



THE QUEUE PROBLEM





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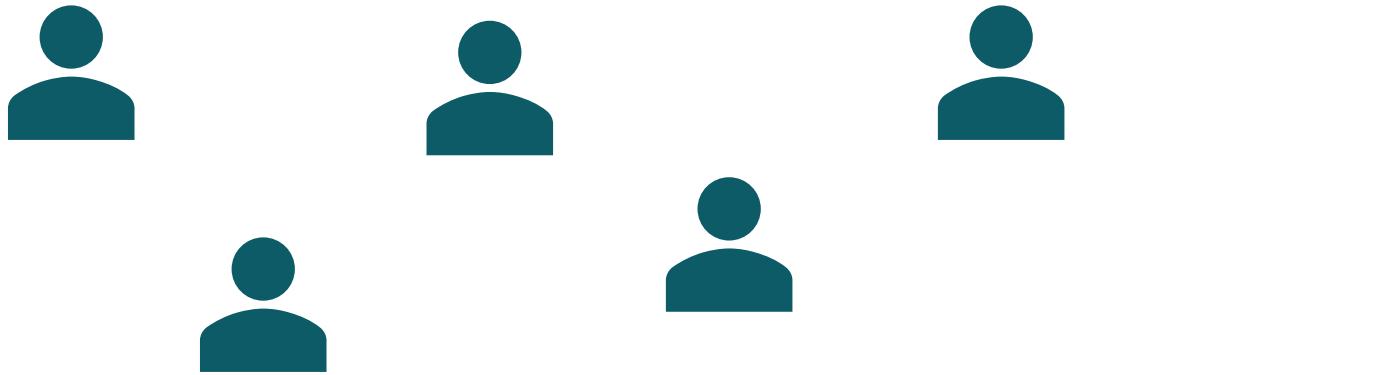


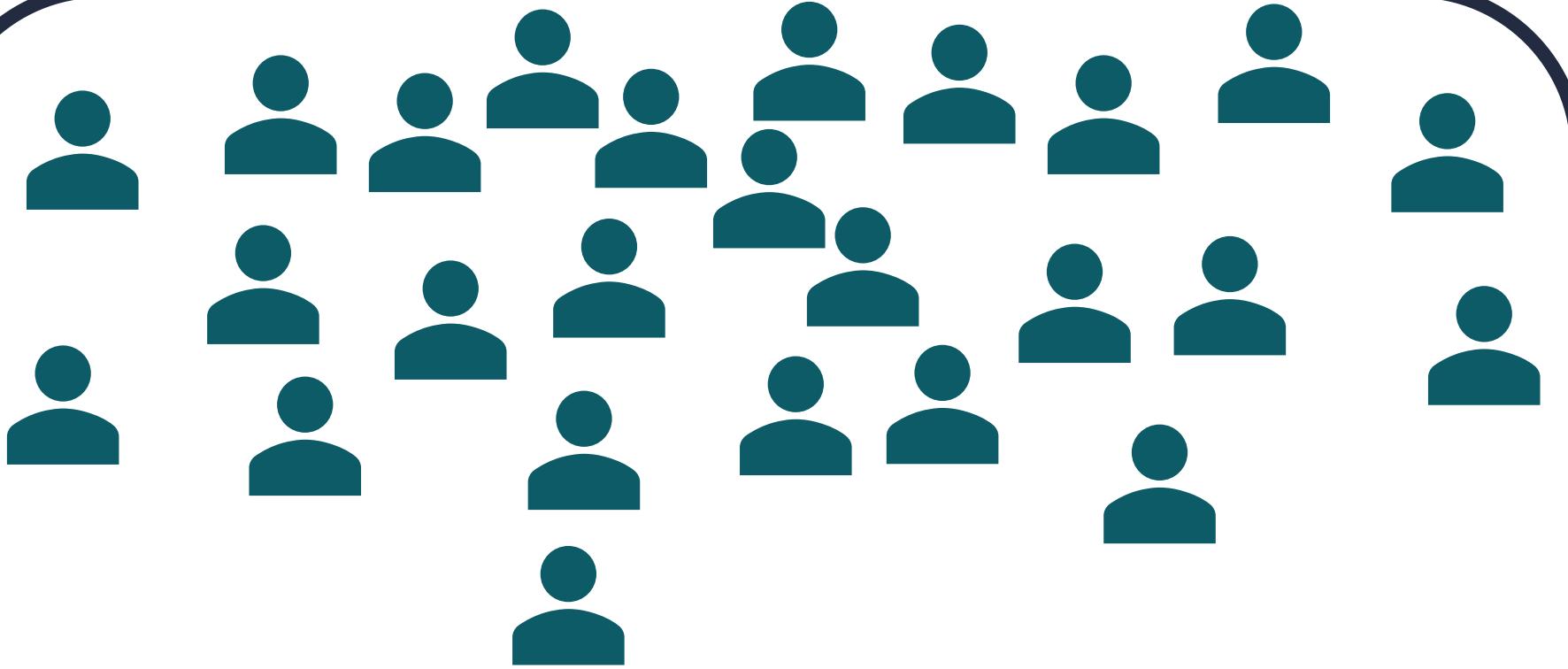






WHY ARE QUEUES FORMED?





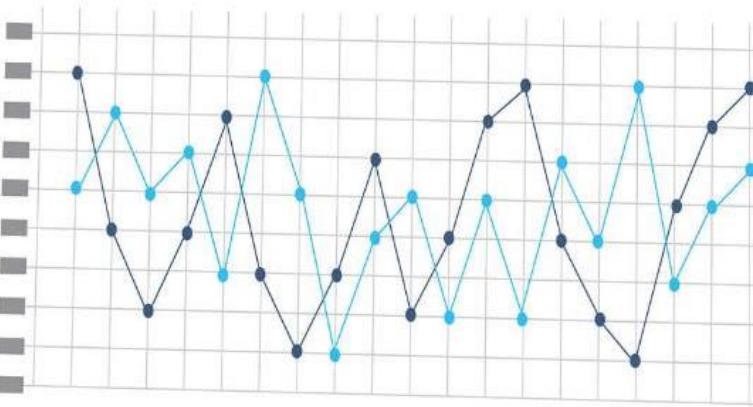






THE QUEUE PROBLEM

(INSIDE YOUR BUSINESS)





▶ Start tour



▶ Start tour



▶ Start tour



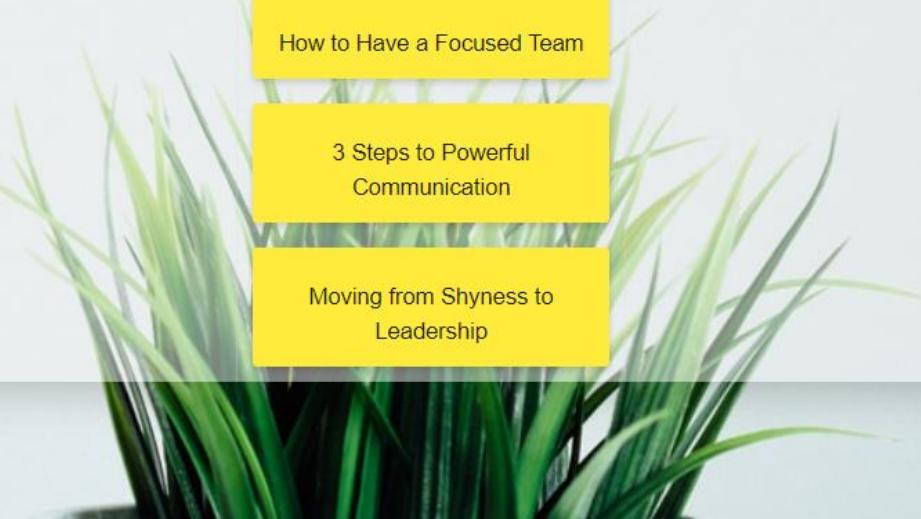
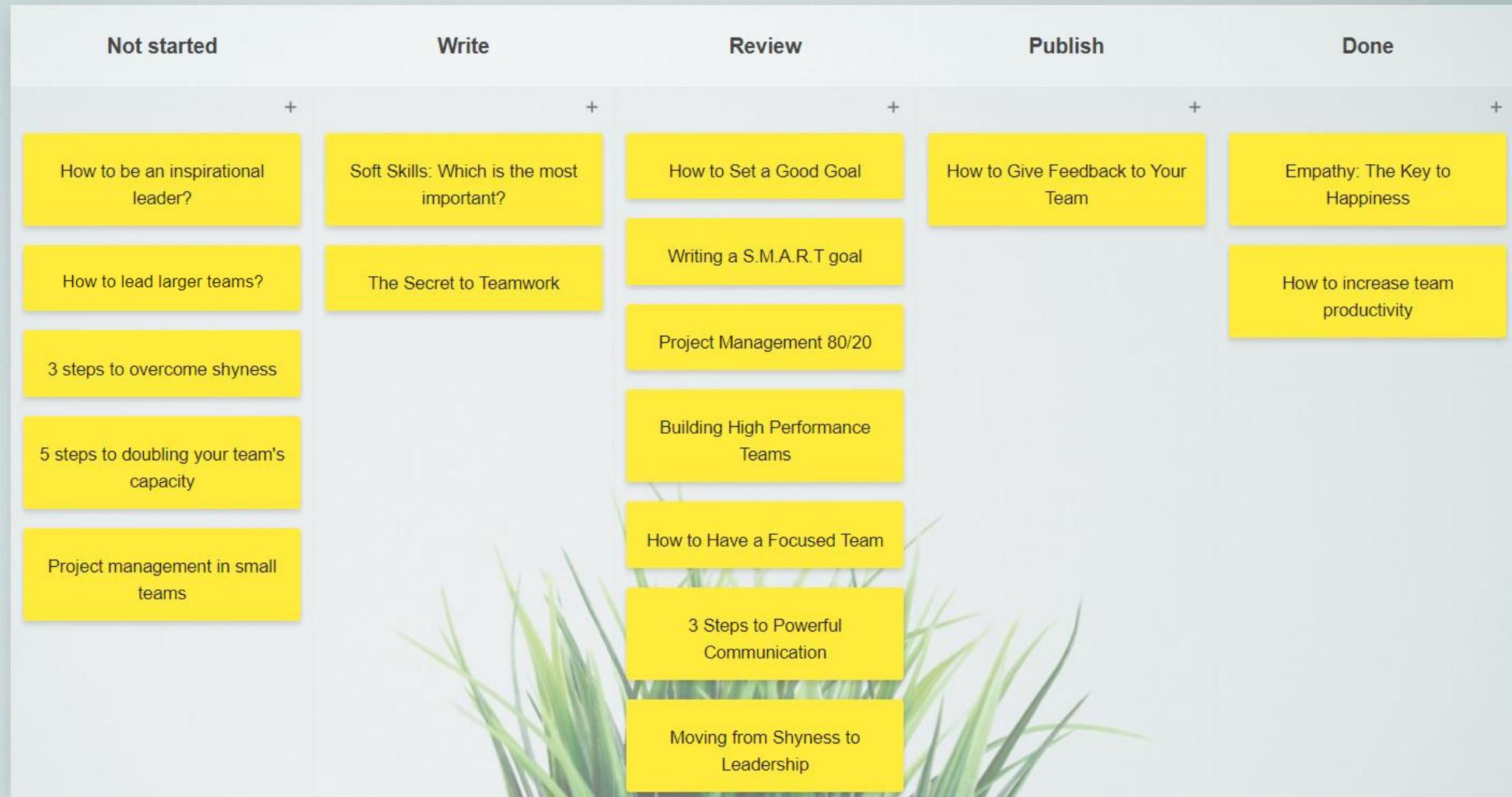
▶ Start tour



▶ Start tour

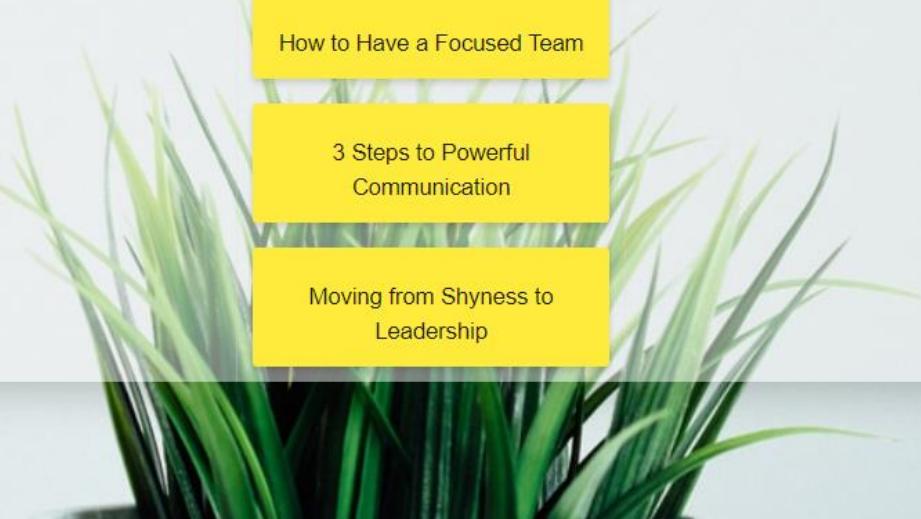
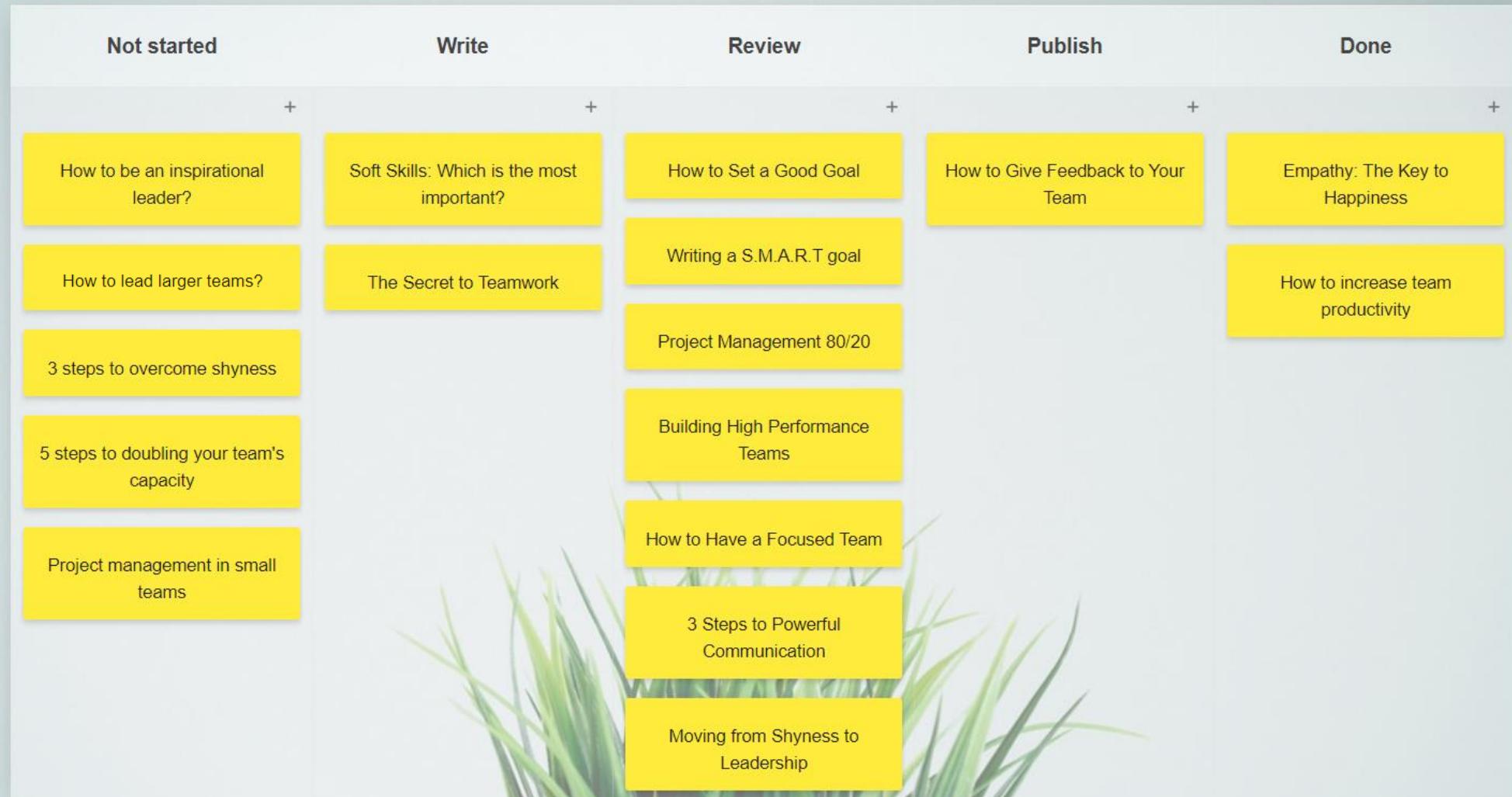


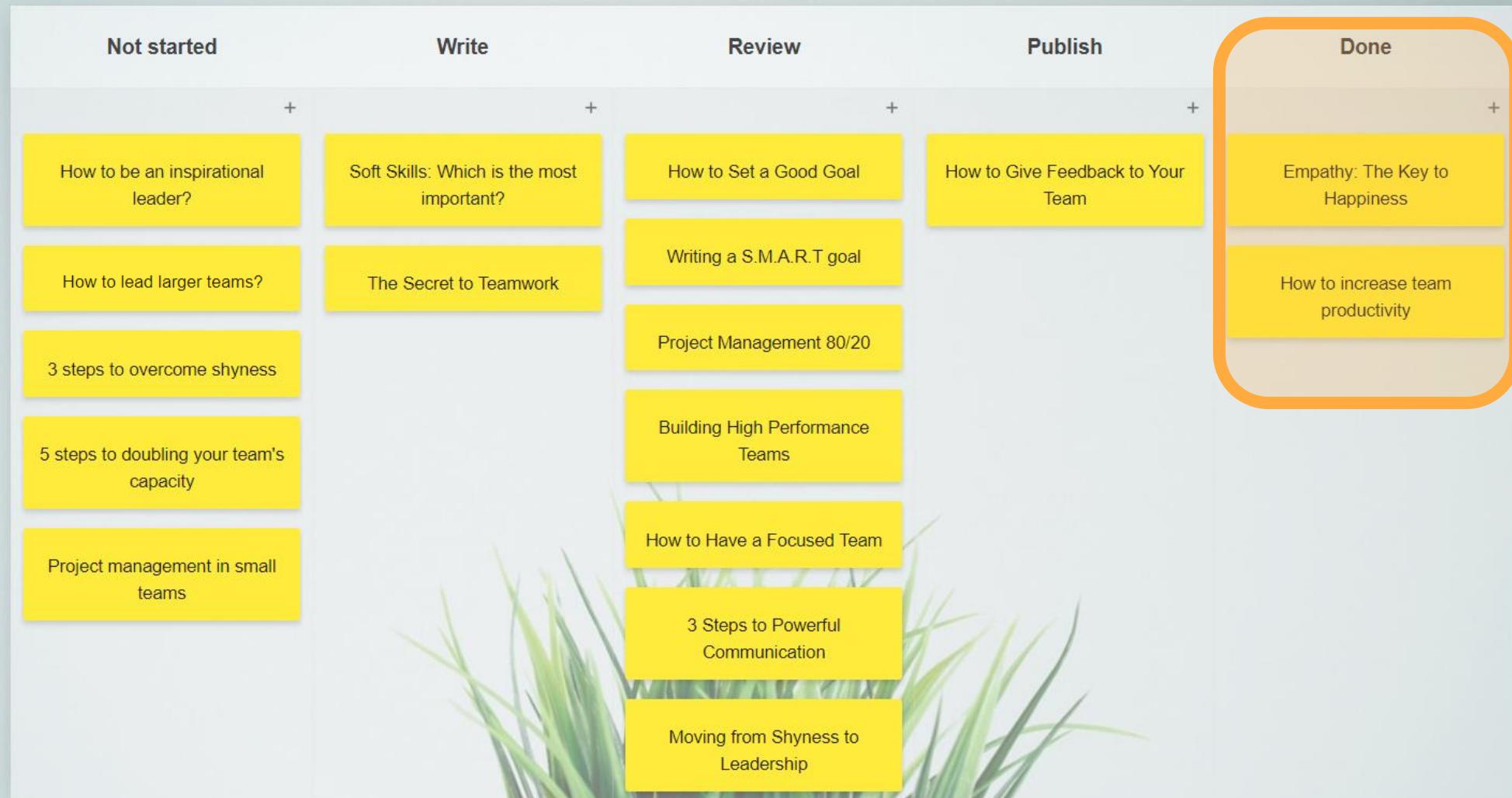
▶ Start tour

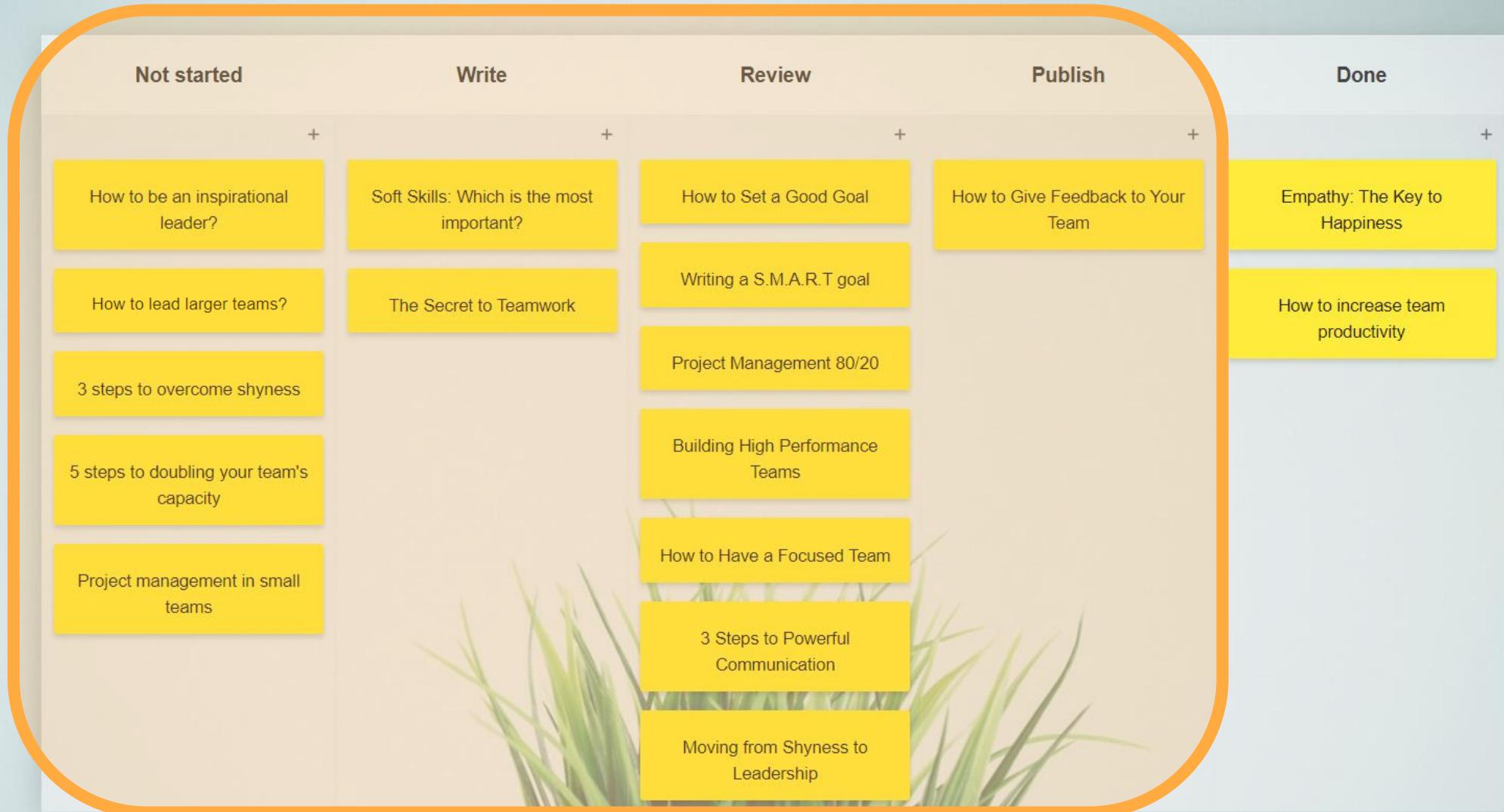


Kanban Method motto

“Stop starting and start finishing.”









