

KANBAN

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Disclaimer

- ▶ We are not perfect being. Be are striving for the perfection.
- ▶ We are trying to set a Kanban board first time at the project level. Therefore there are opportunities of improvements. Let's start doing it and on the way if any opportunity is identified we can incorporate the inputs.
- ▶ There are many ways of designing Kanban board we have chosen one.
- ▶ Feel free to share inputs to design a best project Kanban board. Today or anytime in future.

Agenda

1. What is Kanban?
2. Why Kanban?
3. How to plan activities?
4. How to update Kanban?
5. Questions & Answers (QA) session. -15 min

What is Kanban

- ▶ Literally signboard or billboard in Chinese and Japanese
- ▶ Early adoption in Toyota Production
- ▶ Earlier it was managed manually
- ▶ Nowadays it is Automatic
- ▶ Your inputs.....

Why Kanban

- ▶ Commitment Known to everybody
- ▶ Dependency is visible to everybody
- ▶ Availability and workload of department/people on any particular day is visible
- ▶ Can visualize the bottleneck
- ▶ Can prioritize the work everyday morning
- ▶ Can plan alternative resource
- ▶ Assign impediment resolution owner & the deadline
- ▶ Work on high impact/high value work first
- ▶ Anything else??????

How to plan activities

- ▶ Use your baselined plan. Baselined plan is available with Project Manager
- ▶ Project Management Team (PMT) creates detail plan for each delivery (if it is not baselined)
- ▶ Project Manager inserts detail plan in the high level baseline plan
- ▶ PMT: creates Task Card and put in the task column on the Kanban board.
- ▶ Task cards need to be created for the week.
- ▶ You can create these cards anytime before the next week starts
- ▶ Ideally tasks in the task card should be taken from baseline plan

How Task Card Looks Like?

- ▶ These are colorful cards. Placed on the Kanban board
- ▶ Use only that color which is assigned for your department to create a task card
- ▶ One Task card should have one task only
- ▶ Task card should have Owner, Hours, Due Date & Task Name on it.
- ▶ Card on task should be assignable to one person
- ▶ Duration of any task card should be ideally 1-5 day

Owner	Hours	Due Date Revised Finish
Task Name/Description		

How to update Kanban?

- ▶ Update the Kanban on daily basis. As many times as possible. Do not wait for 5:30 pm.
- ▶ If new task is identified please free to create that on behalf of your department
- ▶ When updating Kanban board also check work of the day and week of other department
- ▶ Kanban board must be up to date before daily standup meeting starts
- ▶ Kanban board must be updated after standup meeting (if any change happen during the standup)

Where is our Kanban Board?

- ▶ Kanban Board is in the PMO (Project Management Office) Area.

Am I missing anything?

Do you have any question?

Next Program

- ▶ What is daily standup meant for & How to do?
- ▶ Time : 30-Nov (Tomorrow) 2pm.
- ▶ Location: This Room



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