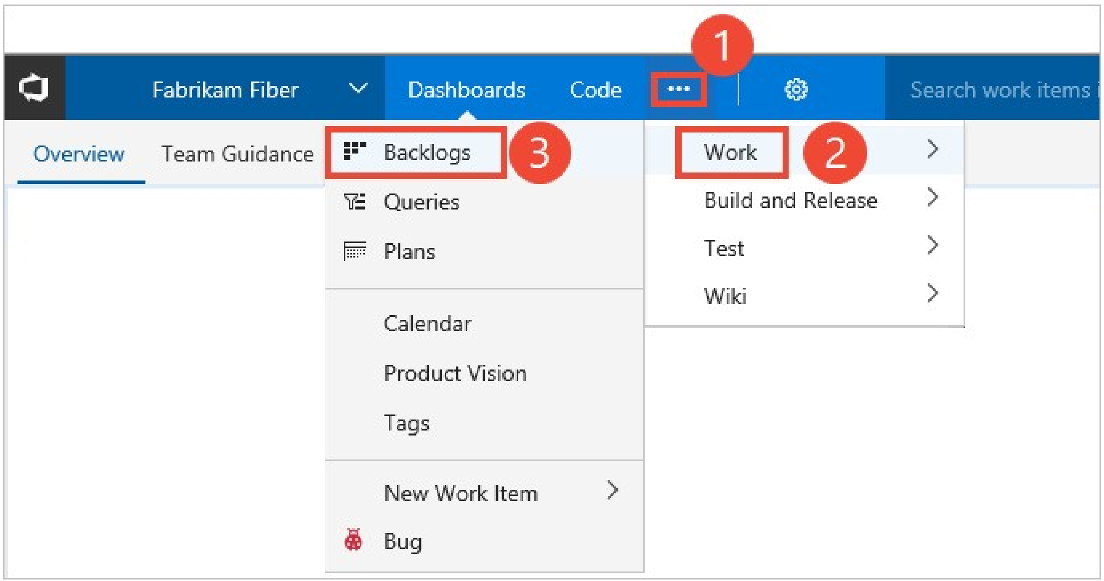
Open your Kanban board from the web portal

Your Kanban board is one of two types of boards available to you. The other is the sprint Taskboard. Kanban boards track requirements, are sprint-independent, and provide a cumulative flow chart for monitoring progress. Each sprint is associated with a Taskboard that supports tracking tasks defined for the sprint. You can monitor progress through capacity charts and the sprint burndown chart. For guidance on using the Taskboard, see Update and monitor your Taskboard. For an overview of the features supported on each backlog and board, see Backlogs, boards, and plans.

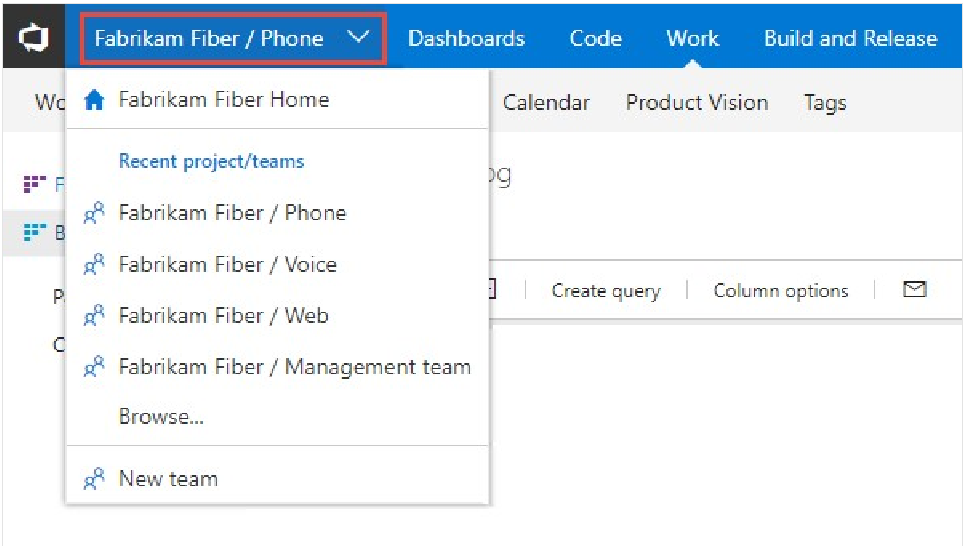
1. To view your Kanban board, open your project from a web browser. Select **Work** > **Backlogs** > **Stories**, and then select **Board**.