TO DO

DOING

DONE

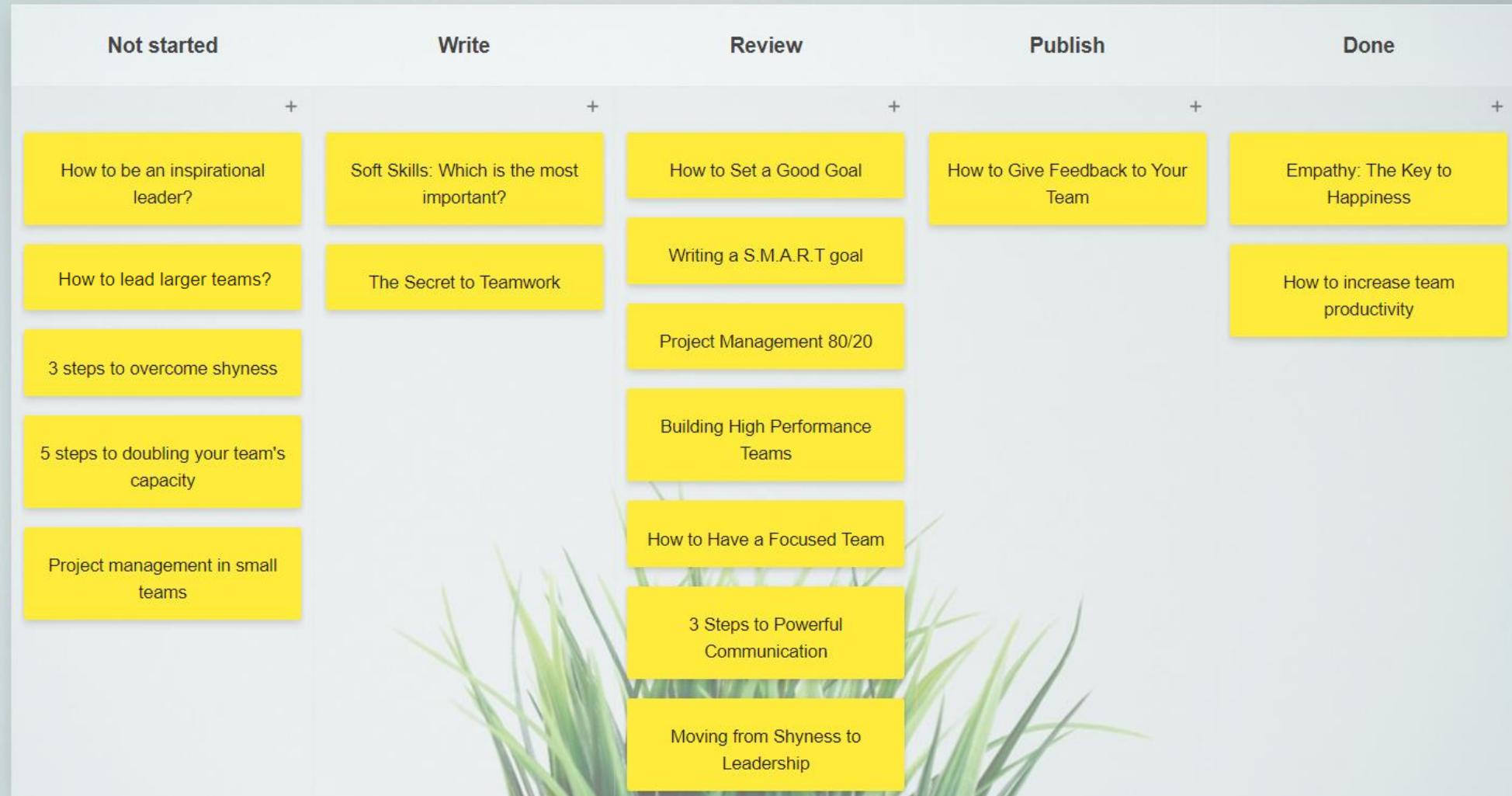


Pull System





WHEN AND WHERE KANBAN IS USED



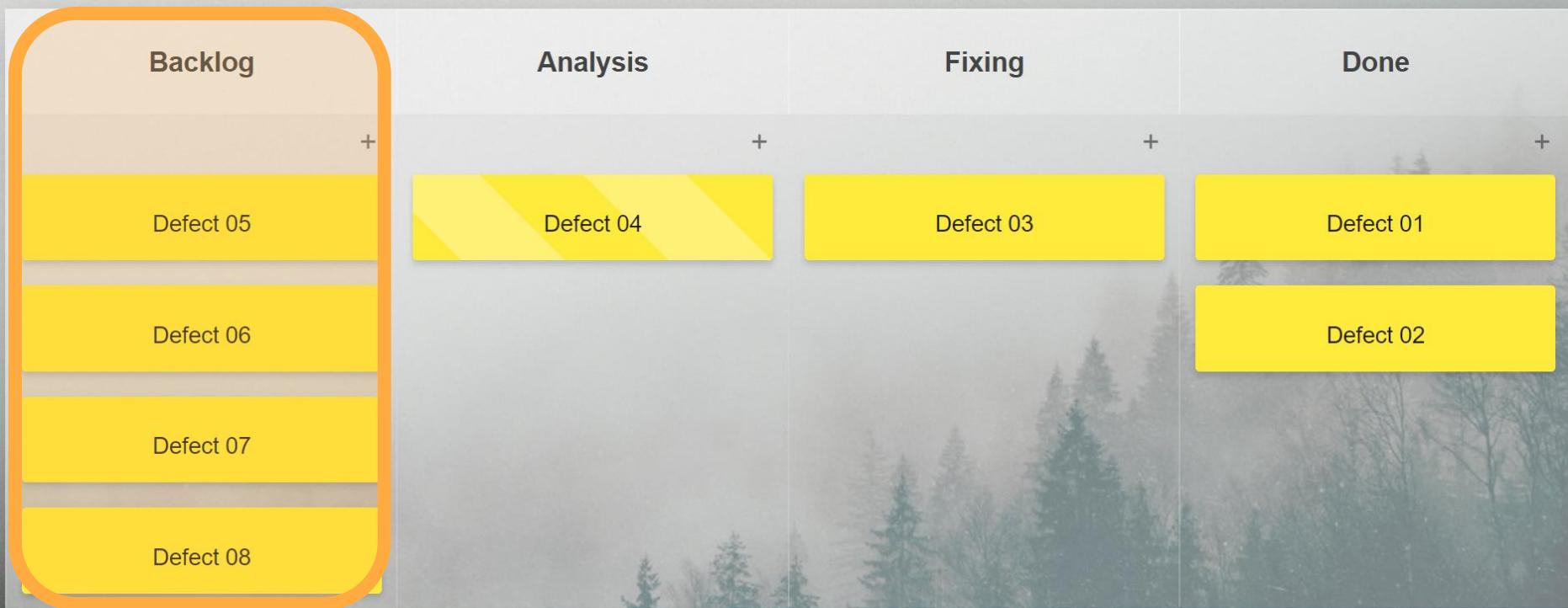
WhatsApp



12:13 96%

CHATS STATUS CALLS

Profile Picture	Contact Name	Last Message	Date
	Juan Luis Carpintero	Perfecto	1/9/20
	Hermano	Pero seguro que hay suerte	1/9/20
	Tita Ina	✓ Buenas noches ❤️	1/7/20
	Patrulla canina	Gabi: Feliz año!!!! Yo espero verlos.pronto!...	1/7/20
	Luis Moreno Castellano	Qué pasó?	1/5/20
	Karen Wallace	✓ Jaja Para la próxima vez seguro que esto...	1/3/20
	Fany	✓ Feliz año fanifilla!! Yo espero que estés de...	1/2/20
	Meme	✓ Feliz año!	1/1/20
	Domingo	✓ Feliz año Domiiinn ❤️❤️❤️	1/1/20
	Academia Ingles	✉ Muchas gracias por tu confianza en Idi...	12/31/19
	Victoria		12/31/19



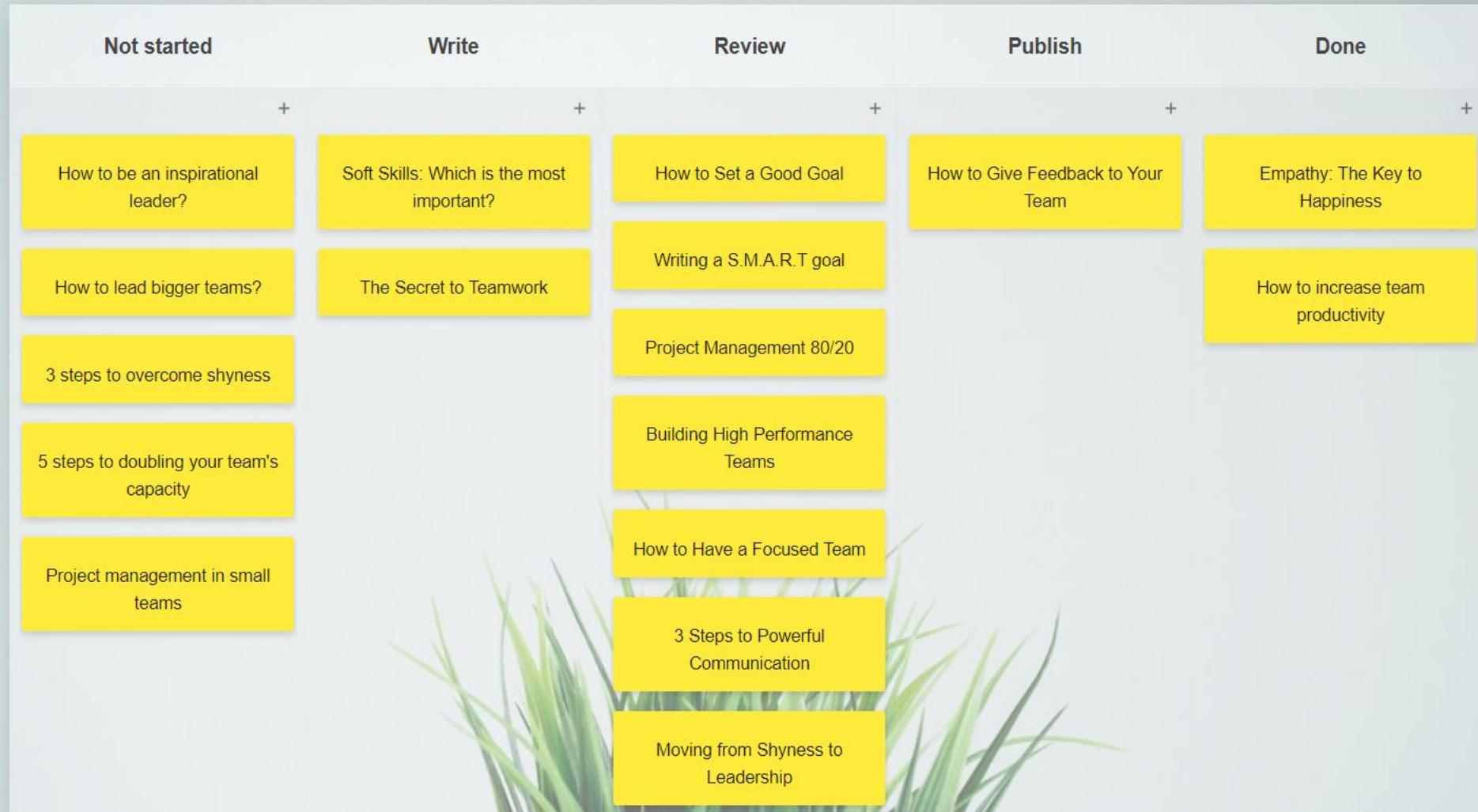




KANBAN
KANBAN SYSTEM
KANBAN METHOD



KANBAN



Kanban means visual card.

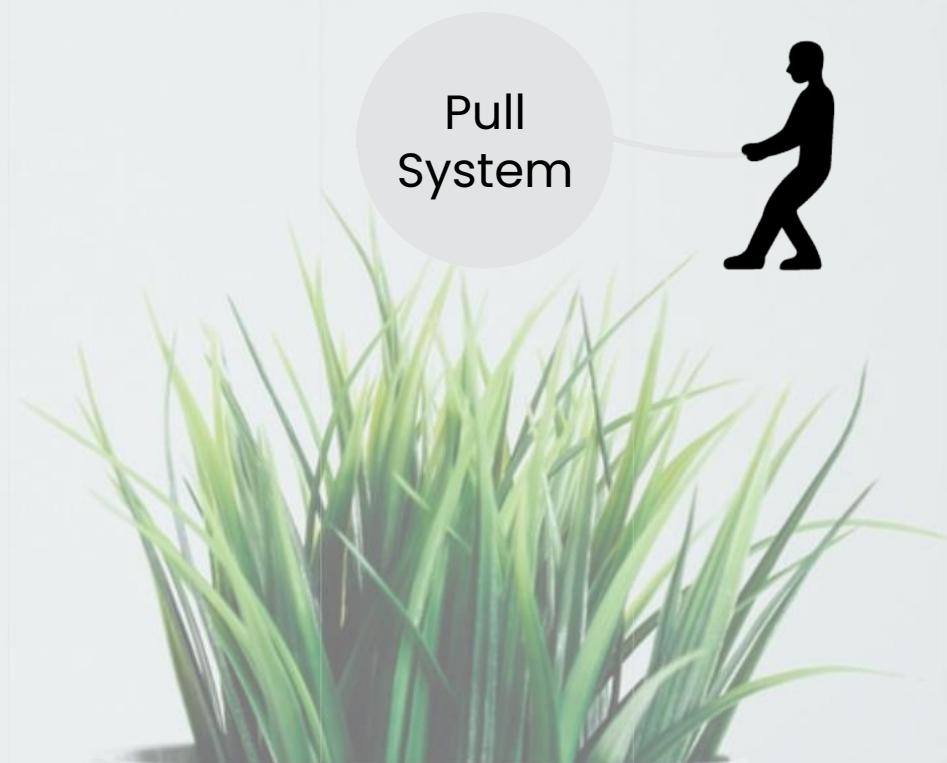
Kanban System

≡ Article Production.

Share Settings Help Tools ▾ Filter by title, tags or card name

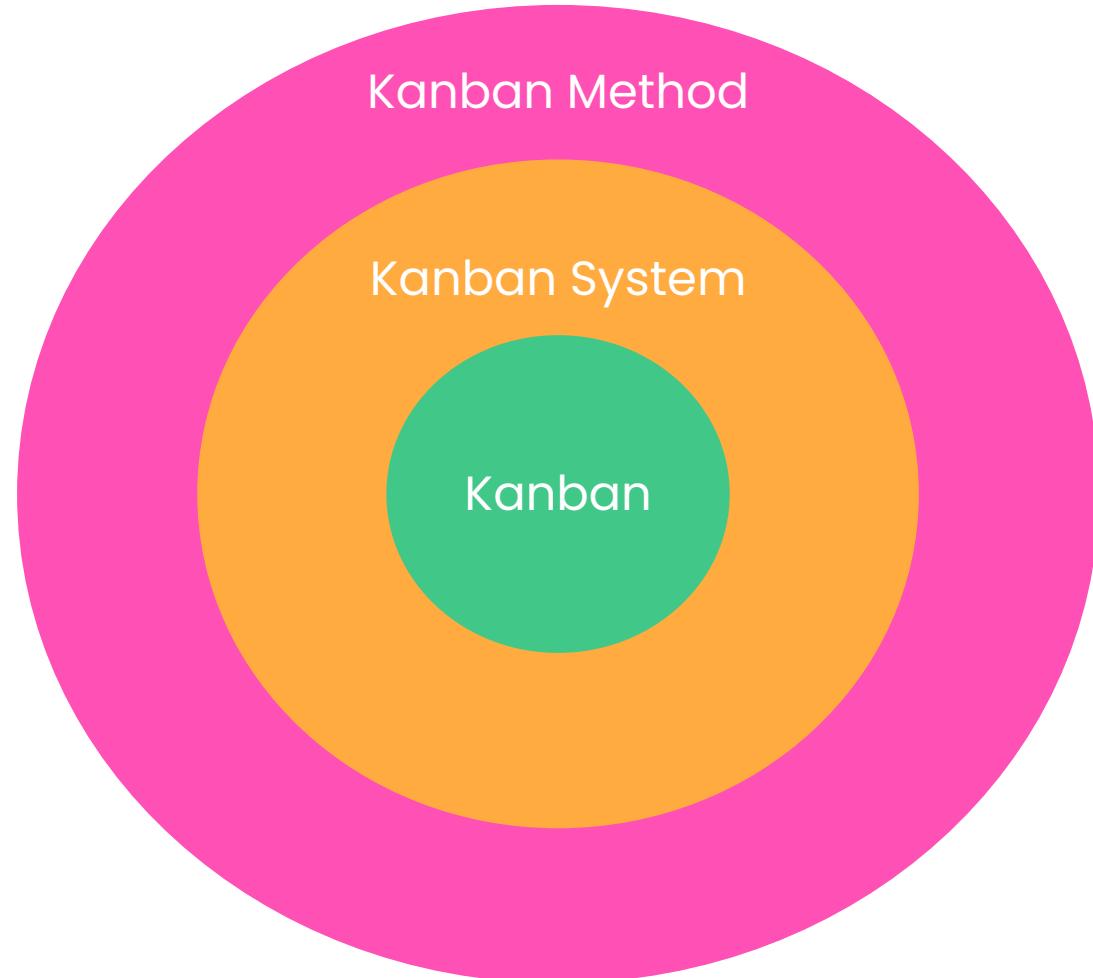
Not started	Write 1/1	Rewiew 1/2	Publish 2/2	Done
	In Progress	Done	In Progress	Done
+ Soft Skills: Which is the most important? The Secret to Teamwork Writing a Goal: S.M.A.R.T How to set a good goal? Project Management 80/20 Building High-Performance Teams Moving from Timidity to Leadership How to have a focused team 3 Steps to Powerful Communication	+ 5 steps to doubling your team's capacity	+ Project Management in Small Businesses	+ How to lead bigger teams? How to be an inspirational leader?	+ 3 steps to overcome shyness

