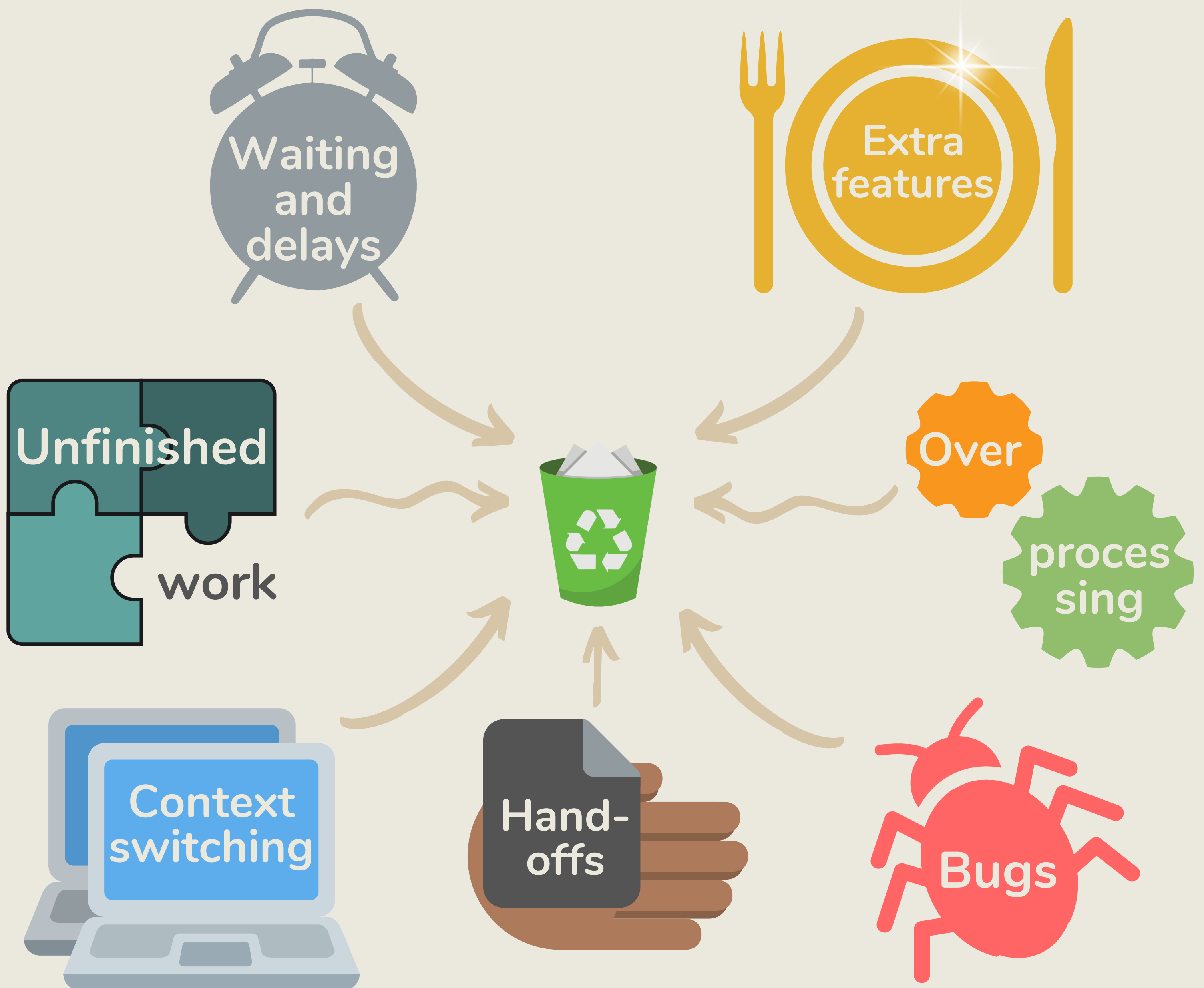
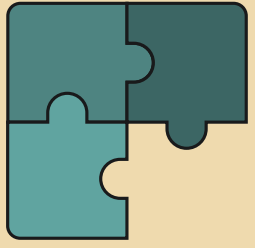


# 7 MUDAS

Attack the most common causes of **waste** in software development.



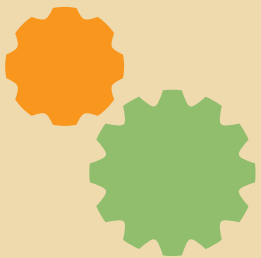
# MUDA = WASTE



- A work item adds value to the customer only when it's **completed and functional**. Stop starting and start finishing, limit Work In Progress, set achievable goals.



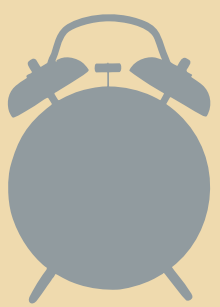
- Focus on the things that will have real impact and avoid any feature that the customer did not ask for. Stay away from **Gold plating**.



- Avoid making unnecessary or inefficient additional process **steps** that add very little value, e.g., extra planning activities or over documentation.

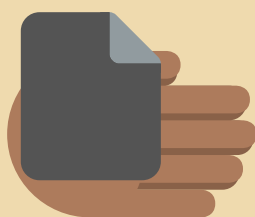


- When assigning people to multiple projects, every time a person **changes context**, about 15 minutes of productivity are lost. Try to assign resources to one project at a time (or few projects, avoiding **multitasking**) and minimize interruptions.



- Waiting for inputs, reviews, approvals or test results is inevitable and causes task switching but it can be minimized .e.g. **co-locating** certain resources, communicating via **instant** messaging or calling (and not via email).

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- Each time a deliverable is handed off knowledge is lost but it can be reduced practicing **cross-functional** teams, face-to-face collaboration and short feedback loops.



- The amount of waste a defect causes is proportional to its **impact** and the time it goes **undetected**. Try to test changes immediately and integrate them often.