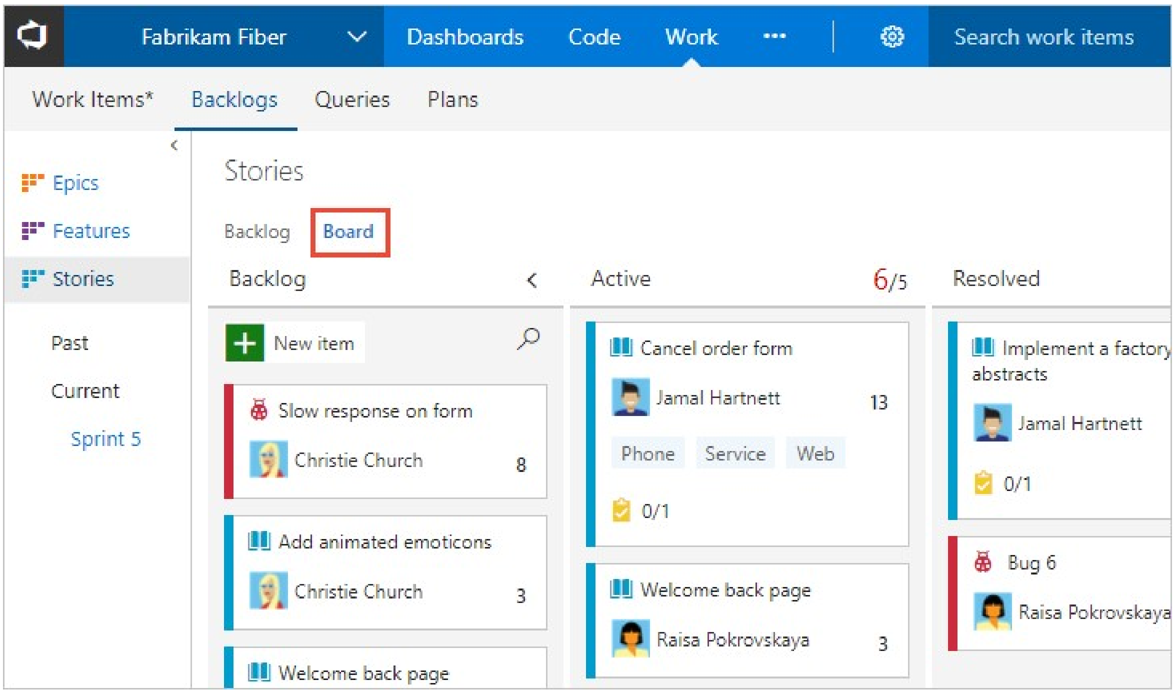
If you don't see **Work**, your screen size might be reduced. Select the three dots (▪▪▪) icon. Then select **Work** > **Backlogs** > **Board**.



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



Your Kanban board appears.



Add work items

1. To add a work item, select the + plus sign, enter a title, and then press Enter.

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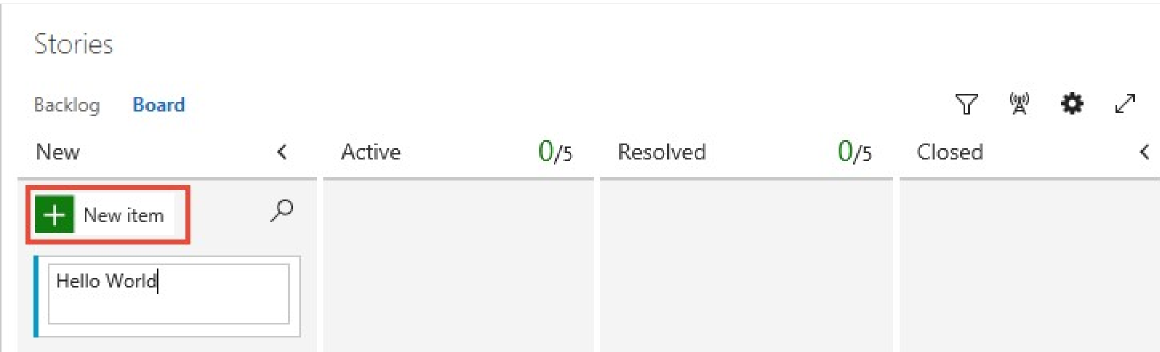