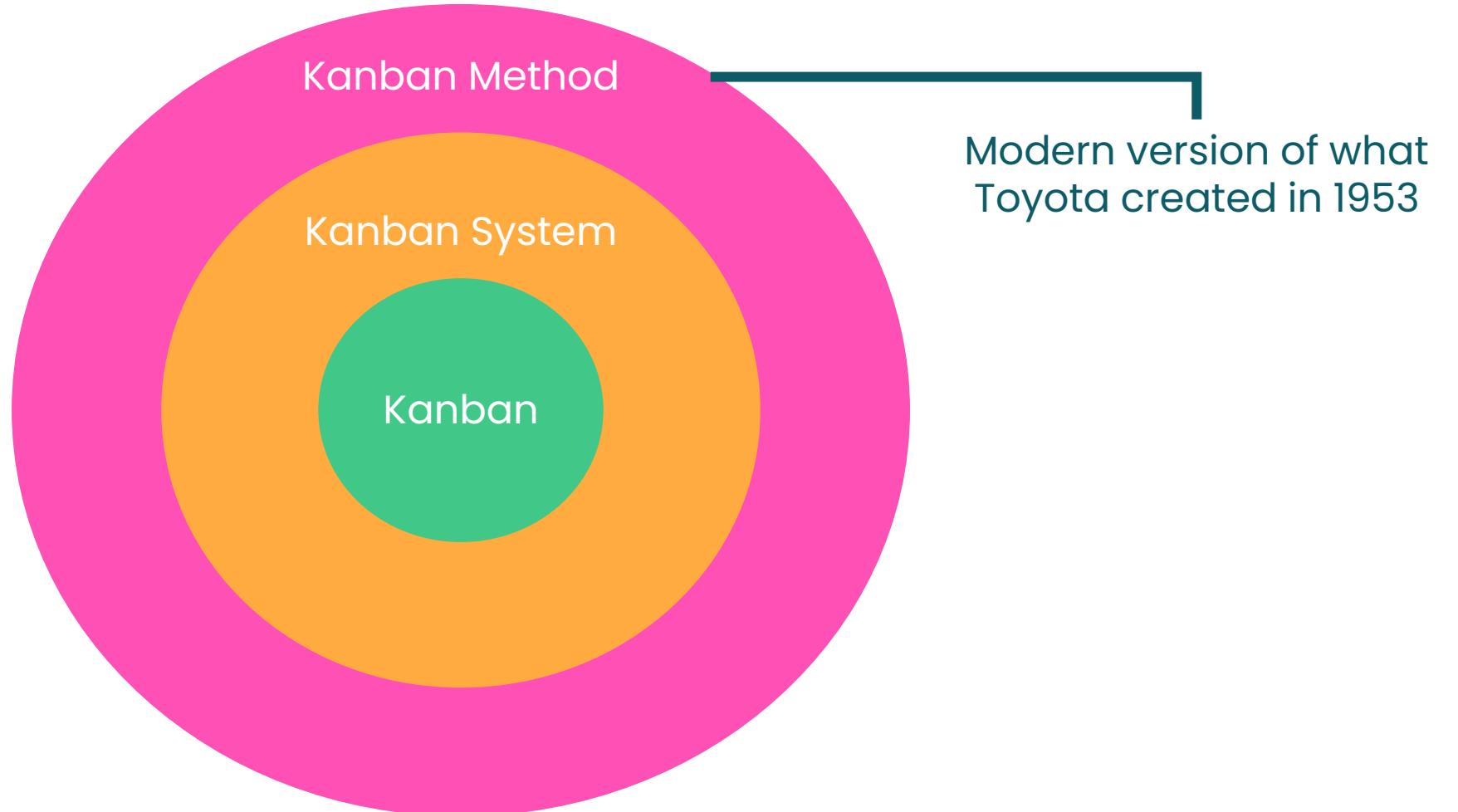
Pull System

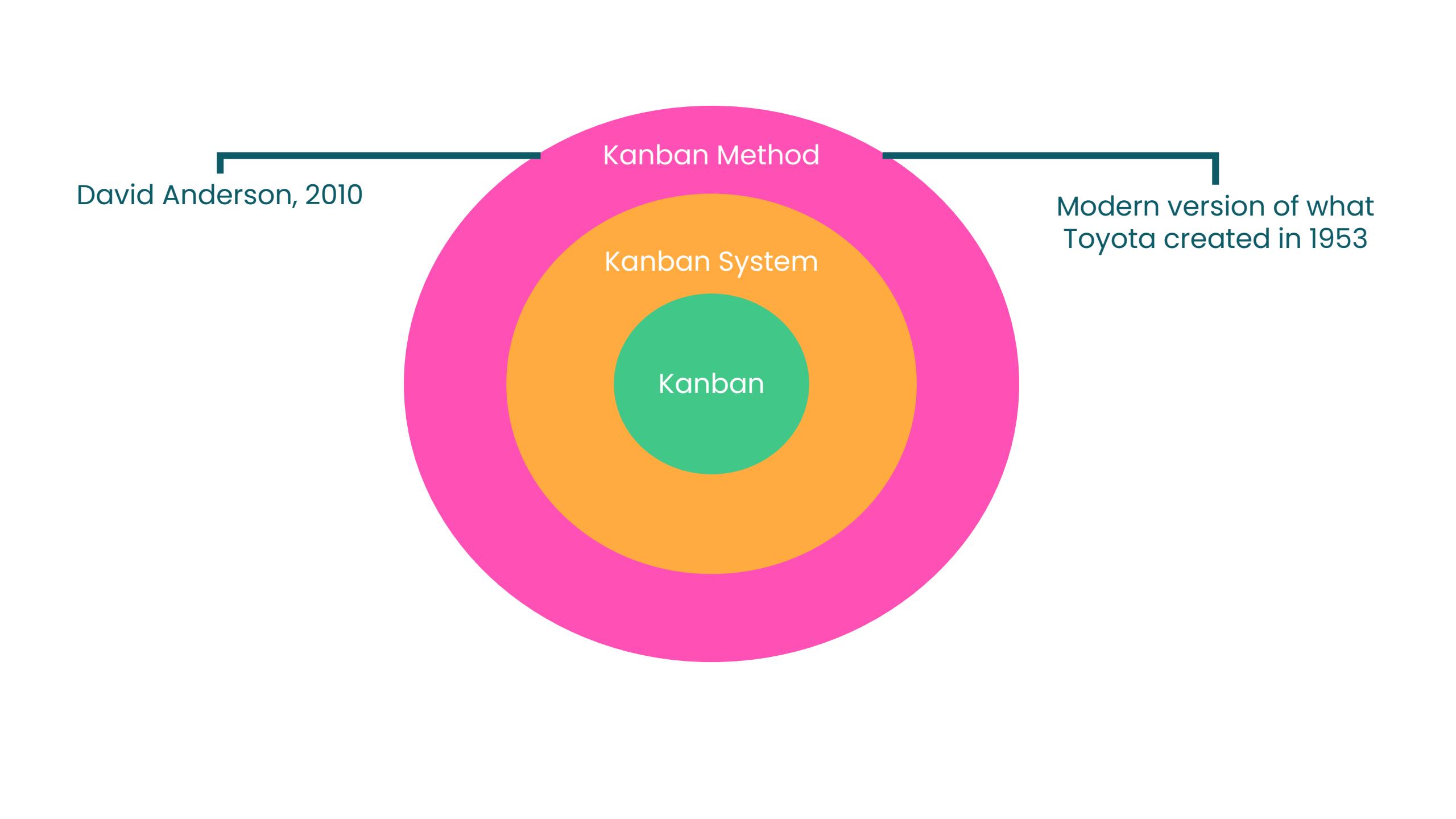


Start tour

“ **Kanban System** (or Kanban Production System) means **pull system**. **”**







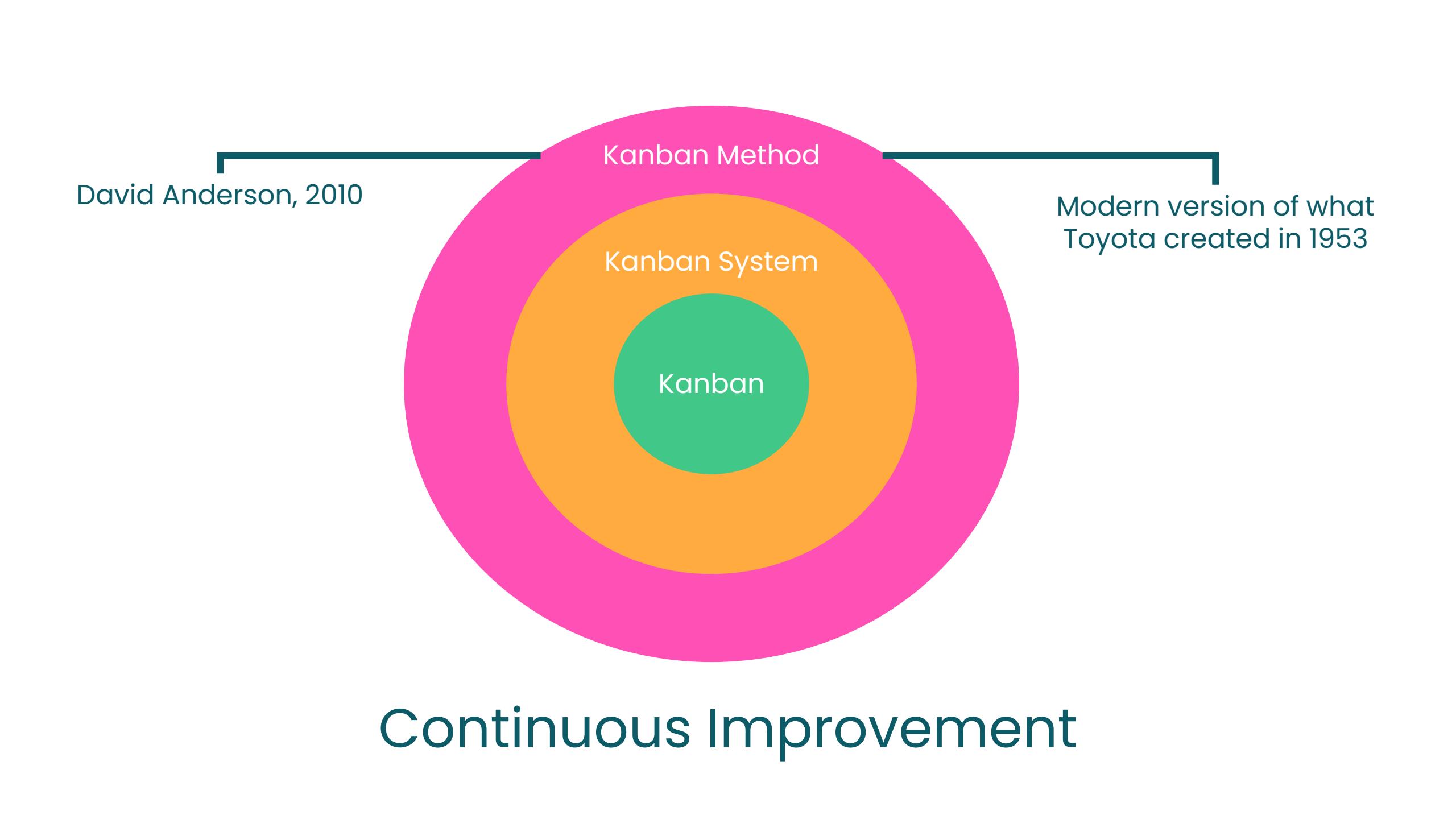
David Anderson, 2010

Kanban Method

Kanban System

Kanban

Modern version of what
Toyota created in 1953



David Anderson, 2010

Kanban Method

Kanban System

Kanban

Modern version of what
Toyota created in 1953

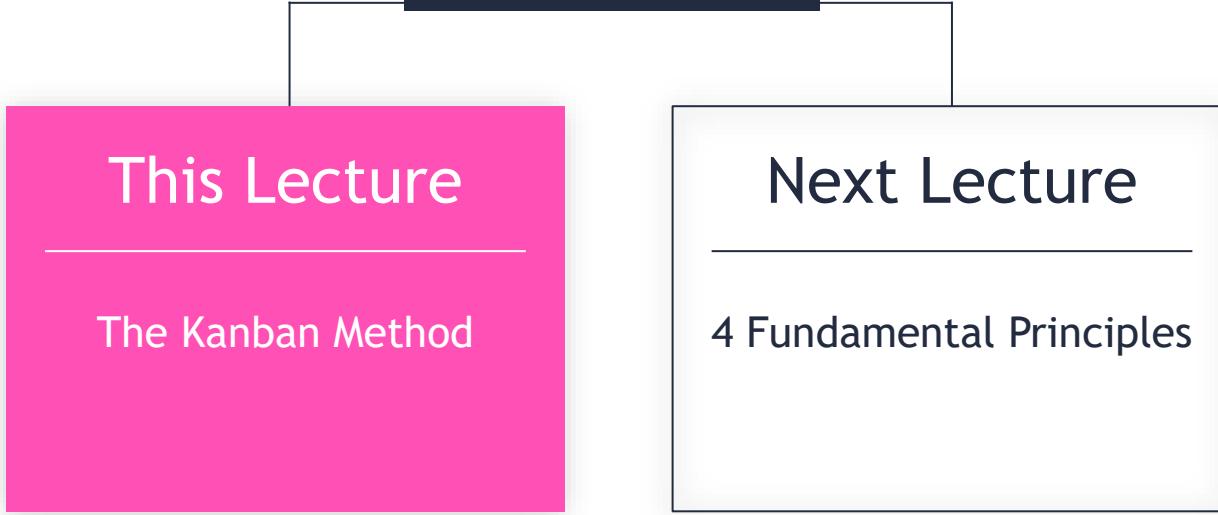
Continuous Improvement

“

The **Kanban Method** focuses on
promoting continuous
improvement.

”



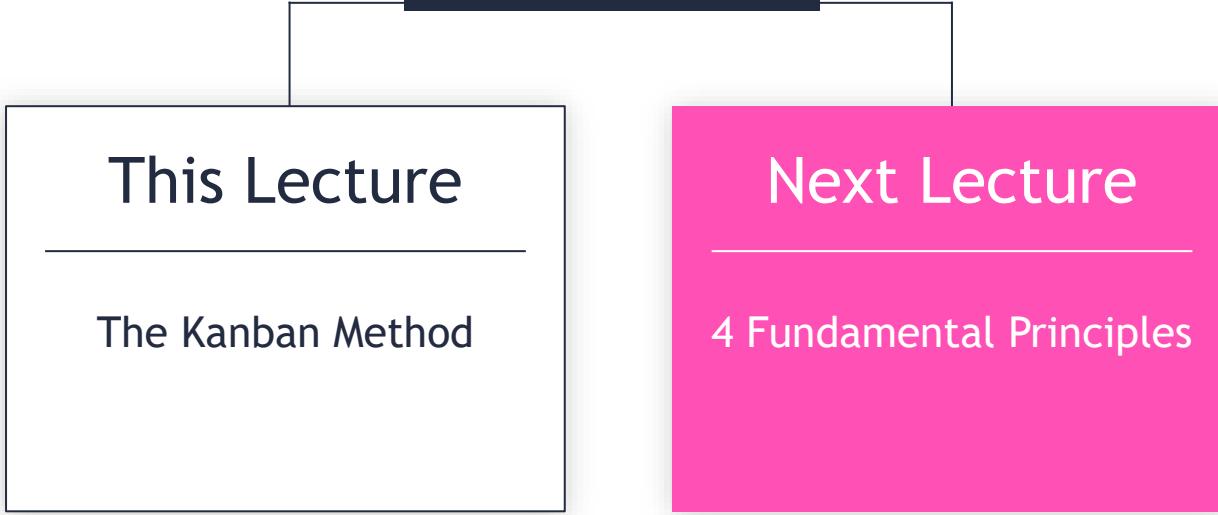


This Lecture

The Kanban Method

Next Lecture

4 Fundamental Principles



This Lecture

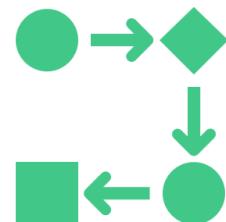
The Kanban Method

Next Lecture

4 Fundamental Principles



THE FOUR FUNDAMENTAL PRINCIPLES



Kanban Principle #1

“

Start with what you do today.

”

Kanban Principle #2

“

Agree to continuously improve.

”



Kanban Principle #3

“Respect current processes, roles, responsibilities, and positions.”

Kanban Principle #4

“

Encourage leadership behavior
from everybody.

”

4 Fundamental Principles



Start with what you do today



Agree to continuously improve



Respect current processes, roles, responsibilities, and positions



Encourage leadership behavior from everybody

4 Fundamental Principles

1

Start with what you do today

2

Agree to continuously improve

3

Respect current processes, roles, responsibilities, and positions

4

Encourage leadership behavior from everybody

4 Fundamental Principles



Start with what you do today



Agree to continuously improve



Respect current processes, roles, responsibilities, and positions



Encourage leadership behavior from everybody

4 Fundamental Principles



Start with what you do today



Agree to continuously improve



Respect current processes, roles, responsibilities, and positions



Encourage leadership behavior from everybody

4 Fundamental Principles



Start with what you do today



Agree to continuously improve



Respect current processes, roles, responsibilities, and positions



Encourage leadership behavior from everybody



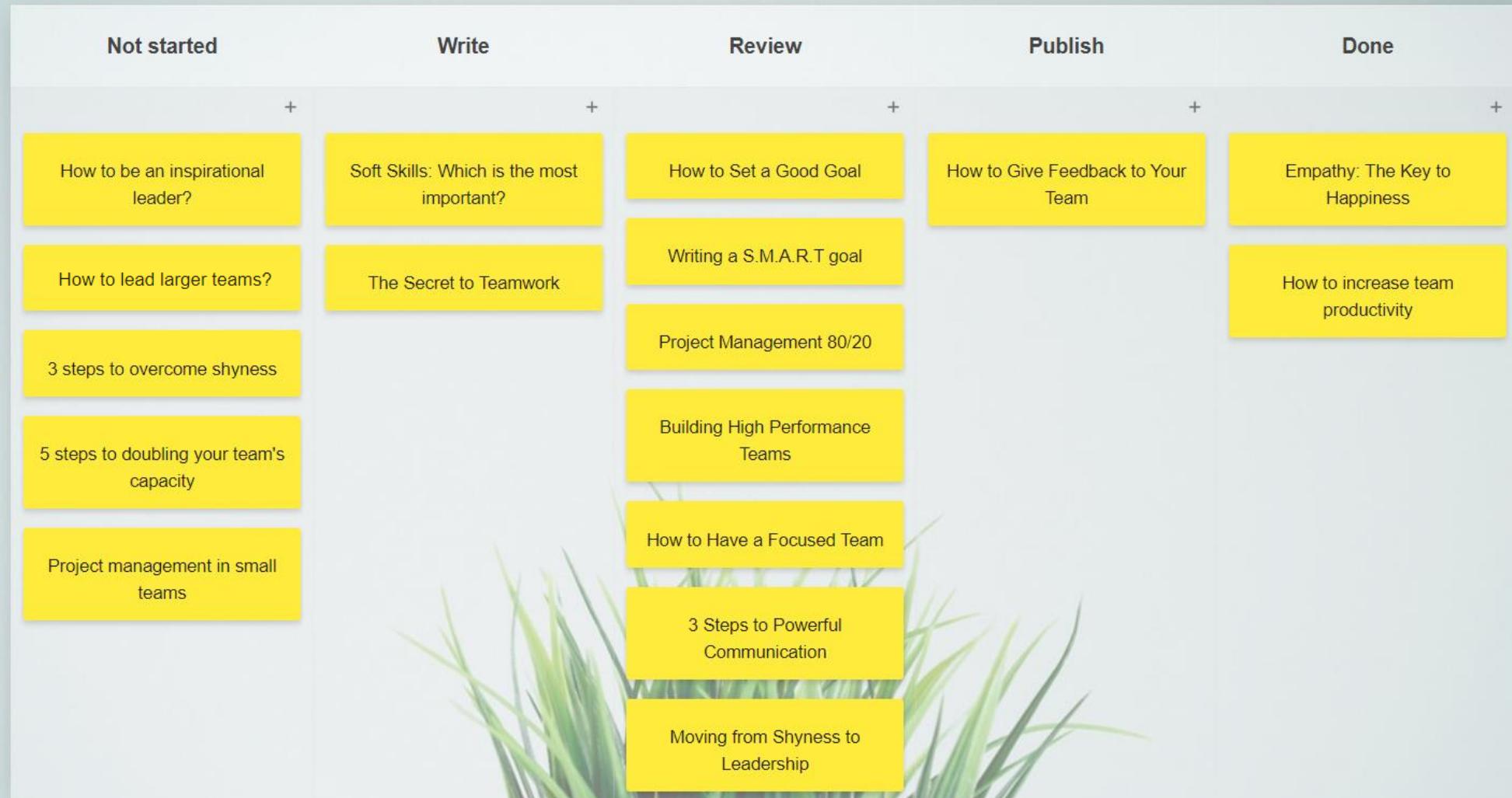
THE SIX KEY PRACTICES

Kanban Key Practice #1

“ “

Visualize the workflow.

” ”





	Write 1 / 1	Review 2 / 2	Publish 2 / 2	Done
Not started				
In Progress				
Soft Skills: Which is the most important?	+ 5 steps to doubling your team's capacity	+ Project management in small teams	+ How to lead larger teams?	+ How to be an inspirational leader?
The Secret to Teamwork	John	Tom	Mary	John
How to Set a Good Goal				
Writing a S.M.A.R.T goal				
Project Management 80/20				
Building High Performance Teams				
How to Keep Your Team Focused				
3 Steps to Powerful Communication				
How to Give Your Team Feedback				

A large green plant is positioned in the center of the board.

▶ Start tour

Not started

Write 1 / 1

Review 2 / 2

Publish 2 / 2

Done

In Progress Done In Progress Done

+

Soft Skills: Which is the most important?

The Secret to Teamwork

How to Set a Good Goal

Writing a S.M.A.R.T goal

Project Management 80/20

Building High Performance Teams

How to Keep Your Team Focused

3 Steps to Powerful Communication

How to Give Your Team Feedback

5 steps to doubling your team's capacity John

Project management in small teams Tom

How to lead larger teams? Mary

How to be an inspirational leader? John

3 steps to overcome shyness Mary



▶ Start tour

Kanban Key Practice #2

“

Limit the Work in Progress (WIP).

”

Not started In Progress Done In Progress Done Done

Write 0 / 1 Review 0 / 2 Publish 0 / 2

+

Soft Skills: Which is the most important?

+

The Secret to Teamwork

+

How to Set a Good Goal

+

Writing a S.M.A.R.T goal

+

Project Management 80/20

+

Building High Performance Teams

+

How to Have a Focused Team

+

3 Steps to Powerful Communication

+

How to Give Feedback to Your Team

+

+

+

+

+

+



▶ Start tour

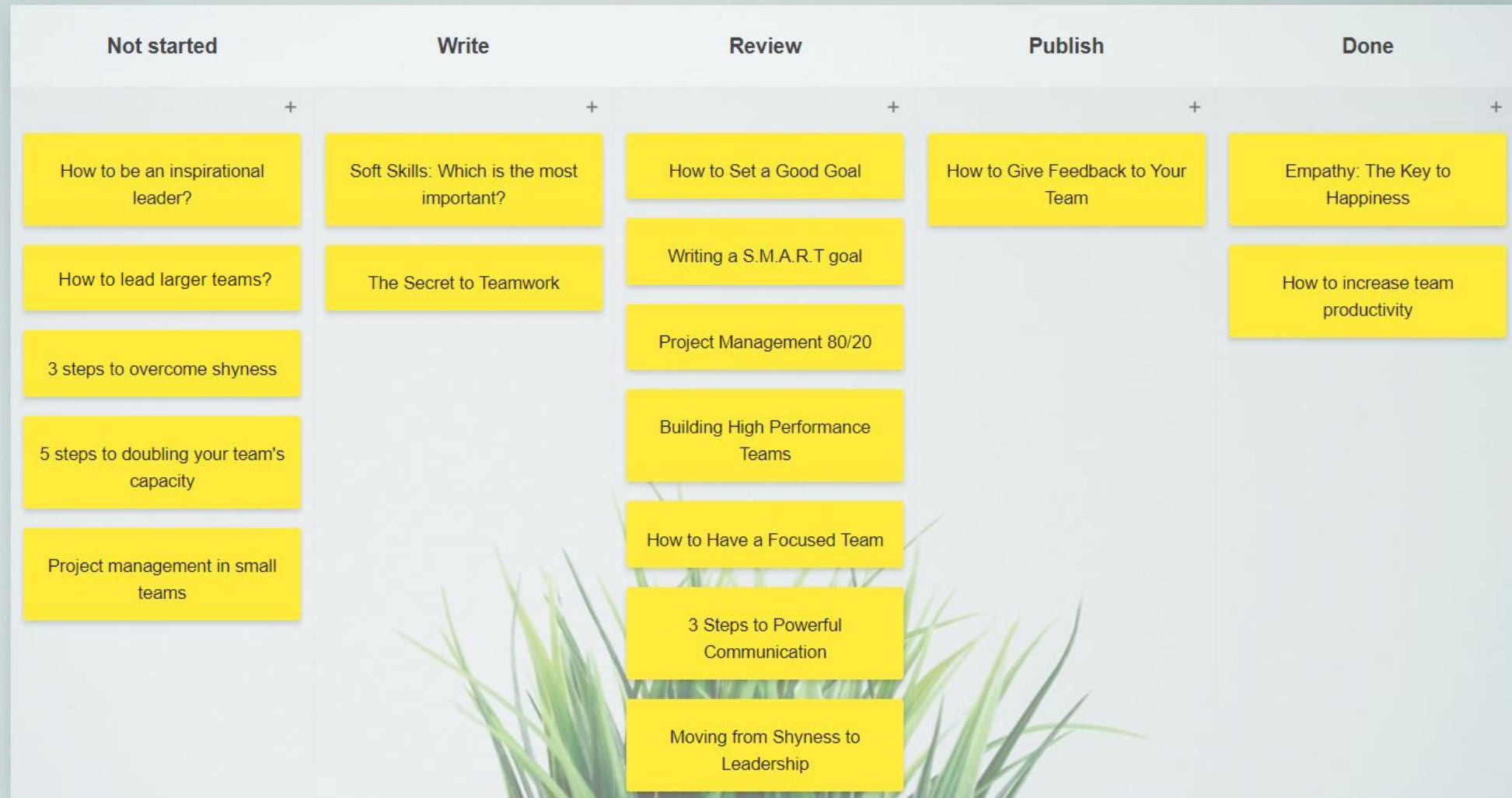
Kanban Key Practice #3

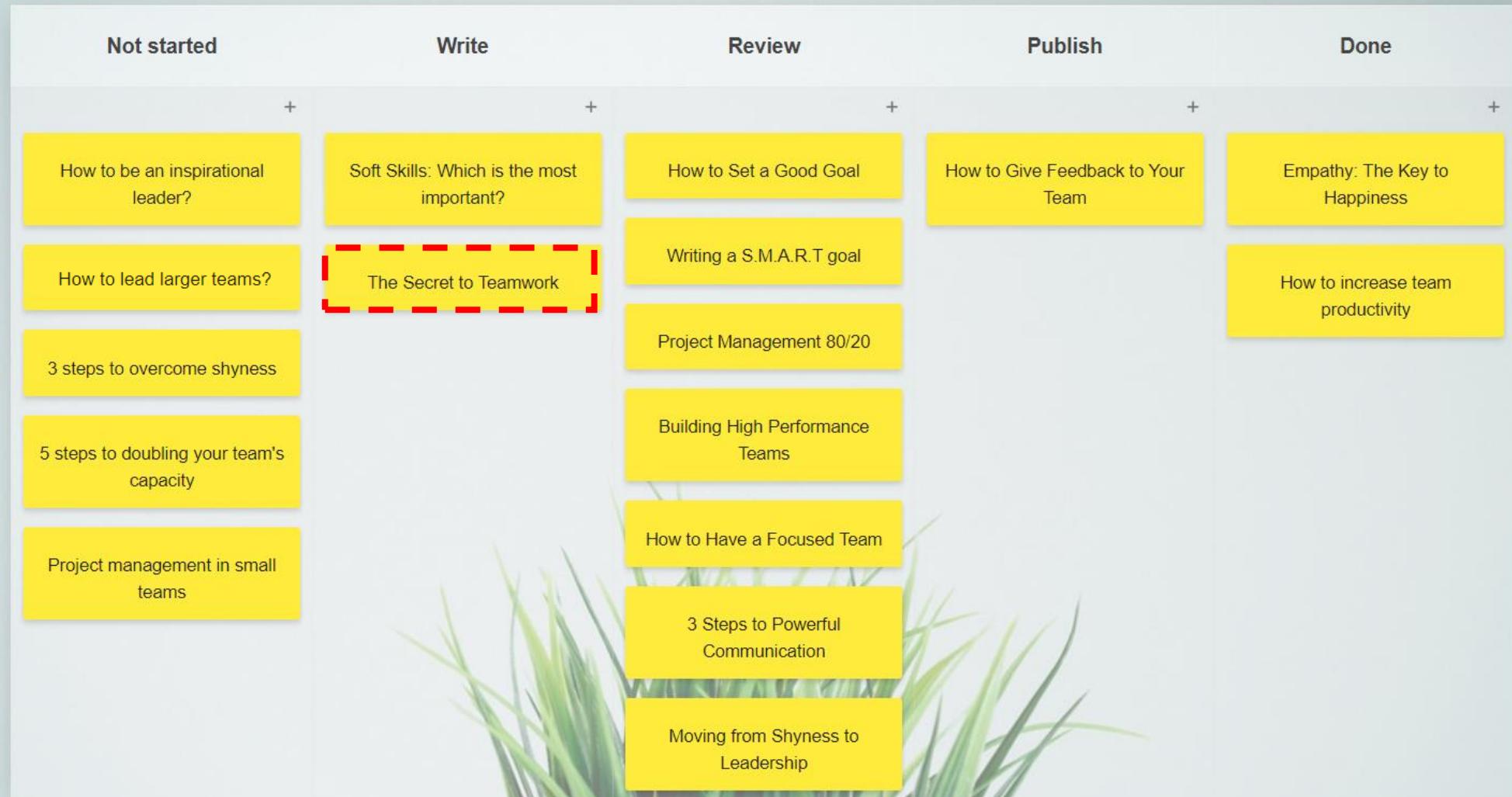
“

Manage the workflow.

