KANBAN

Visualize the process of value creation.

Doing

To Do	Develop	Test	Deploy	Done
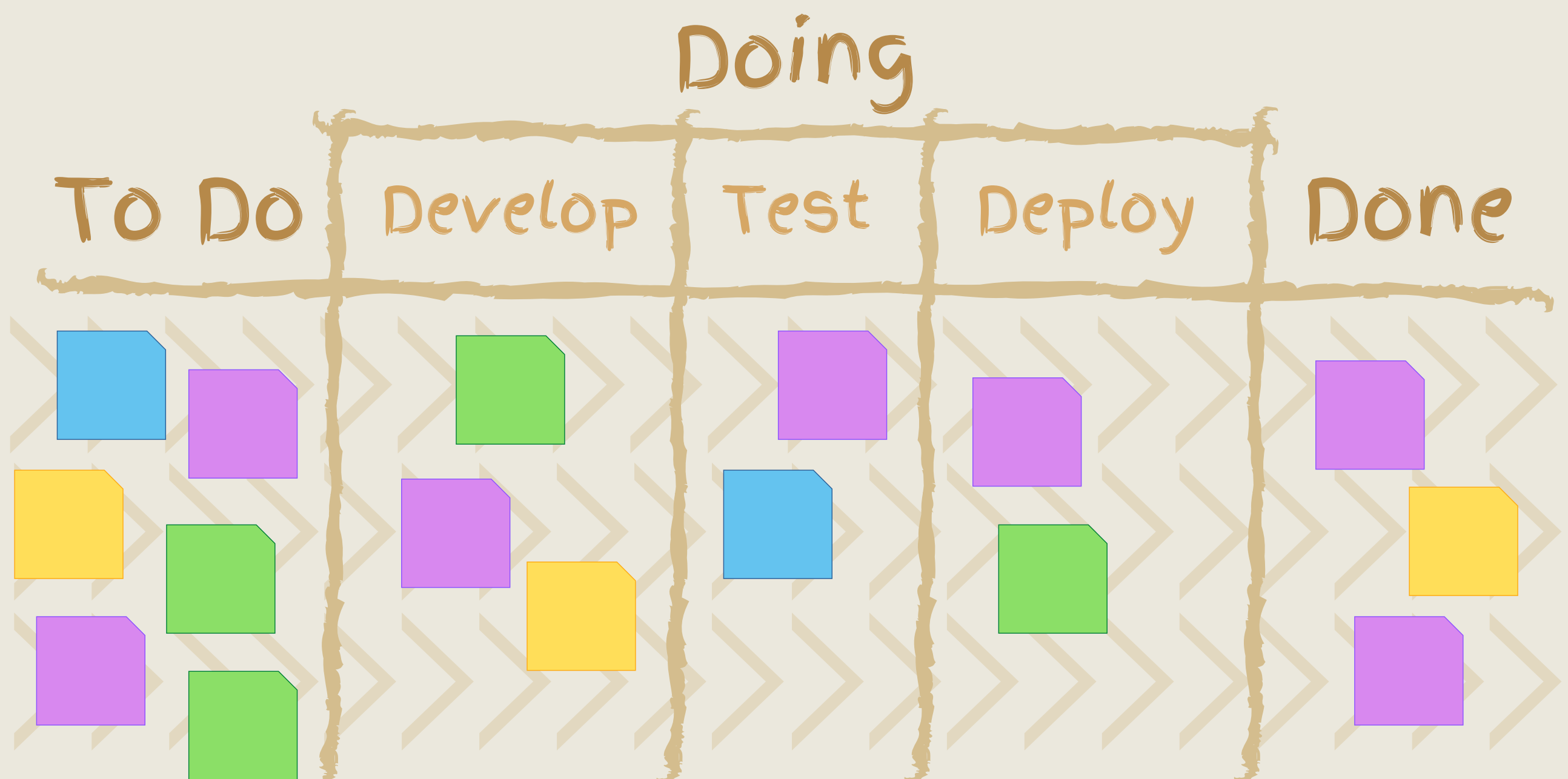
VISUALIZE WORK AT A GLANCE

See the **flow of work** moving through the steps of your system. That means not only visualizing the process, but each piece of work (card).

LIMIT WORK IN PROGRESS

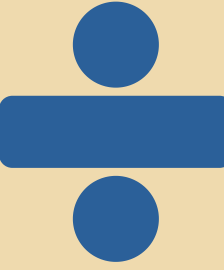Lets you reduce problems caused by **task switching**, **multitasking** and **re-priorizating** items.

ACHIEVE GOOD FLOW

Work moving in a reasonably **linear path** with **little delay**. Teams can use **policies** to try to achieve it: what to do when a card is **blocked** for X hours/days, **conditions** a card must satisfy to be pulled into a lane, etc.

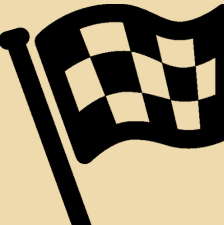#board #tasks #workflow #WIP #pull #trello #kanbanchi #kanbanFlow

HOW TO

1. **Divide a board** with as many **columns** as **states** a task can go through. It's useful to perform a VSM to identify your unique process states. You can also divide the board by as many **rows** as team **members**.

2. **Represent tasks** in a way they can be moved from one column to another (i.e. stickies, tickets, **visual cards**). Cards flow through the board until completion. They can be of different colors to represent **categories** and typically contain a **title**, a **description**, it's **priority** and **subtasks**. Virtual kanbans allow for adding more information like **comments**, **files**, **history**, etc.

3. **Define the W.I.P.** of each column as an achievable goal.

4. **Define the Delivery Point**: the end of a kanban team's workflow. It's usually when the product or service is in the hands of the customer. The team's goal is to take cards from the **commitment point** to the **delivery point** as fast as possible.

Over time, **customize it to fit your team** and organization needs, continuously improve your Kanban implementation **listening to your team** and **measuring the impact of the changes:** KAIZEN