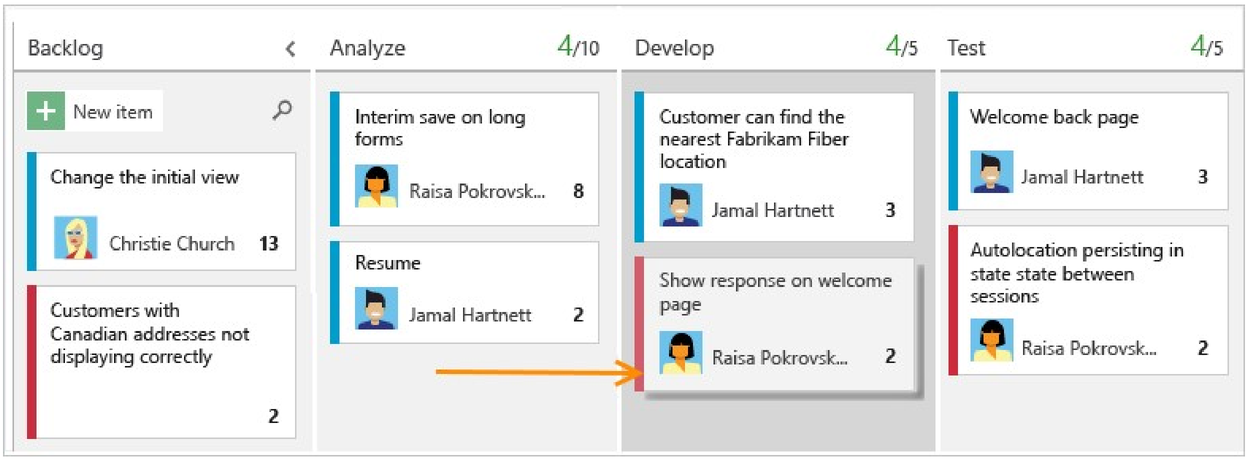
The system automatically saves the work item with the title you entered. You can add as many work items you want by using this method.

To add details to any work item, select the title. Or, you can directly modify any field that displays. For example, you can reassign a work item by selecting **Assigned To**. For a description of each field, see Create your backlog, Add details and estimates.

To customize the set of fields displayed on the card, see Customize cards.

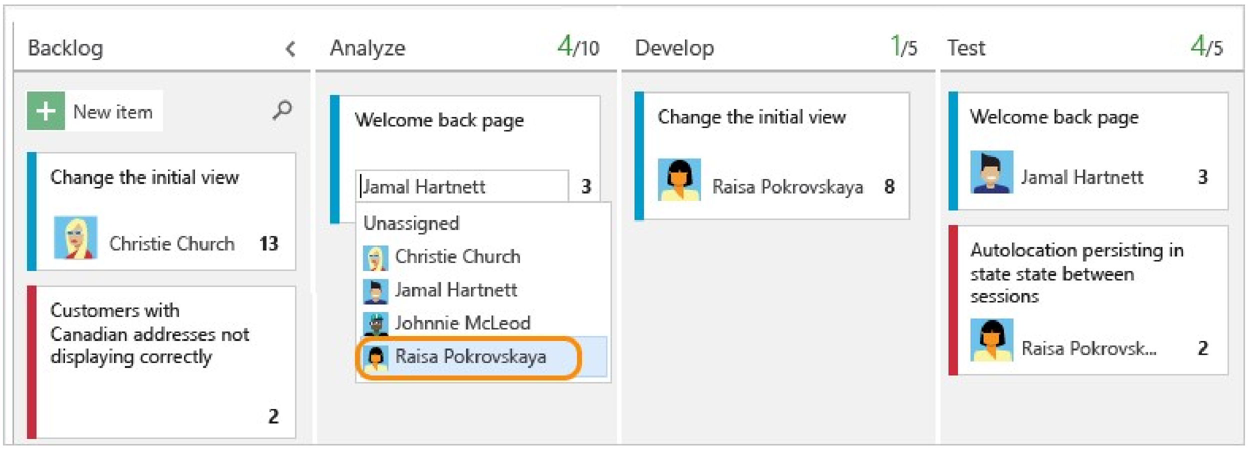
Update status by dragging

As work completes in one stage, update the status of an item by dragging it to a downstream stage.



Update fields from the card

You can quickly update a field or reassign ownership directly from the board. If the field you want to update isn't showing, then [customize the card to show it](customize-the-card-to-show-it).



Try this next

To get the full power of the Kanban board, configure it to map the flow of work and set WIP limits for your team. To configure the Kanban board, you must be [added as a team administrator](added-as-a-team-administrator) or be a member of the Project Administrators group. If you're the organization owner or creator of the project, then you have these permissions.

Kanban basics