”

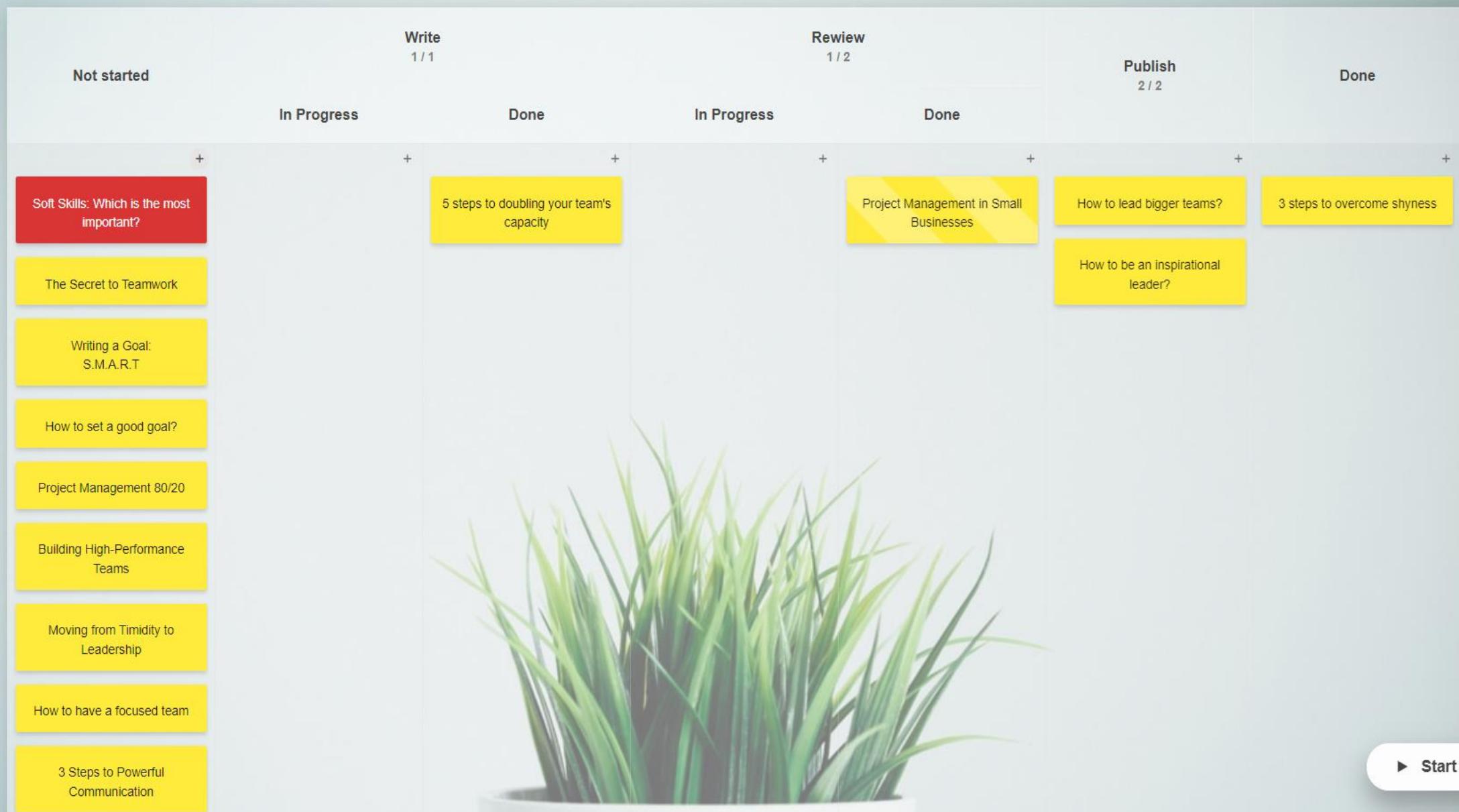






Kanban Key Practice #4

“Have the process policies explicit.”



Kanban Key Practice #5

Implement feedback loops.





Kanban Key Practice #6

“ Improve collaboratively, and evolve experimentally.

6 Key Practices

1

Visualize the workflow

2

Limit the Work in Progress (WIP)

3

Manage the workflow

4

Have the process policies explicit

5

Implement feedback loops

6

Improve collaboratively, and experimentally



KANBANTOO!

PRACTICAL AND IMMERSIVE LEARNING



To Do

Write regression testing

DAO
ADMIN

JS

Data base

In Progress

Frontend

Change design

UI

Write security testin,

DB design

Admin

Copycat up!



kanban tool

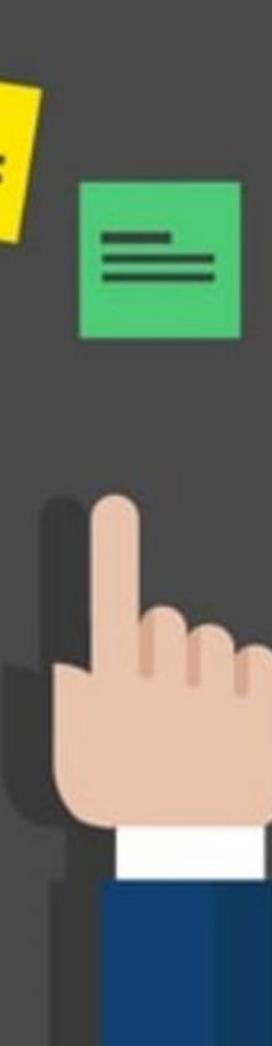


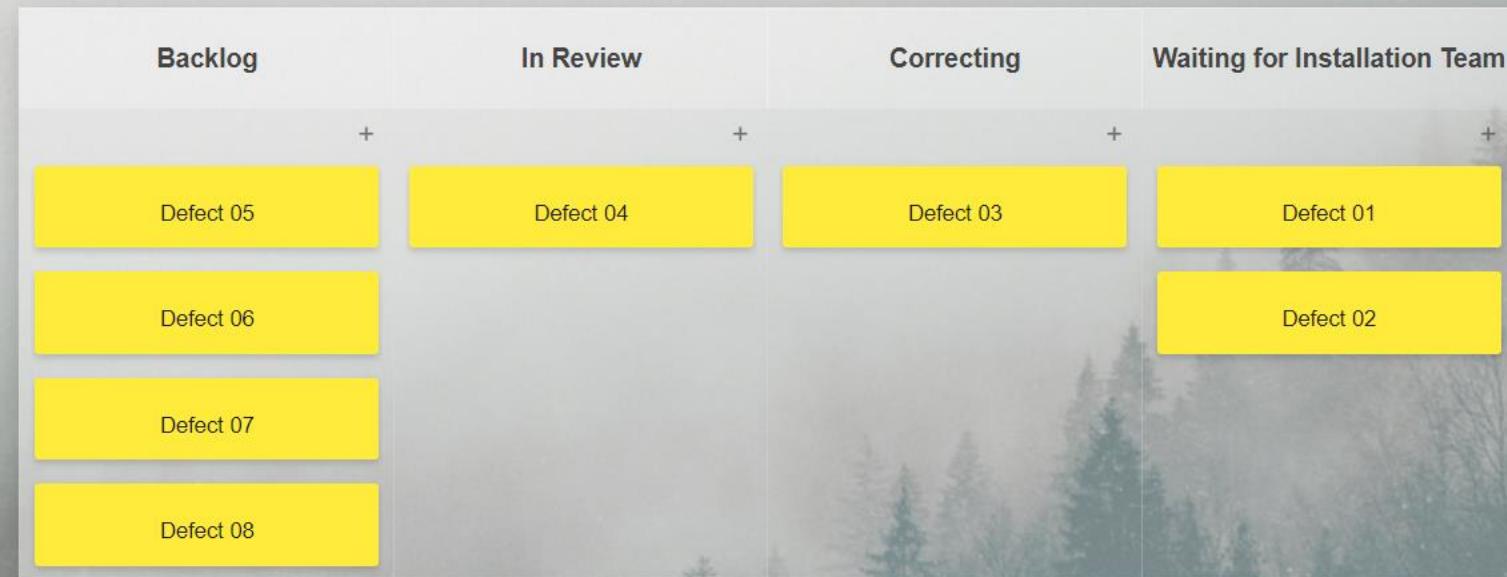
kanbanize

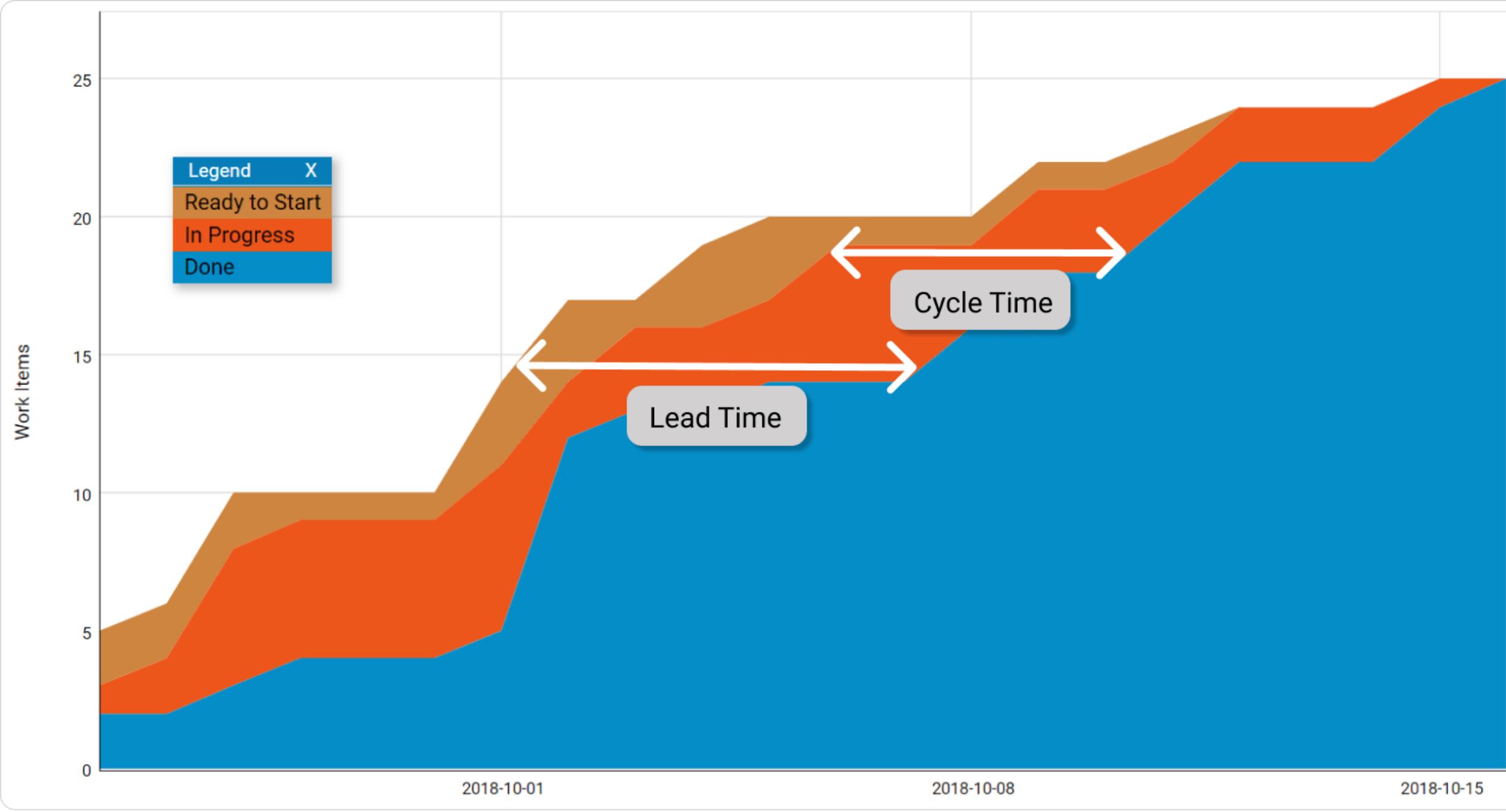
TO DO

DOING

DONE







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Increase team performance with a visual project management tool.

Online Kanban board for business with seamless time tracking. *Finally.*

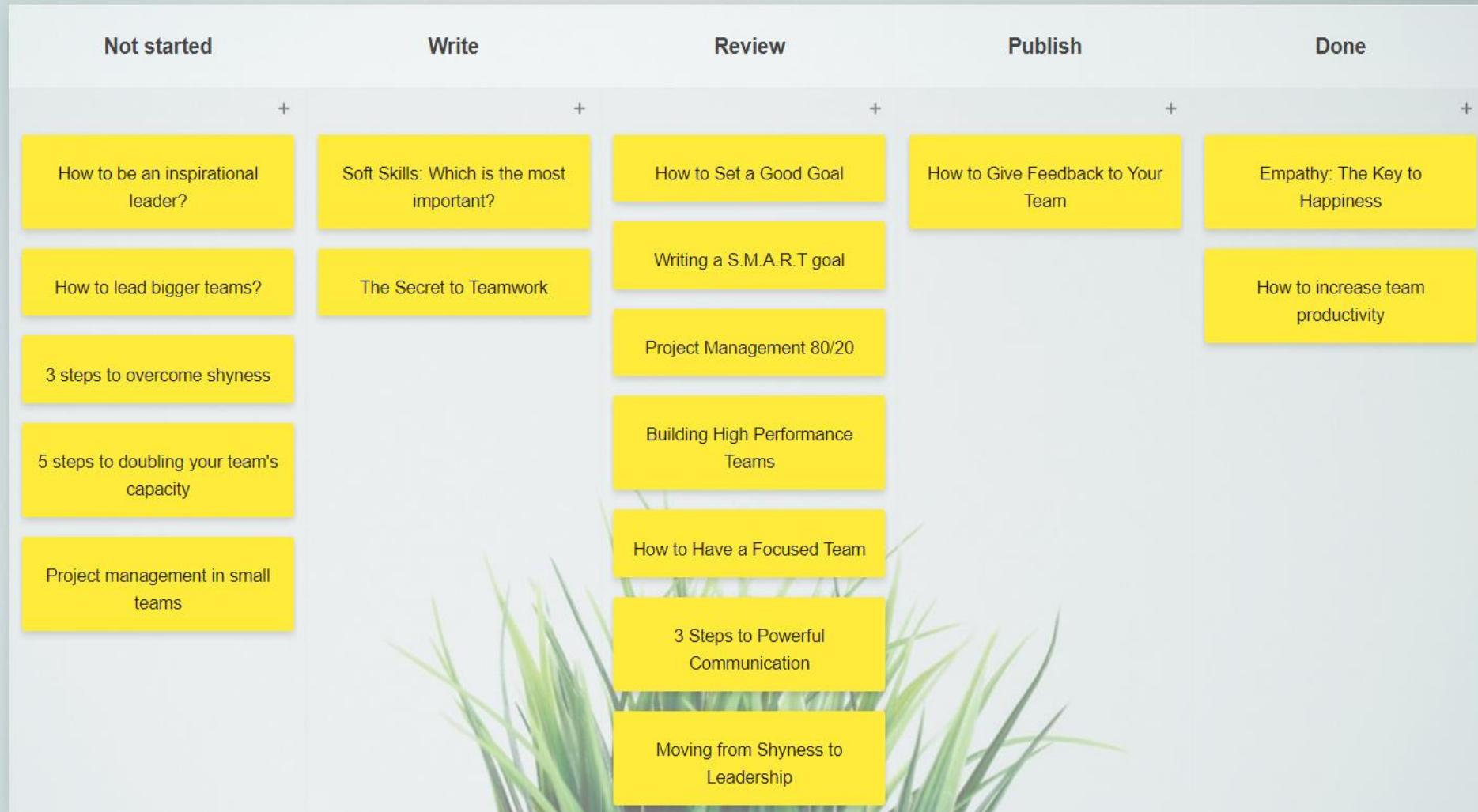
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Kanbantool: Creating Base Frame



THE EXAMPLE SCENARIO





Symptoms of Low Productivity

1

Don't have clear priorities

Symptoms of Low Productivity

1

Don't have clear priorities

2

Use different tools to manage work

Symptoms of Low Productivity

1

Don't have clear priorities

2

Use different tools to manage work

3

Absence of standards

Symptoms of Low Productivity

1

Don't have clear priorities

2

Use different tools to manage work

3

Absence of standards

4

They do not meet goals

Symptoms of Low Productivity

1

Don't have clear priorities

5

Lack of collaboration

2

Use different tools to manage work

3

Absence of standards

4

They do not meet goals

Symptoms of Low Productivity

1

Don't have clear priorities

2

Use different tools to manage work

3

Absence of standards

4

They do not meet goals

5

Lack of collaboration

6

They are always overloaded

Symptoms of Low Productivity

1

Don't have clear priorities

2

Use different tools to manage work

3

Absence of standards

4

They do not meet goals

5

Lack of collaboration

6

They are always overloaded

7

Work comes in from many sources



IDENTIFYING THE WORK



KANBAN



To Do	Doing	Done
+	+	+



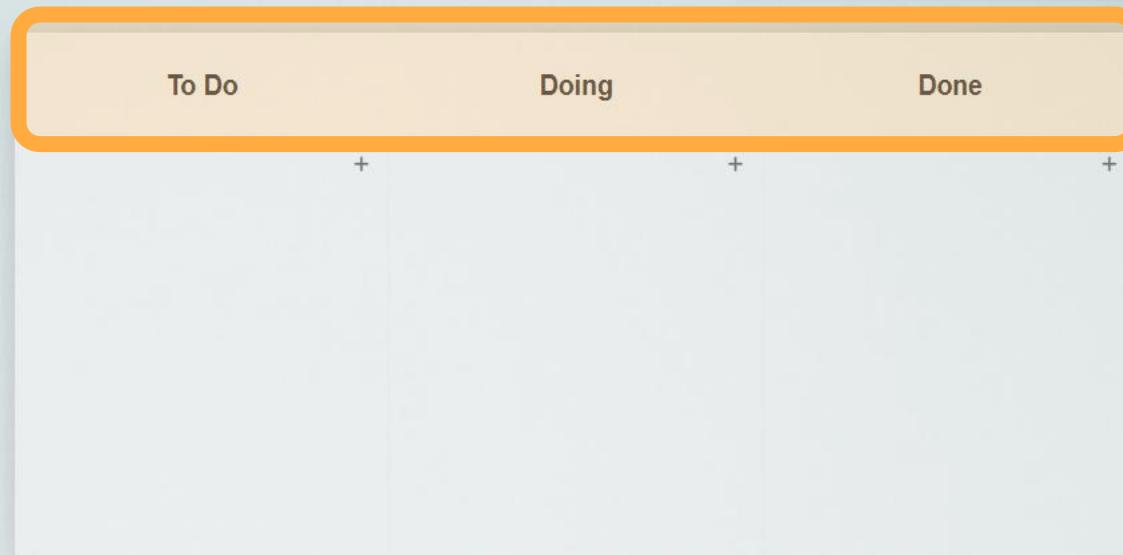
▶ Start tour



≡ Article Production!

Share Settings Help Tools ▾

Filter by title, tags or card name



▶ Start tour





To Do	Doing	Done
+	+	+



▶ Start tour





give this task a name...

Not started ▾

+ Add checklist

Description

Attachments

Card type	Priority	Due date	Assigned to
Padrão	normal		- nobody -

External ID

Tags

Create and close

Create and add next

Create and edit

add at the top



▶ Start tour





give this task a name...

Not started ▾

+ Add checklist

Description

Attachments

Card type	Priority	Due date	Assigned to
Padrão	normal		- nobody -

External ID

Tags

Create and close

Create and add next

Create and edit

add at the top

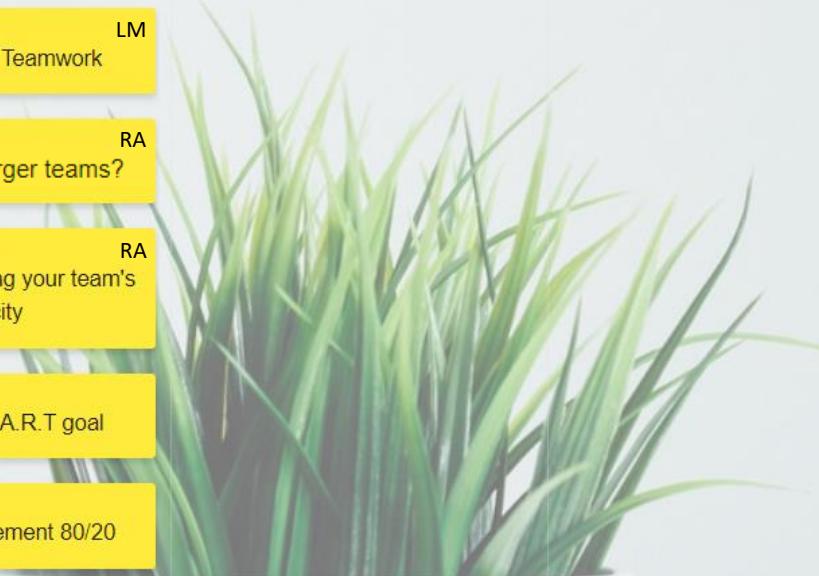


▶ Start tour





To Do	Doing	Done
+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>G Soft Skills: Which is the most important?</p></div>	+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>LF How to be an inspirational leader?</p></div>	+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>LM Project management in small teams</p></div>
+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>LM The Secret to Teamwork</p></div>	+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>RA How to lead larger teams?</p></div>	+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>RA 5 steps to doubling your team's capacity</p></div>
+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>Writing a S.M.A.R.T goal</p></div>	+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>Project Management 80/20</p></div>	
+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>Project Management 80/20</p></div>		



▶ Start tour



To Do Doing Done

+

G
Soft Skills: Which is the most important?

LF
How to be an inspirational leader?

LM
Project management in small teams

LM
The Secret to Teamwork

RA
How to lead larger teams?

RA
5 steps to doubling your team's capacity

Writing a S.M.A.R.T goal

Project Management 80/20

▶ Start tour x



To Do Doing Done

+

G
Soft Skills: Which is the most important?

LF
How to be an inspirational leader?

LM
Project management in small teams

LM
The Secret to Teamwork

RA
How to lead larger teams?

RA
5 steps to doubling your team's capacity

Writing a S.M.A.R.T goal

Project Management 80/20

A screenshot of a digital Kanban board titled "Article Production!". The board has three columns: "To Do", "Doing", and "Done". There are yellow cards in the "To Do" column, each with a title and a small letter identifier (G, LF, LM, LM, RA, RA) in the top right corner. The "LM" card in the third position from the top has a pink rectangular box around its identifier. The "LM" card in the fourth position from the top also has a pink rectangular box around its identifier. The "RA" card in the fifth position from the top has an orange rectangular box around its identifier. The "RA" card in the sixth position from the top has an orange rectangular box around its identifier. A potted plant is visible in the background of the board area.



To Do

Doing

Done

G Soft Skills: Which is the most important?

LF How to be an inspirational leader?

LM Project management in small teams

LM The Secret to Teamwork

RA How to lead larger teams?

RA 5 steps to doubling your team's capacity

Writing a S.M.A.R.T goal

Project Management 80/20

A large green plant graphic is positioned behind the To Do list.

