* See footnote **[[1]](#footnote-1)** for a brief description of each column.
* See the last page of this document for instructions on how to use this template. You may delete the instructions page before submitting your Kanban Board.

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| **Backlog** | **Ready** | **Coding (& unit testing)** | **Testing (integration)** | **Submitted** | **Done** |
| [item descr] | [task descr] | [task descr]  Est Hrs: [enter #]  Actl Hrs: [enter #] | [task descr]  Est Hrs: [enter #]  Actl Hrs: [enter #] | [task descr]  Est Hrs: [sum]  Actl Hrs: [sum] | [task descr] |
| [item descr] | [task descr] | [task descr]  Est Hrs: [enter #]  Actl Hrs: [enter #] | [task descr]  Est Hrs: [enter #]  Actl Hrs: [enter #] | [task descr]  Est Hrs: [sum]  Actl Hrs: [sum] | [task descr] |
| [item descr] | [task descr] | [task descr]  Est Hrs: [enter #]  Actl Hrs: [enter #] | [task descr]  Est Hrs: [enter #]  Actl Hrs: [enter #] | [task descr]  Est Hrs: [sum]  Actl Hrs: [sum] | [task descr] |
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# Instructions

The footnotes associated with these instructions describe some differences between this academic project and a real-world project.

1. All of the ***item*** and ***task descriptions*** found on the Kanban Board shall collectively describe the entire scope of this project.
   1. An item or task describes a user requirement, a user story, or a technical task that must be done to support the implementation of a user requirement or story.
      1. The ***item descriptions*** in the ***Backlog*** column may be relatively large in scope. These descriptions may represent many hours or even weeks of effort.
      2. The ***task*** descriptions for ***Ready***, ***Coding***, ***Testing***, ***Submitted***, and ***Done*** columns should be relatively small in scope. These task descriptions should represent hours of effort. You want to create and use task descriptions which are large enough to represent a meaningful amount of work. However, be sure to create task descriptions which you feel may be completed in under 2-4 hours.[[2]](#footnote-2)
   2. To enter an item description into the ***Backlog*** column, replace the [item descr] text with your description.
   3. To enter a task description into the ***Ready*** column, replace the [task descr] text with your description.
   4. Task descriptions for ***Coding*** come from the ***Ready*** column. Task descriptions for ***Testing***, ***Submitted***, and ***Done*** come from the previous column. See step 3 below for details.
2. Instructions for the ***estimated*** and ***actual*** number of hours of effort are as follows.
   * 1. For the ***Coding*** and ***Testing*** columns, replace *[enter #]* with your estimated number of hours or actual number of hours.
     2. For the ***Submitted*** column, replace *[sum]* with the sum of your estimated or actual hours for the ***Coding*** and ***Testing*** columns.
3. To move a task from ***Ready to Coding***, from ***Coding to Testing***, and from ***Testing to Submitted***, simply do a cut and paste. That is, cut the task description from one column and paste into an empty cell in the next column.
   1. You should add tasks to the bottom of the next column. In this way, the ***Submitted*** column represents the order in which you completed tasks.
   2. After moving a task, be sure to complete the ***Est Hrs*** and ***Actl Hrs*** values as described in step 2.
4. The instructor will move tasks from ***Submitted to Done*** or from ***Submitted to Ready***.
   1. When the acceptance testing demonstrates the task is working, it is moved from ***Submitted to Done***.
   2. Otherwise, the task is moved from ***Submitted to Ready***.

1. **Backlog**: not in current iteration/increment. **Ready**: user req/story or task is well understood; ready to be implemented or fixed. **Coding**: user req/story or task being implemented and unit tested. **Testing**: user req/story or task being integration tested. **Submitted**: user req/story or task has been submitted for acceptance testing. **Done**: user req/story or task passed accepted testing. Important note: these descriptions are slightly different from what is found on slide 7 in the Agile Planning pdf. [↑](#footnote-ref-1)
2. A *maximum* 2-4 hours of estimated effort for each item description is suggested for this *academic project*. This allows each student to manage their effort using relatively small tasks/items. In a *real-world project*, the *maximum* estimated hours of effort for a single task/item might be in the 6-12 hours range. This real-world maximum *assumes* the individual is working full-time on a single project and a sprint/iteration is 1-4 weeks in duration. [↑](#footnote-ref-2)