# SOP: Kanban Board Updation

**Configuration Management**

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| **Document Name** | 02-SOP: Kanban Board Updation | | |  |
| **Created/Change by** | **Date** | **Reviewed By** | **Review Date** | **Version** |
| Hari Thapliyal | 25-Apr-18 | Viswanathan | 25-Apr-18 | V1.0 |
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**Purpose**

How to update Kanban board?

**Audience**

* PMO head
* HoDs
* Project managers
* PMTs

**Guidelines**

1. Kanban board should be updated as soon there is some work progress in the project
2. Kanban board should be updated minimum once a day, max depends upon the progress
3. Only the owner of the task can move the card on the Kanban board. PM can remind him and enforce the correct status is reported by department
4. There should not be any task in the project for which there is not Task Card on the kanban board
5. In planning area Kanban board should not have any task which are not planned for the current week.
6. Kanban board can have handwritten task card, provided they are in the same format as computer printed cards
7. PMTs are responsible for making commitment and tracking the task card correctly on the kanban board
8. One row on the Kanban board should not have more than one project
9. If required one project can take 1+ consecutive rows on the kanban board. PMO Head should make this decision.
10. Use transparent tape to hang the card on Kanban board. No pin, color tape. Tape should be pasted above the color area on the card
11. If required same department task on the same project for same day can be stapled.
12. Every task card being tracked on the Kanban board must have handwritten Task Owner and Smily.
13. If current date is more than Task finish date then Revised finish date or Revised start date must be updated on the task card on the Kanban board
14. Once task is completed it should move to Weekly Done column
15. If task is cancelled then it should move to Weekly done column
16. If Task is rescheduled for next week then it should move to Weekly Task column
17. If task is not done and will continue tomorrow then move to next day column
18. Any new task identified during the week shall be Manually written and put on the Kanban board
19. Once week is over all the weekly task task should be moved to "Monthly done" column. And all the Week column should be empty
20. During weekly planning task should be only in Weekly Task column
21. During daily planning task should be in Day column
22. Kanban board contains following information
    1. Project Name, PM, Tasks to be done in the week, Tasks of the day.
    2. Risks, related project and its owner
    3. Impediments, related project and its owner

**Inputs**

1. Updated project plan
2. Updated progress from the shop floor
3. Identified issues and risks

**Steps**

1. NIL

**Exit Criteria**

1. Live Kanban board

**Validation**

1. Live Kanban board
2. Random check of task cards against the guidelines is pass
3. Random check of task cards against the actual progress is pass
4. Number of cards given to a particular PM are same as posted on his project Kanban Board
5. Random open the project schedule from PWA and verify the tasks and their status against the task cards on Kanban board