▶ Start tour





To Do	Doing	Done
+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>G Soft Skills: Which is the most important?</p></div>	+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>LF How to be an inspirational leader?</p></div>	+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>LM Project management in small teams</p></div>
+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>LM The Secret to Teamwork</p></div>	+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>RA How to lead larger teams?</p></div>	+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>RA 5 steps to doubling your team's capacity</p></div>
+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>Writing a S.M.A.R.T goal</p></div>	+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>Project Management 80/20</p></div>	
+ <div style="background-color: yellow; padding: 5px; border-radius: 5px;"><p>Project Management 80/20</p></div>		



▶ Start tour



PRIORITIZING WORK



To do	In Progress	Done
+ G Soft Skills: Which is the most important?	+ LF How to be an inspirational leader?	+
LM Project management in small teams		
LM The Secret to Teamwork		
RA How to lead larger teams?		
RA 5 steps to doubling your team's capacity		
Writing a S.M.A.R.T. goal		

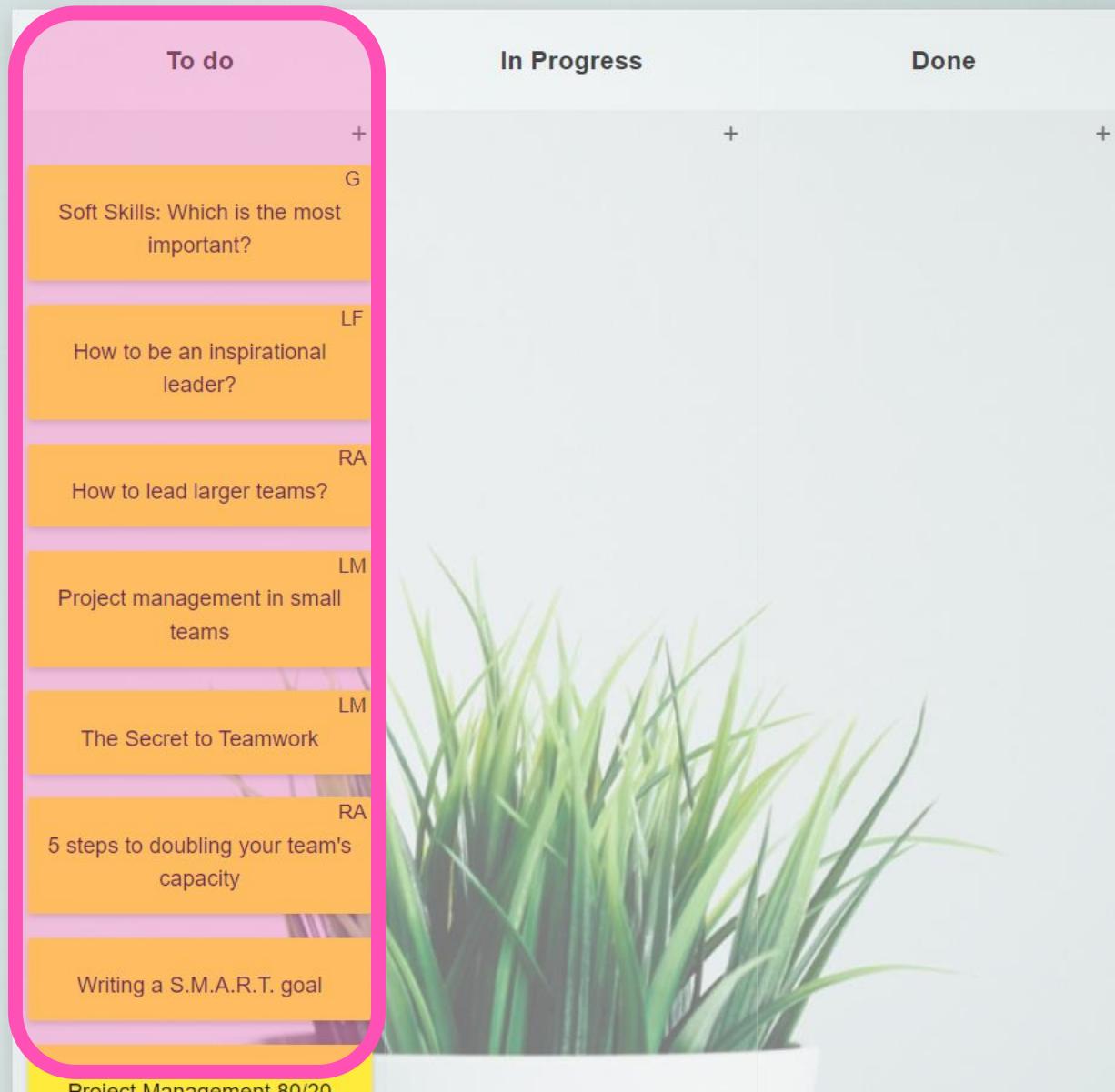




Higher priority



To do	In Progress	Done
<p>G</p> <p>Soft Skills: Which is the most important?</p>		
		+ 
<p>LF</p> <p>How to be an inspirational leader?</p>		
		+ 
<p>LM</p> <p>Project management in small teams</p>		
		+ 
<p>LM</p> <p>The Secret to Teamwork</p>		
		+ 
<p>RA</p> <p>How to lead larger teams?</p>		
		+ 
<p>RA</p> <p>5 steps to doubling your team's capacity</p>		
		+ 
<p>Writing a S.M.A.R.T. goal</p>		
		+ 



To do	In Progress	Done
+ G Soft Skills: Which is the most important?	+ LF How to be an inspirational leader?	+ RA How to lead larger teams?
LM Project management in small teams	LM The Secret to Teamwork	
RA 5 steps to doubling your team's capacity		
Writing a S.M.A.R.T. goal		
Project Management 80/20		



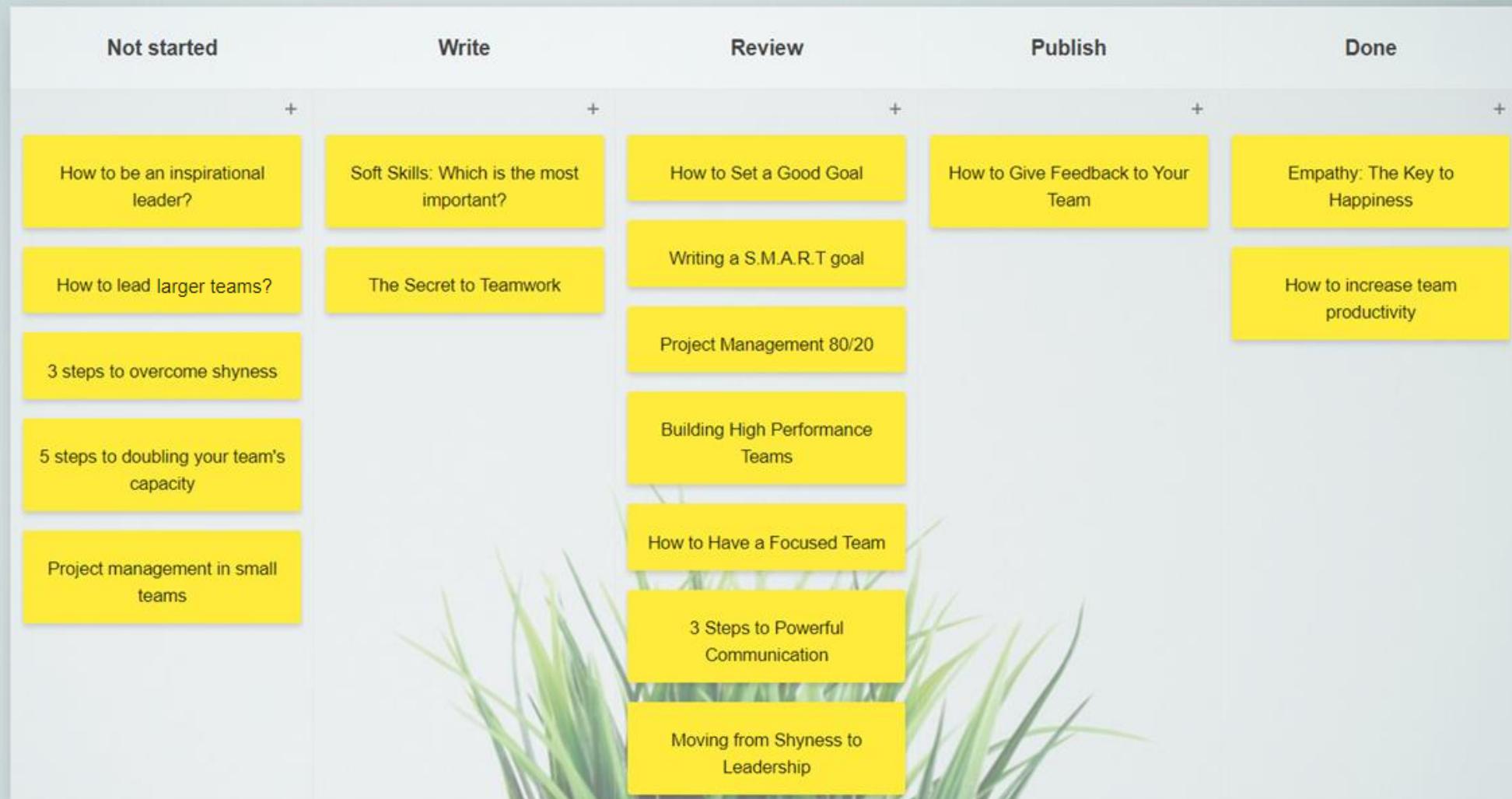
The image shows a digital Kanban board with three columns: To do, In Progress, and Done. The 'To do' column contains six cards: 'Soft Skills: Which is the most important?' (labeled G), 'How to be an inspirational leader?' (labeled LF), 'How to lead larger teams?' (labeled RA), 'Project management in small teams' (labeled LM), 'The Secret to Teamwork' (labeled LM), '5 steps to doubling your team's capacity' (labeled RA), 'Writing a S.M.A.R.T. goal', and 'Project Management 80/20'. The 'In Progress' and 'Done' columns each have one card: 'How to be an inspirational leader?' (labeled LF) in the In Progress column and 'How to lead larger teams?' (labeled RA) in the Done column. The 'Project management in small teams' and 'The Secret to Teamwork' cards in the 'To do' column are highlighted with a pink rounded rectangle. The background of the board features a large illustration of a potted plant with long, thin green leaves.

To do	In Progress	Done
+ G Soft Skills: Which is the most important?	+ LF How to be an inspirational leader?	+ RA How to lead larger teams?
LM Project management in small teams	LM The Secret to Teamwork	RA 5 steps to doubling your team's capacity
Writing a S.M.A.R.T. goal		
Project Management 80/20		





MAPPING THE WORKFLOW





To Do Doing Done

+ + +

G
Soft Skills: Which is the most important?

LF
How to be an inspirational leader?

LM
Project management in small teams

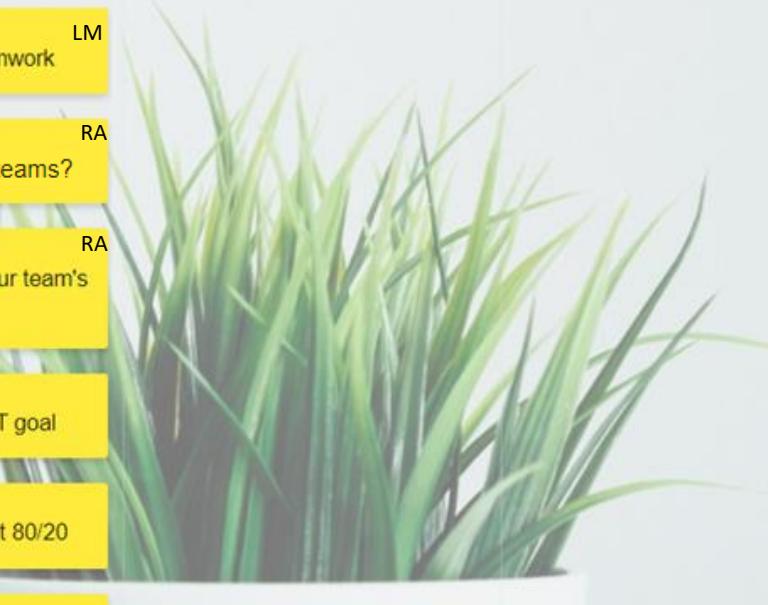
LM
The Secret to Teamwork

RA
How to lead larger teams?

RA
5 steps to doubling your team's capacity

Writing a S.M.A.R.T goal

Project Management 80/20



▶ Start tour X

	Write	Review	Publish	Done
Not started	In Progress	Done	In Progress	Done
+ Soft Skills: Which is the most important?	+ 	+ 	+ 	+ 
+ How to be an inspirational leader?				
+ Project management in small teams				
+ The Secret to Teamwork				
+ How to lead larger teams?				
+ 5 steps to doubling your team's capacity				
+ Writing a S.M.A.R.T goal				
+ Project Management 80/20				
+ 3 steps to overcome shyness				
+ How to Set a Good Goal				

▶ Start tour

x

To do	In Progress	Done
+ G Soft Skills: Which is the most important?	+ LF How to be an inspirational leader?	+ RA How to lead larger teams?
LM Project management in small teams	LM The Secret to Teamwork	RA 5 steps to doubling your team's capacity
Writing a S.M.A.R.T. goal		
Project Management 80/20		





Not Started	Write	Review	Publish	Done
	+	+	+	+
<p>G Soft Skills: Which is the most important?</p>				
<p>LF How to be an inspirational leader?</p>				
<p>LM Project management in small teams</p>				
<p>LM The Secret to Teamwork</p>				
<p>RA How to lead larger teams?</p>				
<p>RA 5 steps to doubling your team's capacity</p>				
<p>Writing a S.M.A.R.T. goal</p>				
<p>Project Management 80/20</p>				





DEFINING WIP LIMITS



Not Started	Write	Review	Publish	Done
	+	+	+	+
<p>G Soft Skills: Which is the most important?</p>				
<p>LF How to be an inspirational leader?</p>				
<p>LM Project management in small teams</p>				
<p>LM The Secret to Teamwork</p>				
<p>RA How to lead larger teams?</p>				
<p>RA 5 steps to doubling your team's capacity</p>				
<p>Writing a S.M.A.R.T. goal</p>				
<p>Project Management 80/20</p>				



**Not Started****Write**

0 / 1

Review

0 / 2

Publish

0 / 2

Done

+

G
Soft Skills: Which is the most important?

+

LF
How to be an inspirational leader?

+

LM
Project management in small teams

+

LM

The Secret to Teamwork

RA

How to lead larger teams?

RA

5 steps to doubling your team's capacity



Writing a S.M.A.R.T. goal



BOARD VARIATIONS

URGENT ITEMS

**Not Started****Write**

0 / 1

Review

0 / 2

Publish

0 / 2

Done

+

G
Soft Skills: Which is the most important?

+

+

+

+

LF

How to be an inspirational leader?

LM

Project management in small teams

LM

The Secret to Teamwork

RA

How to lead larger teams?

RA

5 steps to doubling your team's capacity

Writing a S.M.A.R.T. goal



Not Started

Write

0 / 1

Review

0 / 2

Publish

0 / 2

Done

+

G
Soft Skills: Which is the most important?

+

LF
How to be an inspirational leader?

+

LM
Project management in small teams

+

LM
The Secret to Teamwork



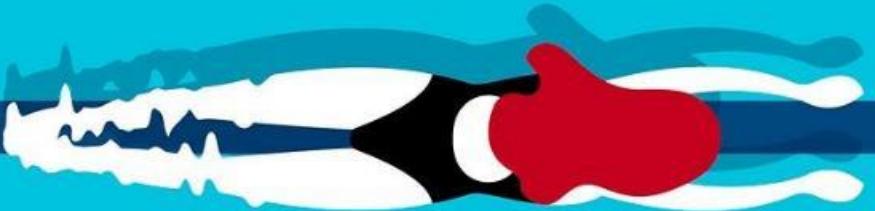
RA

How to lead larger teams?

RA

5 steps to doubling your team's capacity

Writing a S.M.A.R.T. goal





Review

Not Started

Write

0 / 1

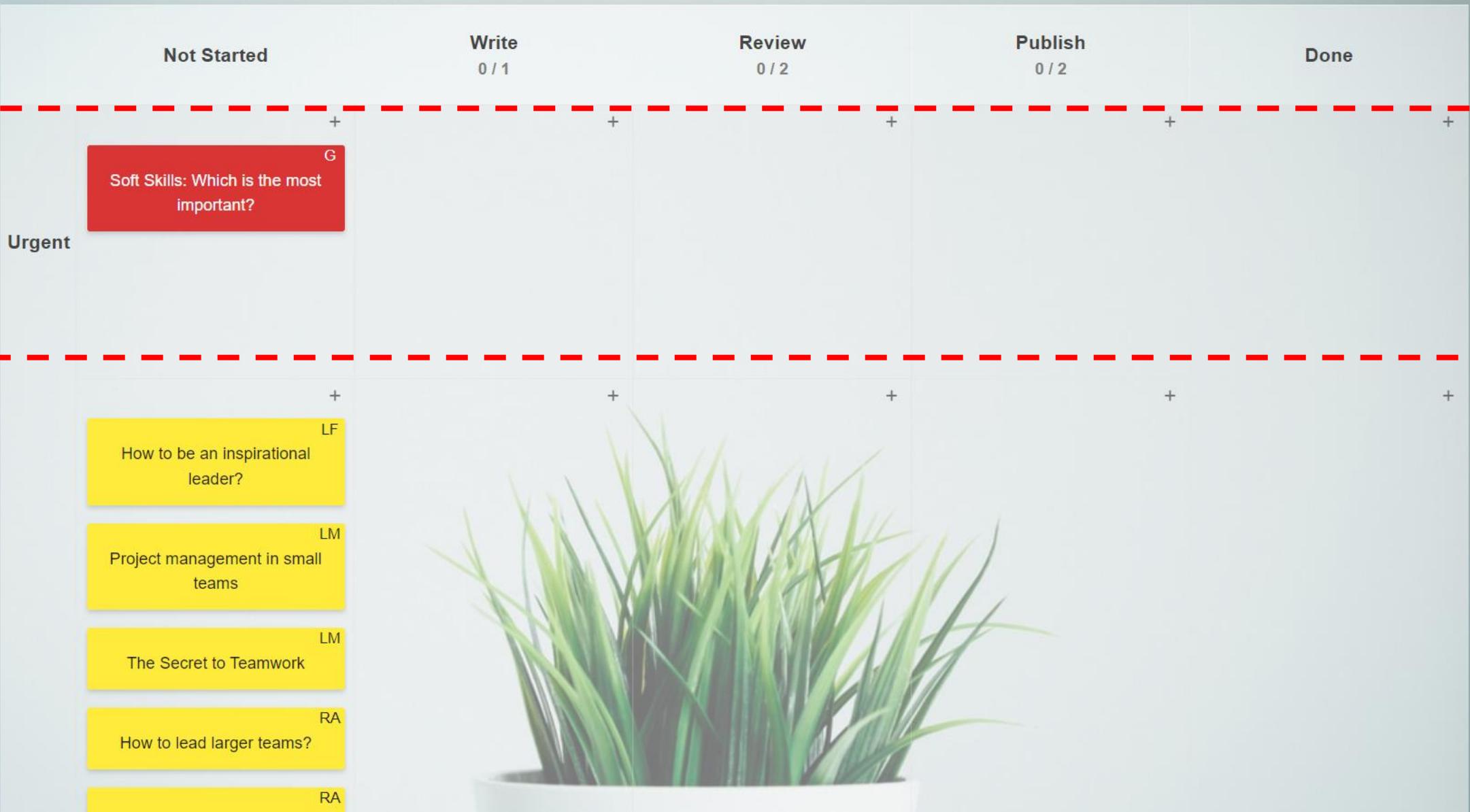
Review

0 / 2

Publish

0 / 2

Done



“What characterizes an item as
urgent?



DEALING WITH URGENT ITEMS

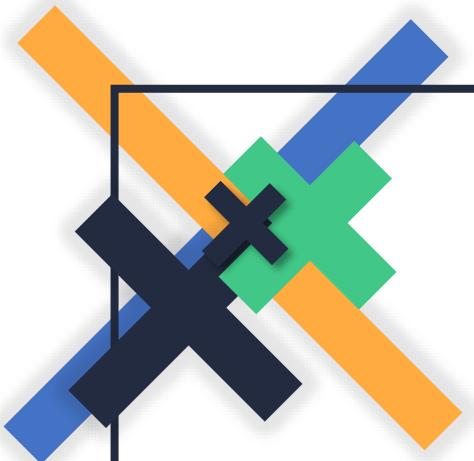
1

POLICY

Have an explicit, well-defined,
and agreed-upon policy



DEALING WITH URGENT ITEMS



1

POLICY

Have an explicit, well-defined,
and agreed-upon policy

2

BOUNDARIES

Set up a limit for the
number of urgent items



BOARD VARIATIONS

BUFFER COLUMNS

	Write 1 / 1	Review 1 / 2	Publish 2 / 2	Done
Not started				
In Progress	In Progress	In Progress		
+ Soft Skills: Which is the most important?	+ 5 steps to doubling your team's capacity	+ Project Management in Small Businesses	+ How to lead bigger teams?	+ 3 steps to overcome shyness
The Secret to Teamwork			How to be an inspirational leader?	
Writing a Goal: S.M.A.R.T				
How to set a good goal?				
Project Management 80/20				
Building High-Performance Teams				
Moving from Timidity to Leadership				
How to have a focused team				
3 Steps to Powerful Communication				



▶ Start tour

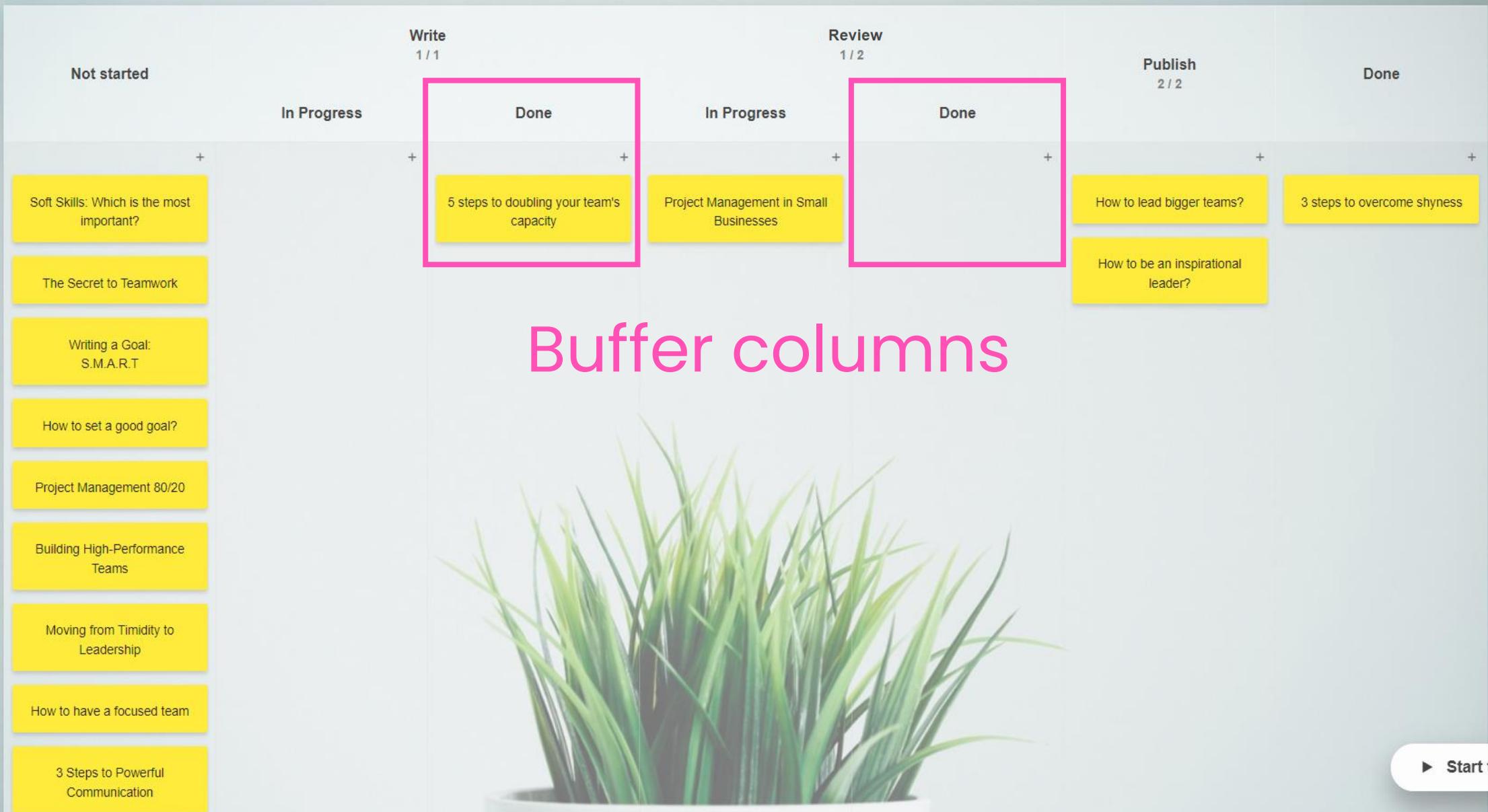
x

	Write 1 / 1	Review 1 / 2	Publish 2 / 2	Done
Not started	<div style="border: 2px solid red; padding: 5px;">In Progress</div>	Done	<div style="border: 2px solid red; padding: 5px;">In Progress</div>	Done
	+ Soft Skills: Which is the most important?	+ 5 steps to doubling your team's capacity	+ Project Management in Small Businesses	+ How to lead bigger teams?
	+ The Secret to Teamwork			+ 3 steps to overcome shyness
	+ Writing a Goal: S.M.A.R.T			+ How to be an inspirational leader?
	+ How to set a good goal?			
	+ Project Management 80/20			
	+ Building High-Performance Teams			
	+ Moving from Timidity to Leadership			
	+ How to have a focused team			
	+ 3 Steps to Powerful Communication			



Start tour

x



Buffer columns



► Start tour

x

	Write	Review	Publish	
Not started	1 / 1	1 / 2	2 / 2	Done
In Progress	Done	In Progress	Done	
+ Soft Skills: Which is the most important? The Secret to Teamwork Writing a Goal: S.M.A.R.T How to set a good goal? Project Management 80/20 Building High-Performance Teams Moving from Timidity to Leadership How to have a focused team 3 Steps to Powerful Communication	+ 5 steps to doubling your team's capacity	+ Project Management in Small Businesses	+ How to lead bigger teams? 3 steps to overcome shyness How to be an inspirational leader?	+ + +



▶ Start tour

x



Write Review Publish Done

Not started In Progress In Progress Done

1 / 1 1 / 2 2 / 2

Not started	In Progress	Review	Publish	Done
Soft Skills: Which is the most important?	Done 5 steps to doubling your team's capacity	In Progress Project Management in Small Businesses	How to lead bigger teams? 3 steps to overcome shyness How to be an inspirational leader?	
The Secret to Teamwork				
Writing a Goal: S.M.A.R.T				
How to set a good goal?				
Project Management 80/20				
Building High-Performance Teams				
Moving from Timidity to Leadership				
How to have a focused team				
3 Steps to Powerful Communication				

+ + + + +

A black silhouette of a person walking towards a large, healthy green plant in a white pot. The plant has many long, thin leaves. A grey circle is positioned above the plant, connected by a line to the person's head, suggesting a thought bubble or focus point.

Start tour

	Write	Review	Publish	
Not started	1 / 1	1 / 2	2 / 2	Done
	In Progress	In Progress	Done	
+ Soft Skills: Which is the most important? The Secret to Teamwork Writing a Goal: S.M.A.R.T How to set a good goal? Project Management 80/20 Building High-Performance Teams Moving from Timidity to Leadership How to have a focused team 3 Steps to Powerful Communication	+ Done 5 steps to doubling your team's capacity	+ Project Management in Small Businesses	+ How to lead bigger teams? 3 steps to overcome shyness How to be an inspirational leader?	+ Done



▶ Start tour



Not started	Write 0 / 1	Review 0 / 2	Publish 0 / 2	Done
	+ <div style="background-color: yellow; padding: 5px;"><p>#1 G Soft Skills: Which is the most important?</p></div>	+ <div style="background-color: yellow; padding: 5px;"><p>#4 LF How to be an inspirational leader?</p></div>	+ <div style="background-color: yellow; padding: 5px;"><p>#2 LM Project management in small teams</p></div>	+ <div style="background-color: yellow; padding: 5px;"><p>#5 LM The Secret to teamwork</p></div>
	+ <div style="background-color: yellow; padding: 5px;"><p>#3 RA How to lead larger teams?</p></div>			
	+ <div style="background-color: yellow; padding: 5px;"><p>#7 RA 5 steps to doubling your team's capacity</p></div>			
	+ <div style="background-color: yellow; padding: 5px;"><p>#8 Writing a S.M.A.R.T goal</p></div>			
	+ <div style="background-color: yellow; padding: 5px;"><p>#9 Project Management 80/20</p></div>			
	+ <div style="background-color: yellow; padding: 5px;"><p>#17 3 steps to overcome shyness</p></div>			
	+ <div style="background-color: yellow; padding: 5px;"><p>#18 How to Set a Good Goal</p></div>			



Settings

[Not started](#)

[Card Types](#) [Card Template](#) **Board Editor** [Board Background](#) [Power-Ups](#) [Process Automation](#)

[Done](#)

+ Add card type

Default (default)

18 cards, 0.0% archived

edit disable

#1 Soft Skills: Which is important?

#4 How to be an inspiring leader?

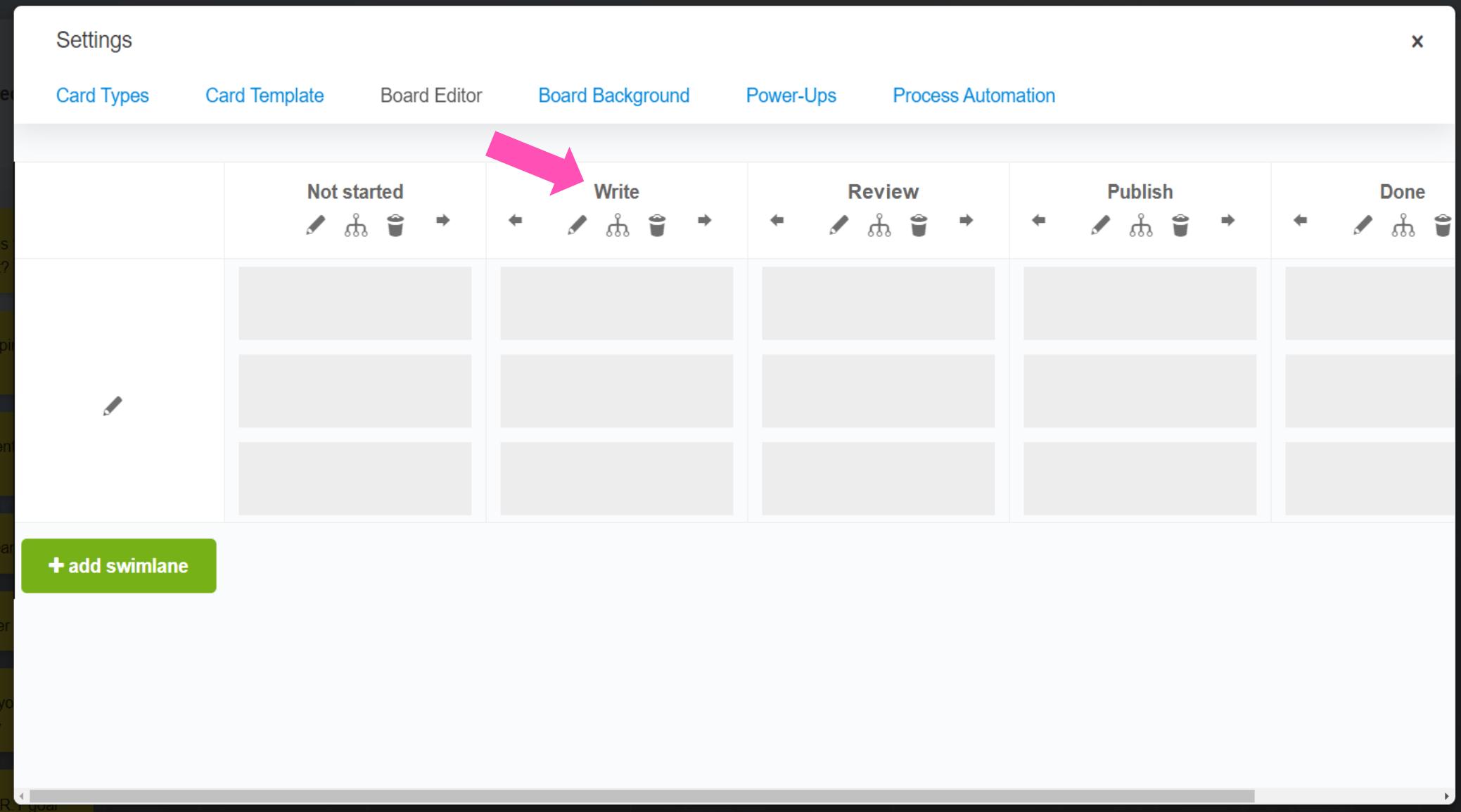
#2 Project management for teams

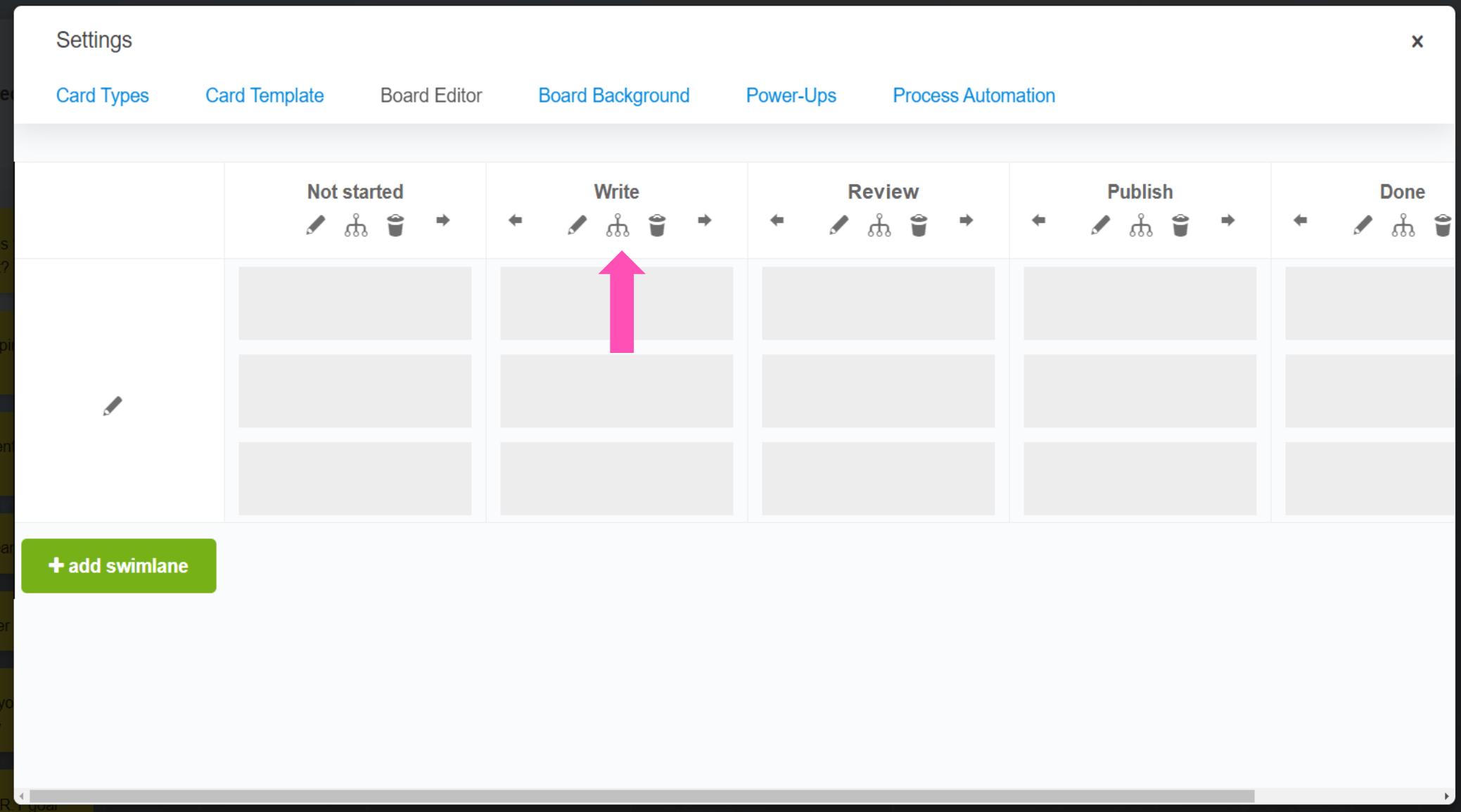
#5 The Secret to team success

#3 How to lead bigger teams

#7 5 steps to doubling your capacity

#8 Writing a S.M.A.R.T. goal





Settings

Not started

Card Types

Card Template

Board Editor

Board Background

Power-Ups

Process Automation

Done

#1
Soft Skills: Which is important?#4
How to be an inspiring leader?#2
Project management for teams#5
The Secret to team success#3
How to lead bigger teams#7
5 steps to doubling your capacity#8
Writing a S.M.A.R.T goal

Not started



Write



Buffer



Working



Review



Publish



+ add swimlane

Settings

Not started Card Types Card Template Board Editor Board Background Power-Ups Process Automation Done

#1 Soft Skills: Which is important?

#4 How to be an inspiring leader?

#2 Project management for teams

#5 The Secret to team success

#3 How to lead bigger teams

#7 5 steps to doubling your capacity

#8 Writing a S.M.A.R.T. goal

Not started

Write

Review

Publish

Buffer Working

+ add swimlane

A pink arrow points upwards from the 'Buffer' section of the 'Write' column towards the top of the board.

Settings

Not started Card Types Card Template Board Editor Board Background Power-Ups Process Automation Done

Column name: Buffer

Lane Policy/Description:

WIP limit (numeric value): tasks

Lane Type: Queue / Waiting

Lane width cards visible in single row: 1

Allow tasks to be archived here

Save or [cancel](#)

The image shows a digital workspace interface for managing article production. At the top, there's a navigation bar with 'Article Production!' and various menu items like Share, Settings, Help, Tools, and a search bar. Below the header is a Kanban board with four columns: 'Not started', 'Buffer', 'Review', and 'Publish'. Each column has edit icons (pencil, delete, etc.). A modal dialog is open over the board, specifically for the 'Buffer' lane. The dialog contains fields for 'Column name' (set to 'Buffer'), 'Lane Policy/Description' (empty), 'WIP limit (numeric value)' (set to 'tasks'), 'Lane Type' (set to 'Queue / Waiting'), and 'Lane width cards visible in single row' (set to '1'). There's also a checked checkbox for 'Allow tasks to be archived here'. At the bottom of the dialog are 'Save' and 'cancel' buttons.

Settings

Not started Card Types Card Template Board Editor Board Background Power-Ups Process Automation Done

Column name: In Progress 

Lane Policy/Description:

WIP limit (numeric value): tasks 

Lane Type: Queue / Waiting 

Lane width cards visible in single row: 1

Allow tasks to be archived here

Save or [cancel](#)

 + add swimlane

The screenshot shows a 'Settings' dialog box for a board titled 'Article Production!'. The 'Card Types' tab is selected. A modal window is open for the 'In Progress' column. Inside the modal, there's a 'Lane Policy/Description' section which is currently empty. A pink arrow points from the left towards this empty field. The 'Lane Type' is set to 'Queue / Waiting'. The 'Lane width cards visible in single row' is set to '1'. There's a checked checkbox for 'Allow tasks to be archived here'. At the bottom of the modal are 'Save' and 'cancel' buttons. The background shows a dark board with several cards and a 'Process Automation' section.

Settings

Not started Card Types Card Template Board Editor Board Background Power-Ups Process Automation Done

Column name: In Progress

Lane Policy/Description:

WIP limit (numeric value): tasks

Lane Type: Queue / Waiting

Lane width cards visible in single row: 1

Allow tasks to be archived here

Save or cancel

+ add swimlane

#1 Soft Skills: Which is important?

#4 How to be an inspiring leader?

#2 Project management for teams

#5 The Secret to team success

#3 How to lead bigger teams

#7 5 steps to doubling your capacity

#8 Writing a S.M.A.R.T. goal

Settings

[Card Types](#) [Card Template](#) [Board Editor](#) [Board Background](#) [Power-Ups](#) [Process Automation](#) [Done](#)

Not started

#1 Soft Skills: Which is important?
#4 How to be an inspiring leader?
#2 Project management for remote teams
#5 The Secret to team success
#3 How to lead bigger teams
#7 5 steps to doubling your writing capacity
#8 Writing a S.M.A.R.T. goal

Write

Not started

Buffer Working Review Publish

Working

+ add swimlane

The screenshot shows a Trello board titled "Article Production!" with a "Settings" overlay. The board has a "Not started" column on the left containing cards numbered 1 through 8. The main area is divided into four columns: "Write", "Review", and "Publish", each with a "Buffer" and "Working" sub-section. A pink arrow points upwards from the "Working" column in the "Write" section towards the top of the board. A green button at the bottom left of the board says "+ add swimlane".

Settings

Not started Card Types Card Template Board Editor Board Background Power-Ups Process Automation Done

Column name: Working

Lane Policy/Description:

WIP limit (numeric value): tasks

Lane Type: In Progress

Lane width cards visible in single row: 1

Allow tasks to be archived here

Save or [cancel](#)

+ add swimlane

The board interface shows several cards in the "Not started" lane, with a "Working" lane currently selected. The "Process Automation" section is visible in the background.

Settings

Not started Card Types Card Template Board Editor Board Background Power-Ups Process Automation Done

Column name: Done

Lane Policy/Description:

WIP limit (numeric value): tasks

Lane Type: In Progress

Lane width cards visible in single row: 1

Allow tasks to be archived here

Save or [cancel](#)

+ add swimlane

The dialog box is titled 'Settings' and contains tabs for 'Card Types', 'Card Template', 'Board Editor', 'Board Background', 'Power-Ups', and 'Process Automation'. The 'Card Types' tab is active. A pink arrow points to the 'Not started' column header. The 'Lane Policy/Description' field is empty. The 'WIP limit (numeric value)' dropdown shows 'tasks'. The 'Lane Type' dropdown shows 'In Progress'. The 'Lane width cards visible in single row' input field contains '1'. An unchecked checkbox for 'Allow tasks to be archived here' is present. At the bottom are 'Save' and 'cancel' buttons.

Settings

Not started Card Types Card Template Board Editor Board Background Power-Ups Process Automation Done

Column name: Done

Lane Policy/Description:

WIP limit (numeric value): tasks

Lane Type: In Progress

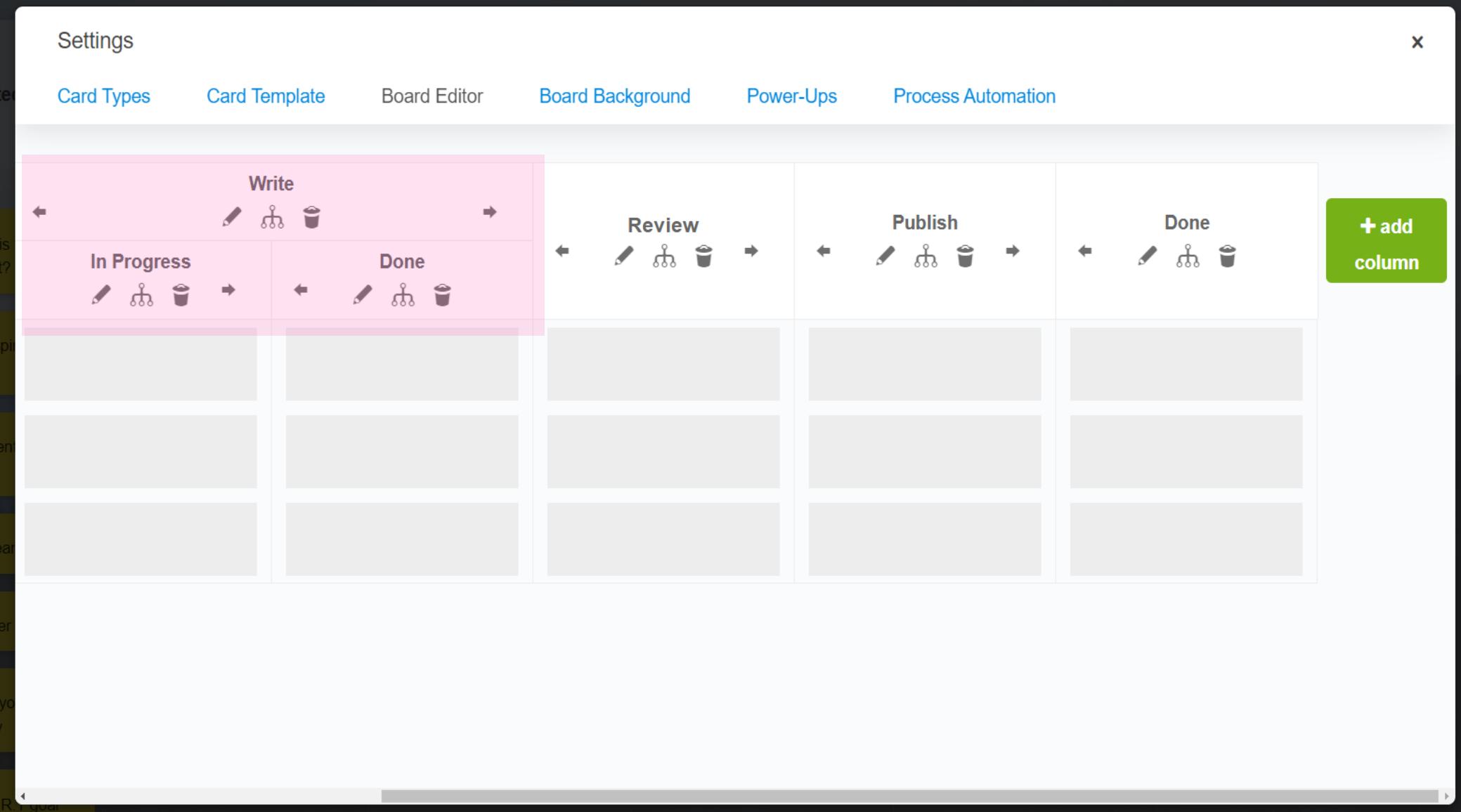
Lane width cards visible in single row: 1

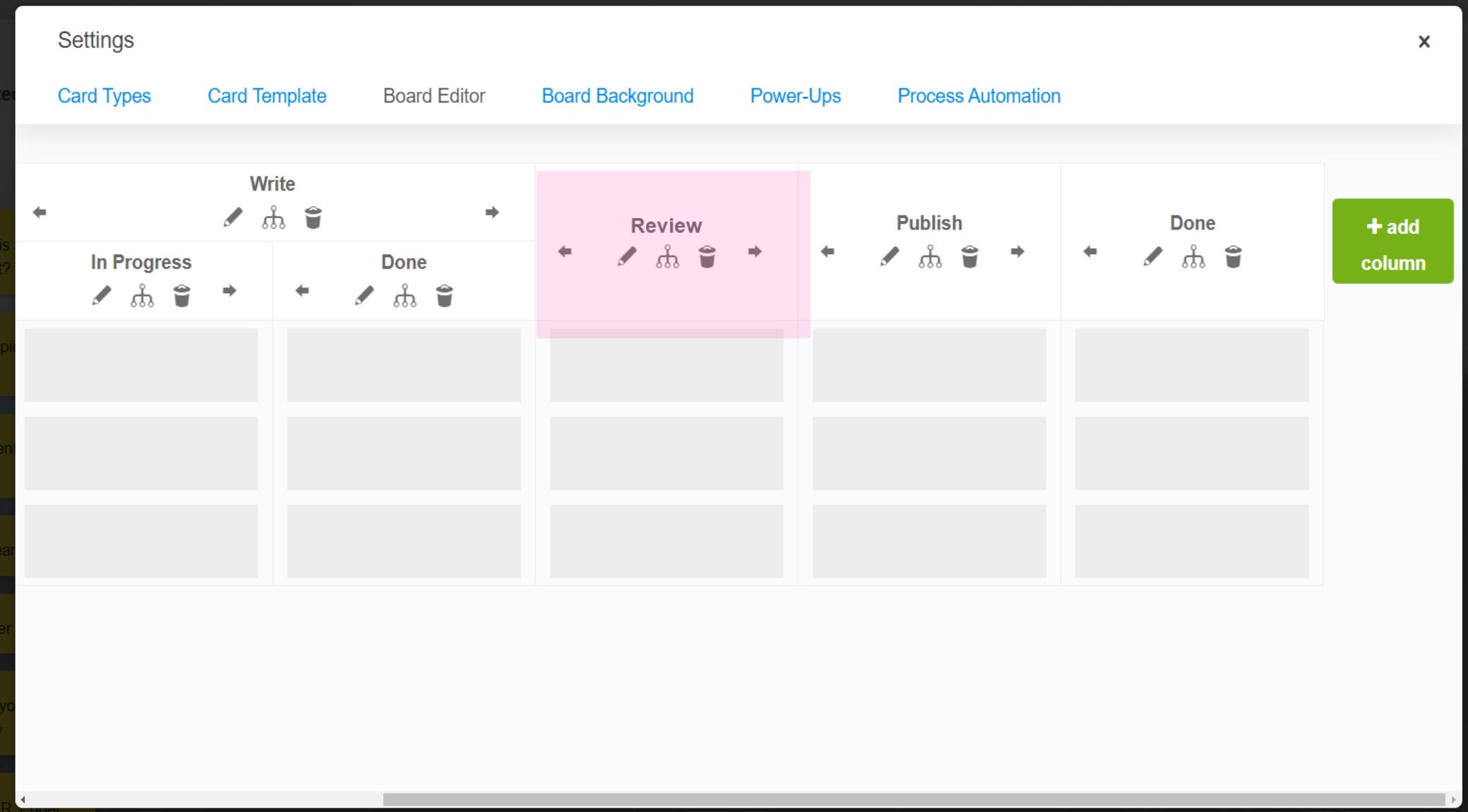
Allow tasks to be archived here

Save or [cancel](#)

+ add swimlane

The image shows a 'Settings' dialog box overlaid on a 'Article Production!' board. The dialog has tabs for 'Card Types', 'Card Template', 'Board Editor', 'Board Background', 'Power-Ups', and 'Process Automation'. The 'Power-Ups' tab is active. Inside, there's a form for a new column named 'Done'. It includes a 'Lane Policy/Description' section, a 'WIP limit' dropdown set to 'tasks', a 'Lane Type' dropdown set to 'In Progress', and a 'Lane width cards visible in single row' input set to '1'. A checkbox for 'Allow tasks to be archived here' is checked. At the bottom are 'Save' and 'cancel' buttons. A green 'add swimlane' button is visible on the board. Two pink arrows highlight the 'Lane Type' dropdown and the 'Save' button.





Settings

[Card Types](#) [Card Template](#) [Board Editor](#) [Board Background](#) [Power-Ups](#) [Process Automation](#)

[Done](#)

Write

In Progress	Done	Review	Publish	Done
 				
				
				

[+ add column](#)

Review

Publish

Done

Write

In Progress

Done

Review

<b

Settings

X

Not started

Card Types

Card Template

Board Editor

Board Background

Power-Ups

Process Automation

Done

#1
Soft Skills: Which is important?#4
How to be an inspiring leader?#2
Project management for teams#5
The Secret to team success#3
How to lead bigger teams#7
5 steps to doubling your capacity#8
Writing a S.M.A.R.T goal

Write



In Progress



Done



Review



Buffer



Working



Publish



Done



Settings

X

Not started

Card Types

Card Template

Board Editor

Board Background

Power-Ups

Process Automation

Done

#1
Soft Skills: Which is important?#4
How to be an inspiring leader?#2
Project management for teams#5
The Secret to team success#3
How to lead bigger teams#7
5 steps to doubling your capacity#8
Writing a S.M.A.R.T goal

Write



In Progress



Done



Review



In Progress



Working



Publish



Done



Settings X

Not started

Card Types

Card Template

Board Editor

Board Background

Power-Ups

Process Automation

Done

#1
Soft Skills: Which is important?#4
How to be an inspiring leader?#2
Project management for teams#5
The Secret to team success#3
How to lead bigger teams#7
5 steps to doubling your capacity#8
Writing a S.M.A.R.T goal

Write

Review

Publish

In Progress	Done	In Progress	Working		



Settings

X

Not started

Card Types

Card Template

Board Editor

Board Background

Power-Ups

Process Automation

Done

#1
Soft Skills: Which is important?#4
How to be an inspiring leader?#2
Project management for teams#5
The Secret to team success#3
How to lead bigger teams#7
5 steps to doubling your capacity#8
Writing a S.M.A.R.T goal

Write

Review

Publish

In Progress	Done	In Progress	Done		

Done

Done

Settings



Not started

Card Types

Card Template

Board Editor

Board Background

Power-Ups

Process Automation

Done

Article Type	Review	Publish	Done
#1 Soft Skills: Which is important?	Done	Review	Done
#4 How to be an inspiring leader?		In Progress	
#2 Project management for teams			
#5 The Secret to team success			
#3 How to lead bigger teams			
#7 5 steps to doubling your capacity			
#8 Writing a S.M.A.R.T goal			

add column

Not started	Write		Review		Publish 0 / 2	Done		
	In Progress		In Progress					
	Done	Done	Done	Done				
#1 G	+		+		+	+		
Soft Skills: Which is the most important?								
#4 LF								
How to be an inspirational leader?								
#2 LM								
Project management in small teams								
#5 LM								
The Secret to teamwork								
#3 RA								
How to lead larger teams?								
#7 RA								
5 steps to doubling your team's capacity								
#8								
Writing a S.M.A.R.T goal								
#9								
Project Management 80/20								
#17								
3 steps to overcome shyness								





BOARD VARIATIONS

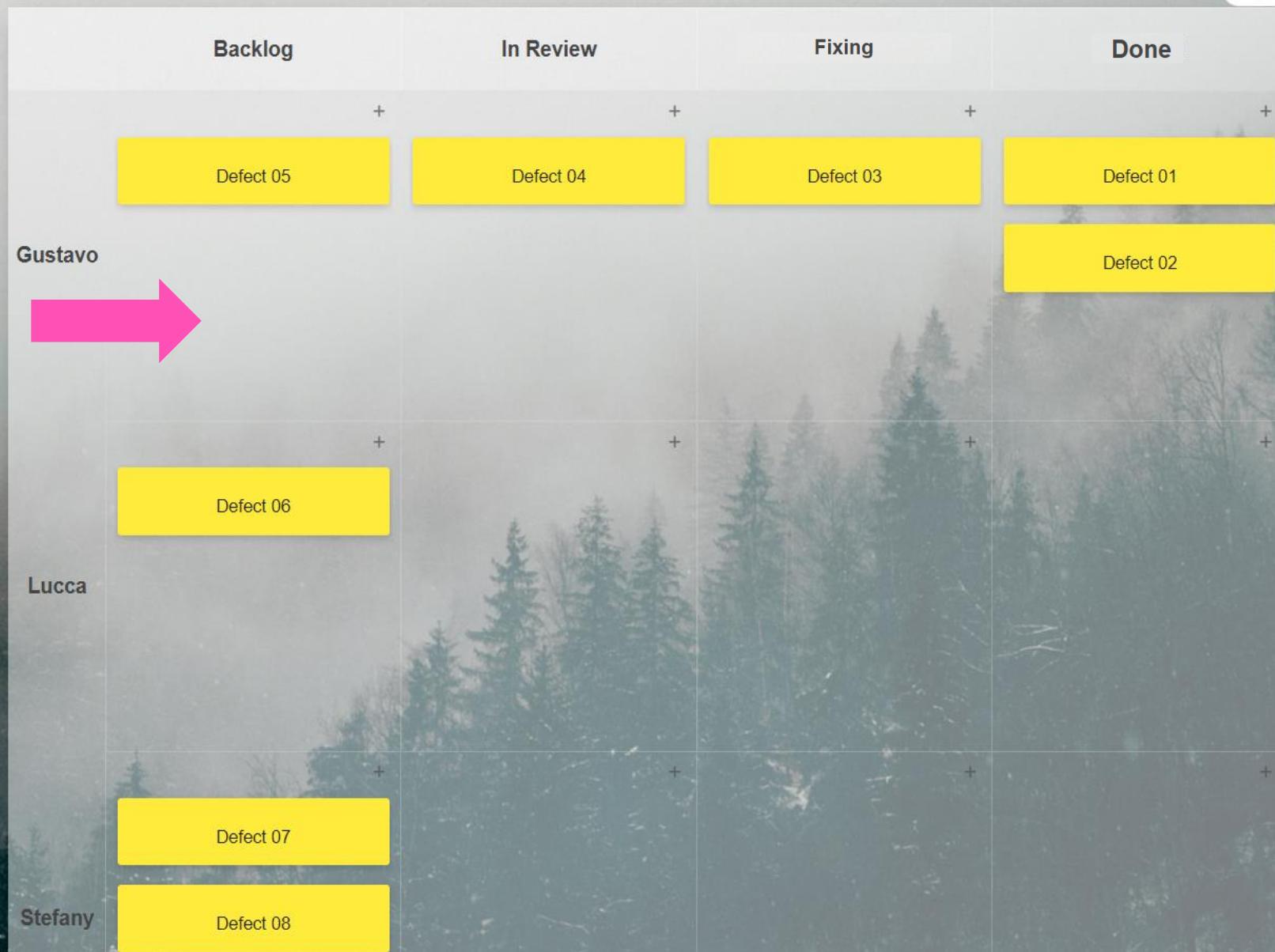
SWIMLANES FOR ASSIGNEES

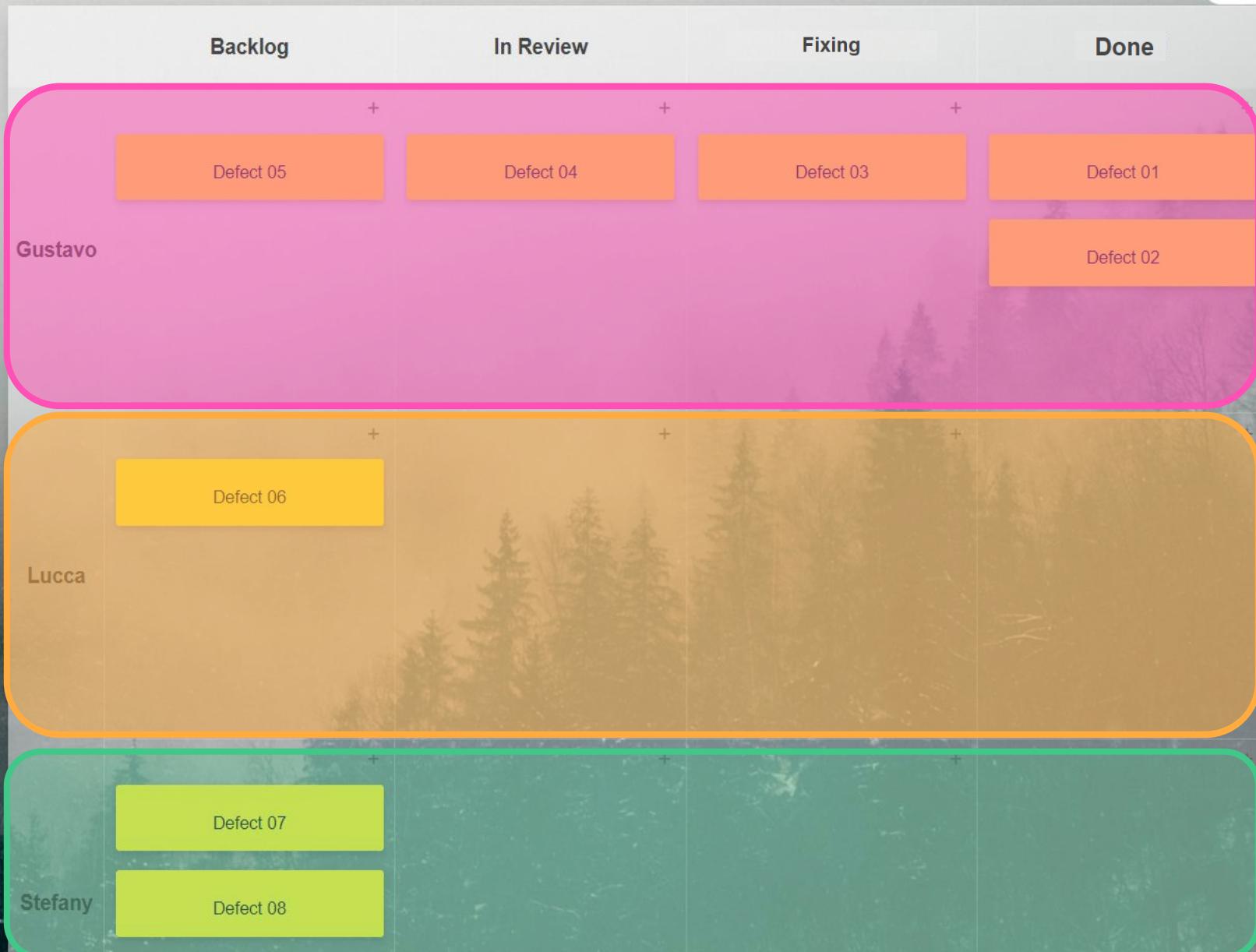


Backlog	In Review	Fixing	Done
Defect 05	Defect 04	Defect 03	Defect 01
Gustavo			Defect 02
	Defect 06		
Lucca			
Defect 07			
Stefany	Defect 08		

Start tour







▶ Start tour





Backlog	In Review	Fixing	Done
Defect 05	Defect 04	Defect 03	Defect 01
Gustavo			Defect 02
	Defect 06		
Lucca			
		Defect 07	
Stefany	Defect 08		

Start tour



Challenge

1 min ⏳

Question

For this scenario, is it useful to have Column Buffers?



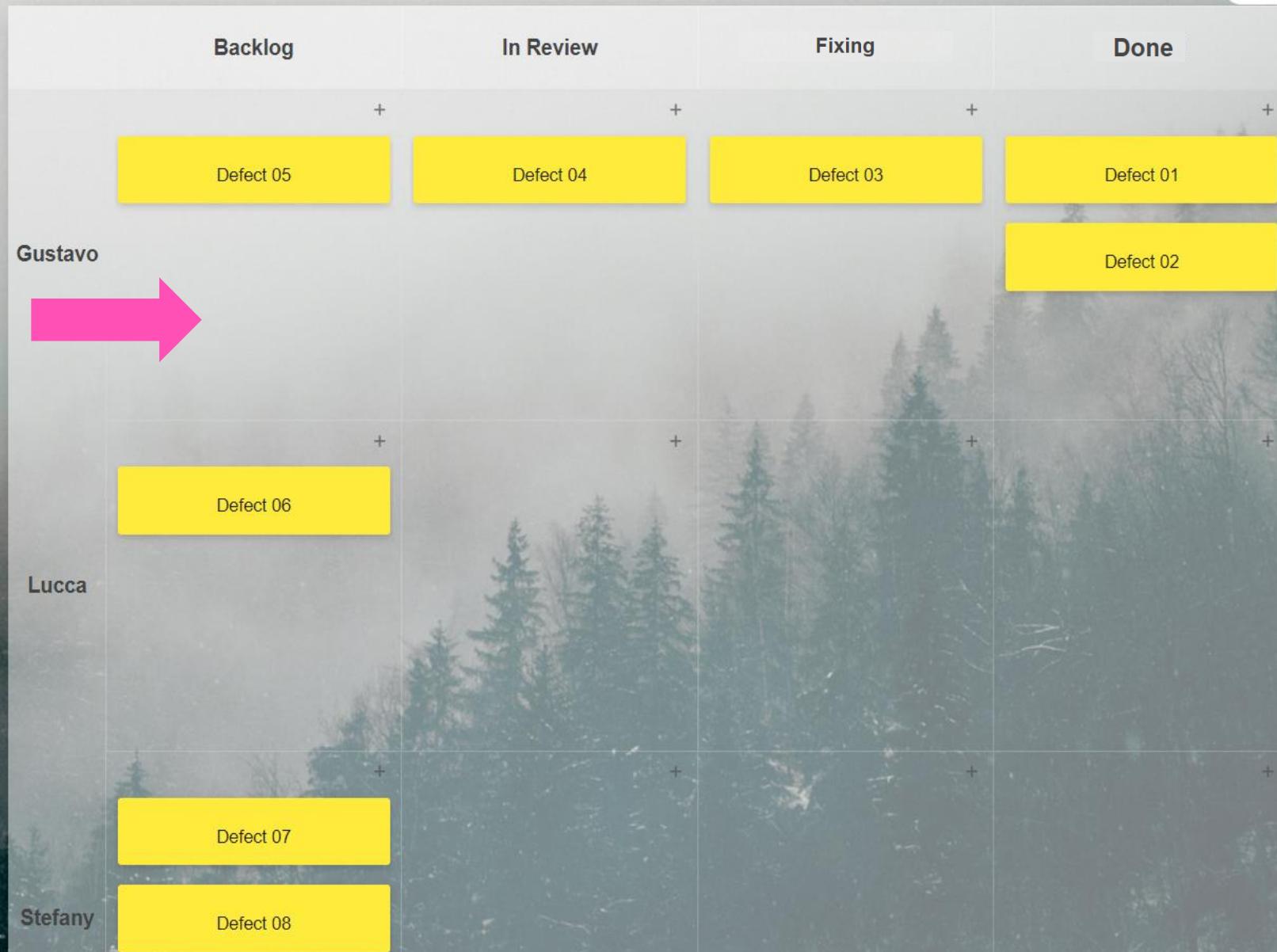
Pause the video and come up with the answer

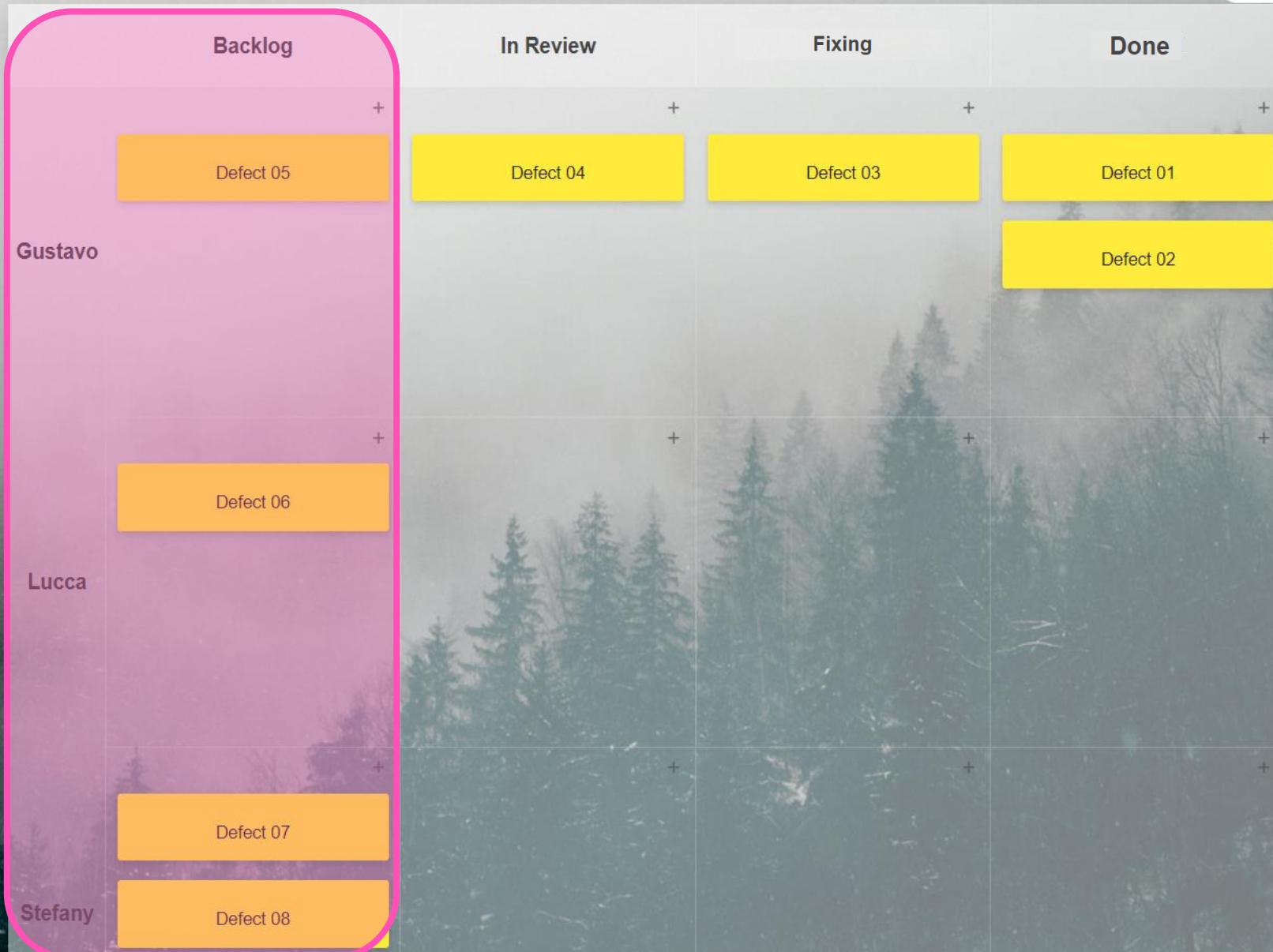


Backlog	In Review	Fixing	Done
Defect 05	Defect 04	Defect 03	Defect 01
Gustavo			Defect 02
	Defect 06		
Lucca			
		Defect 07	
Stefany	Defect 08		

Start tour







▶ Start tour





BOARD VARIATIONS

MULTIPLE KANBAN BOARDS

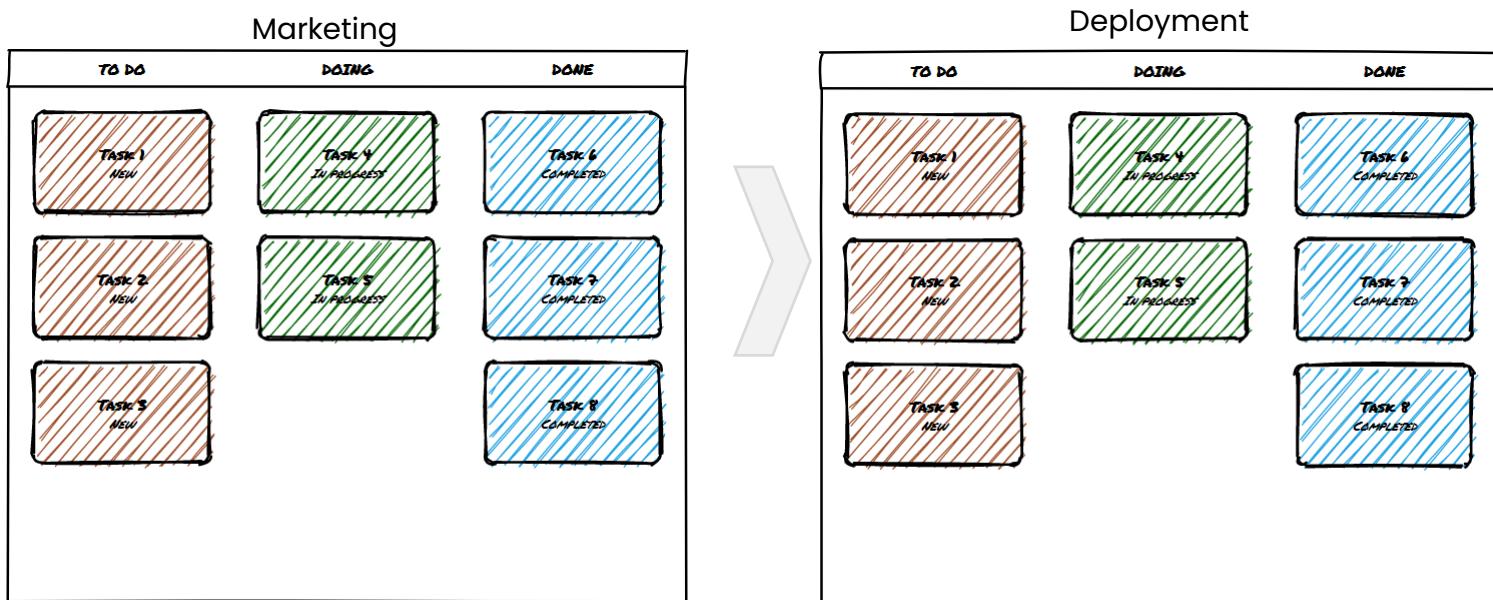
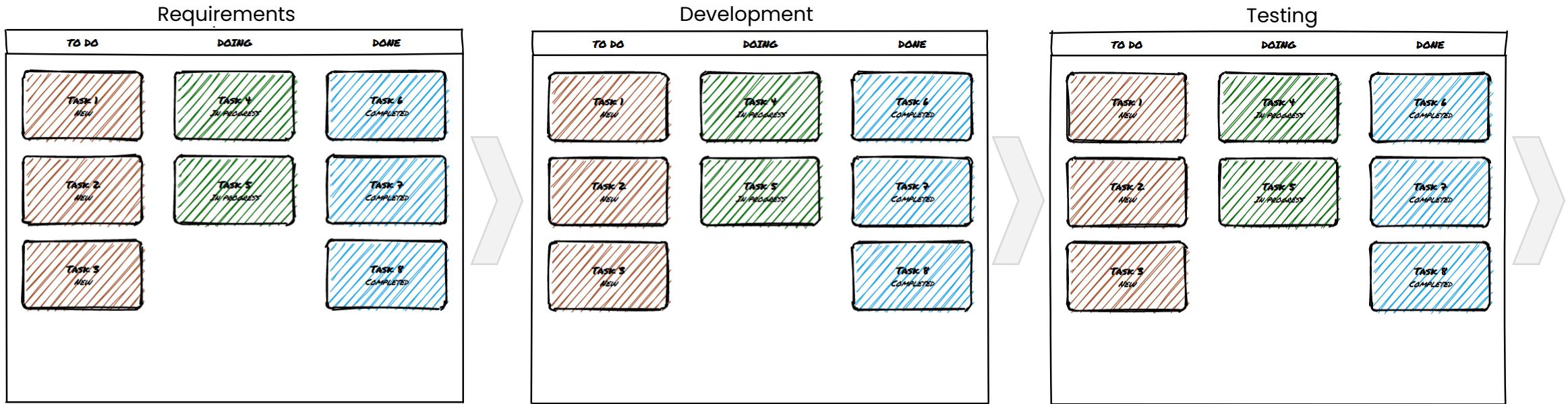


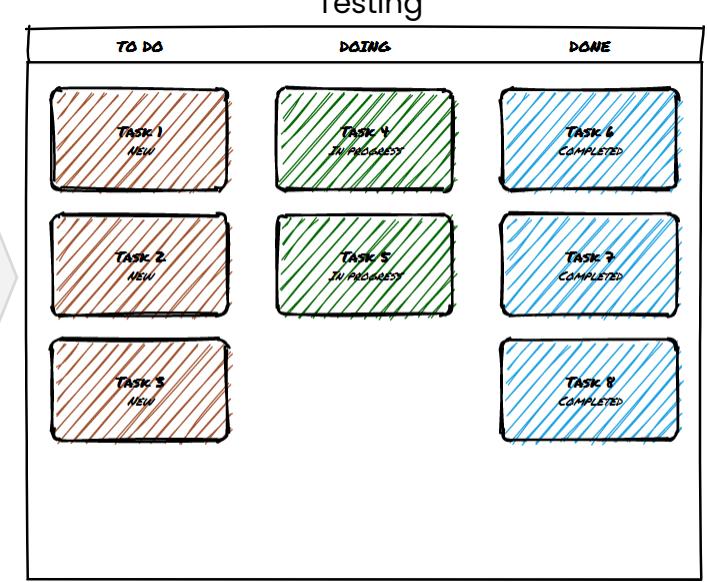
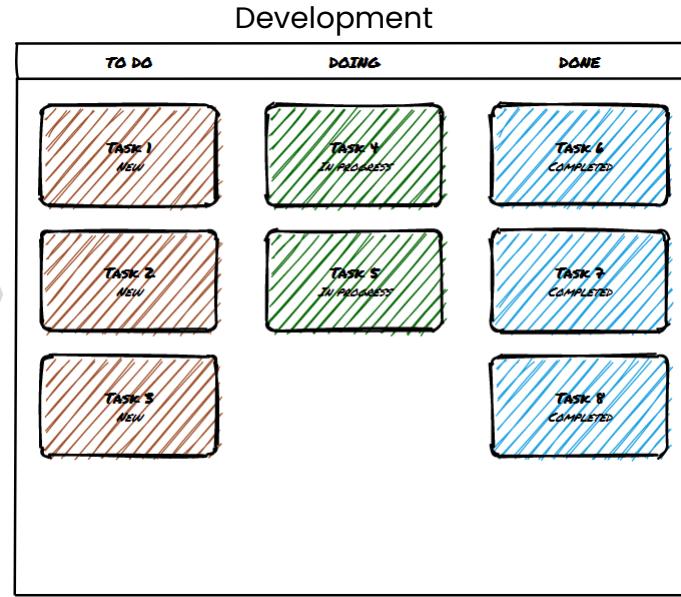
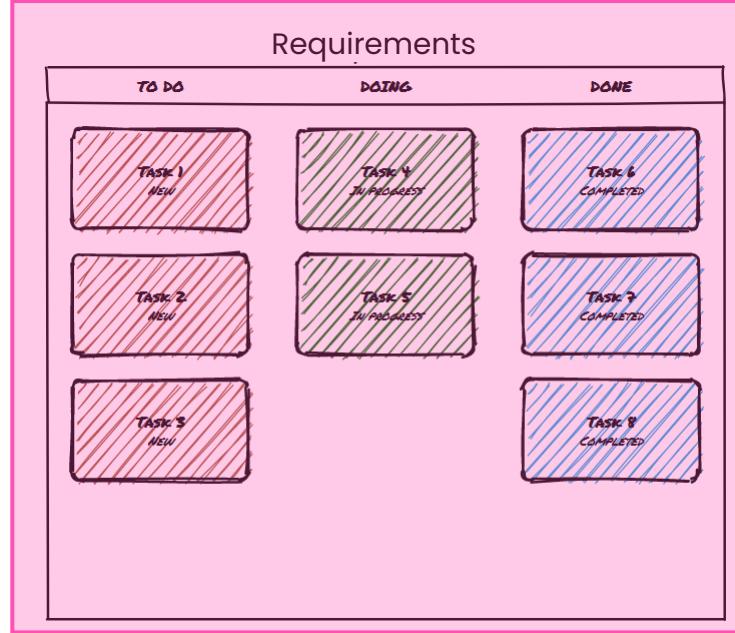
Backlog	In Review	Fixing	Done
+ Defect 05	+ Defect 04	+ Defect 03	+ Defect 01
Defect 06			Defect 02
Defect 07			
Defect 08			

Backlog	In Review	Fixing	Waiting for Installation Team
+ Defect 05	+ Defect 04	+ Defect 03	+ Defect 01
Defect 06			Defect 02
Defect 07			
Defect 08			

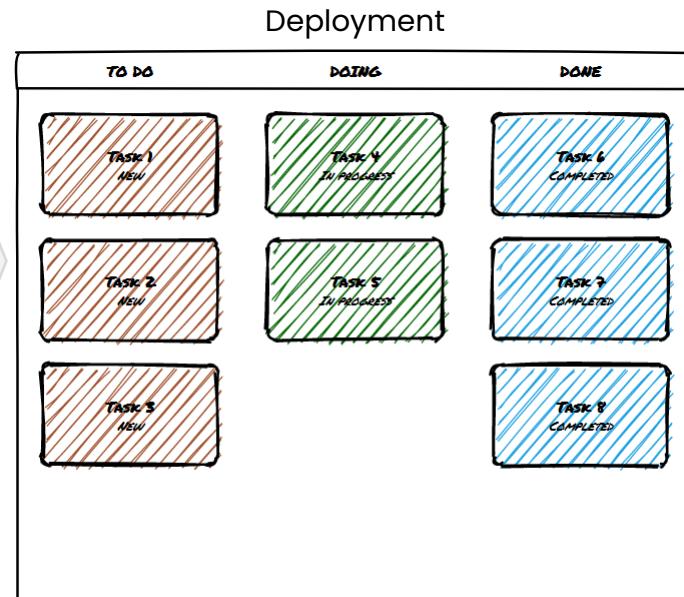
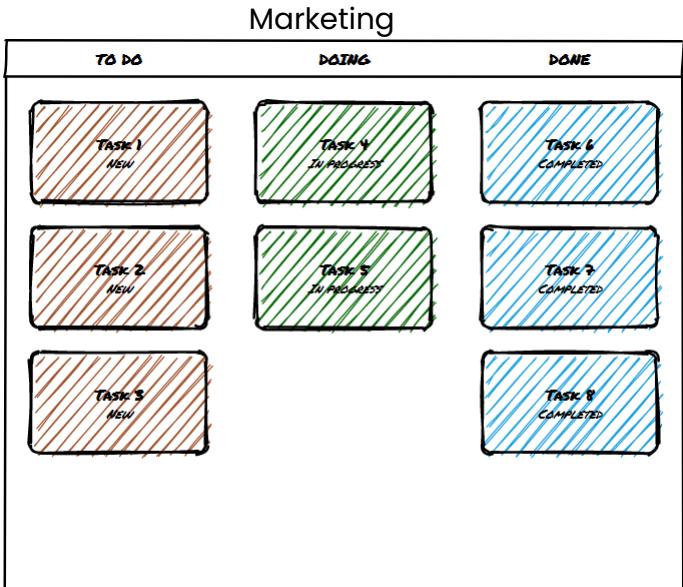


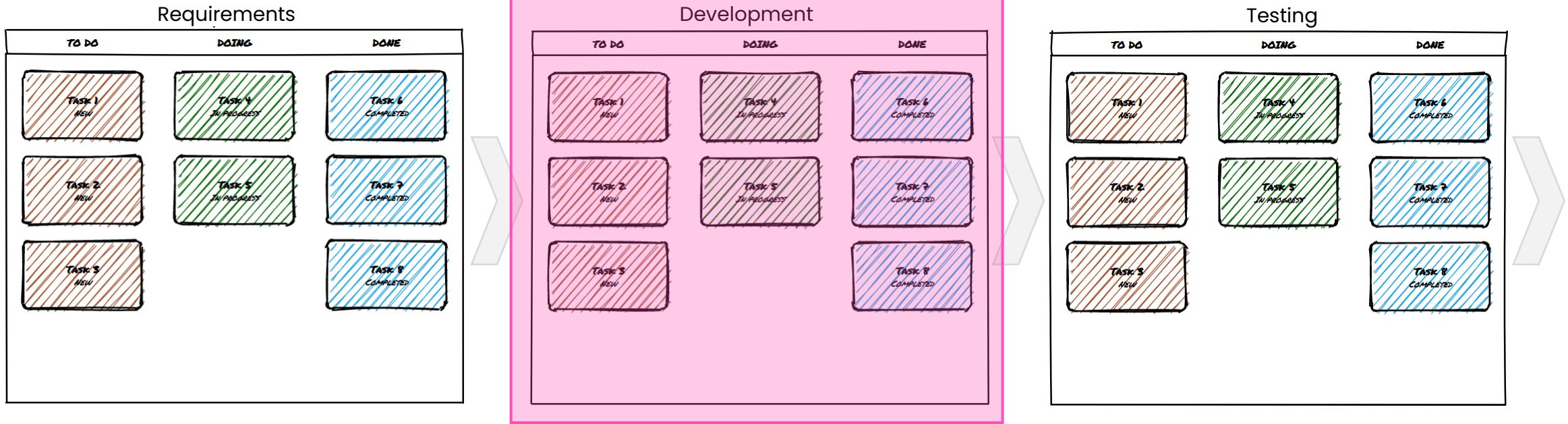
Instagram



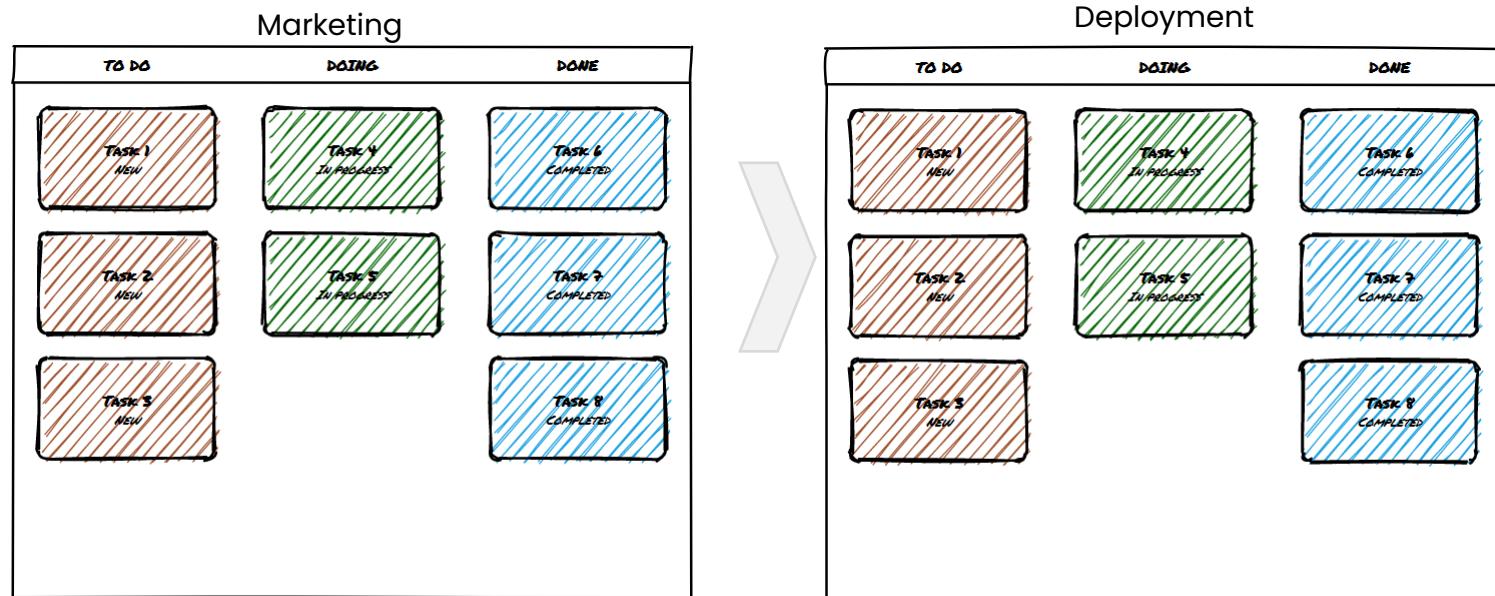


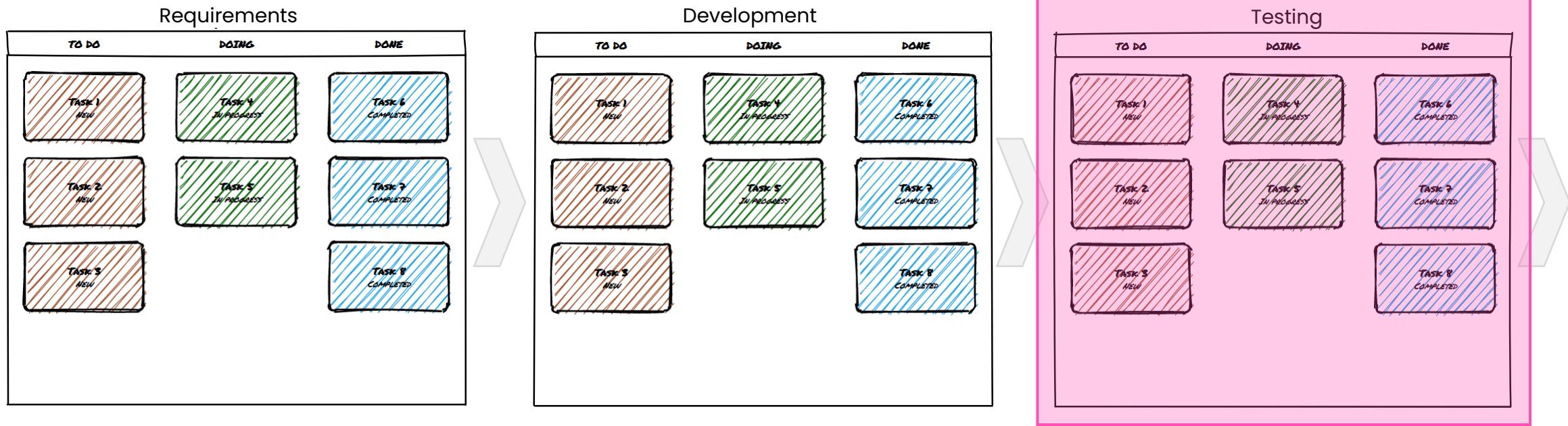
Specify how Instagram should be modified



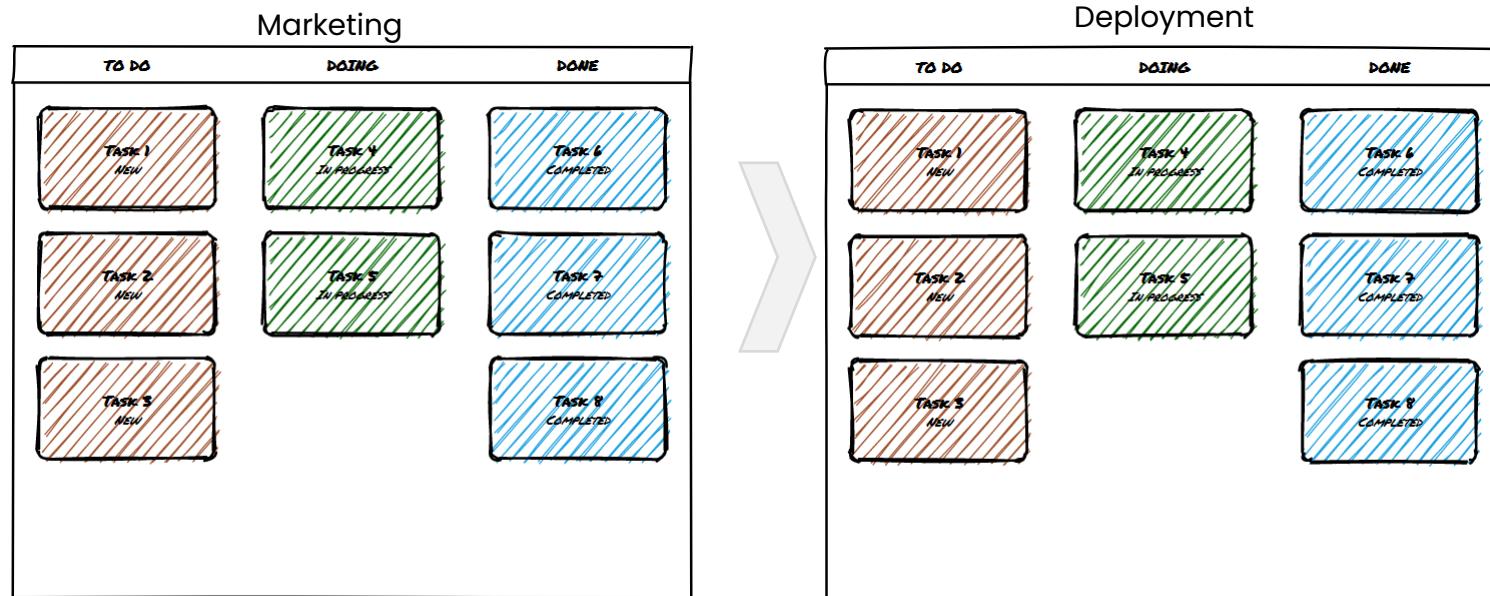


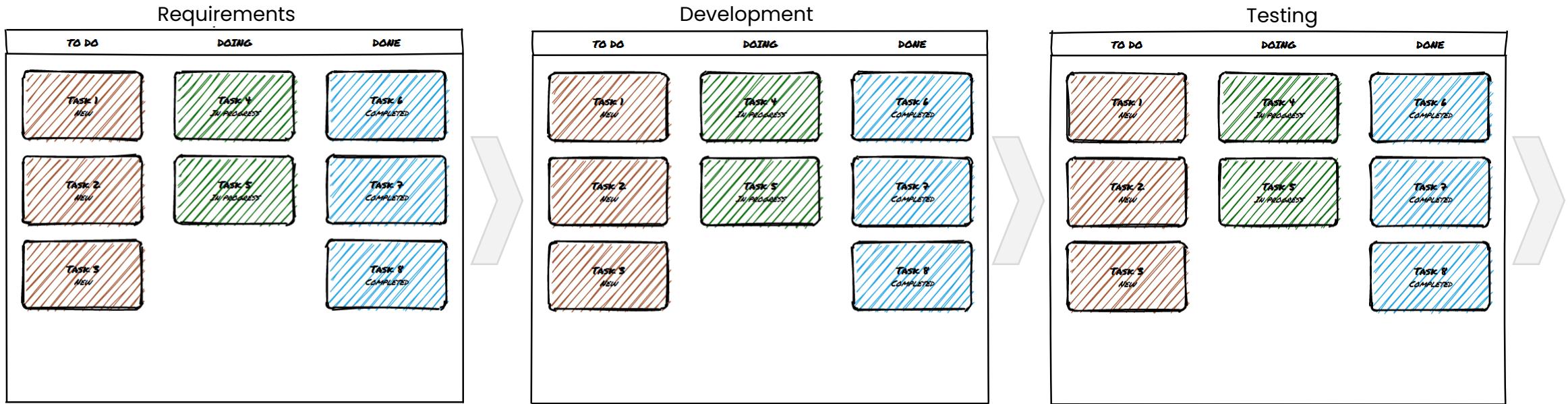
Implements
the change



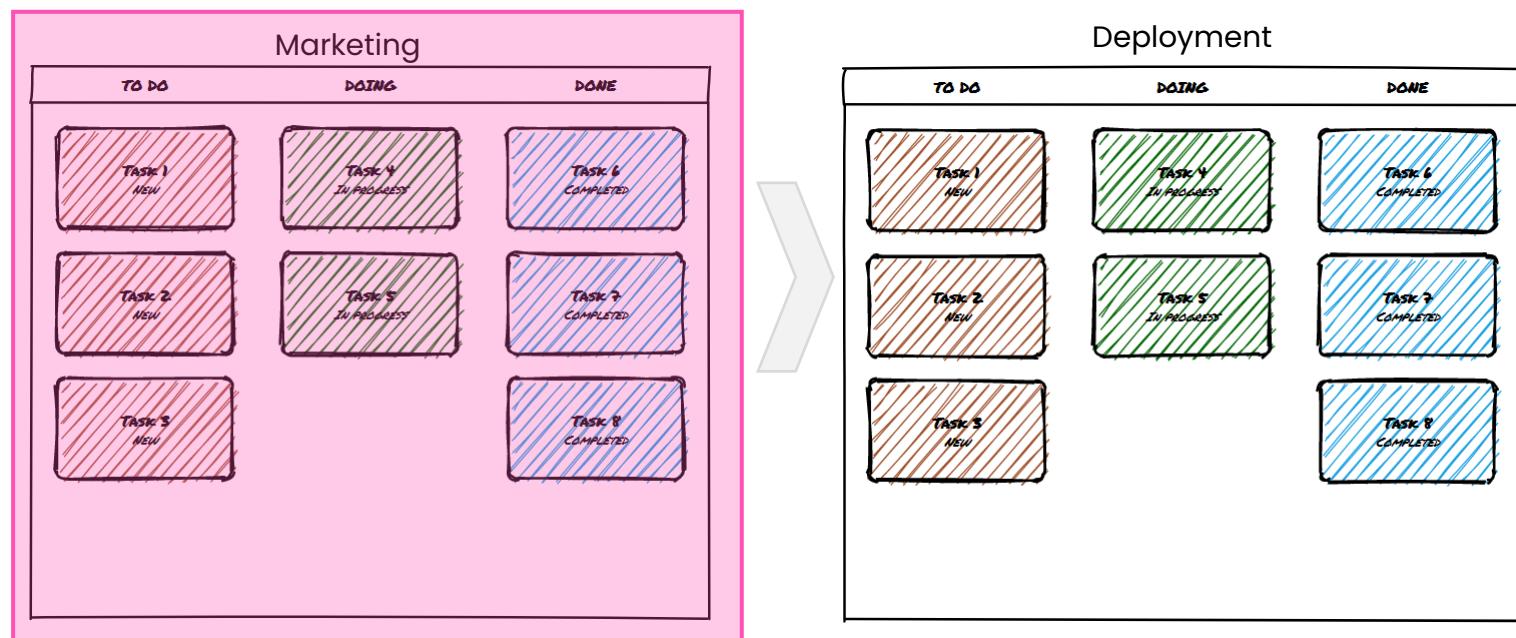


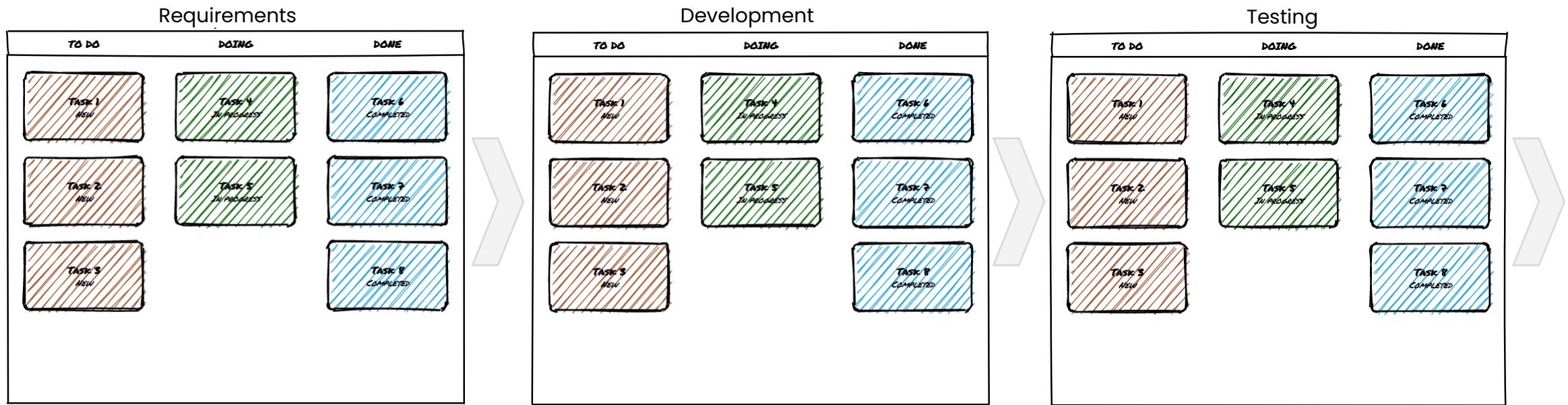
Tests the app





Creates marketing assets





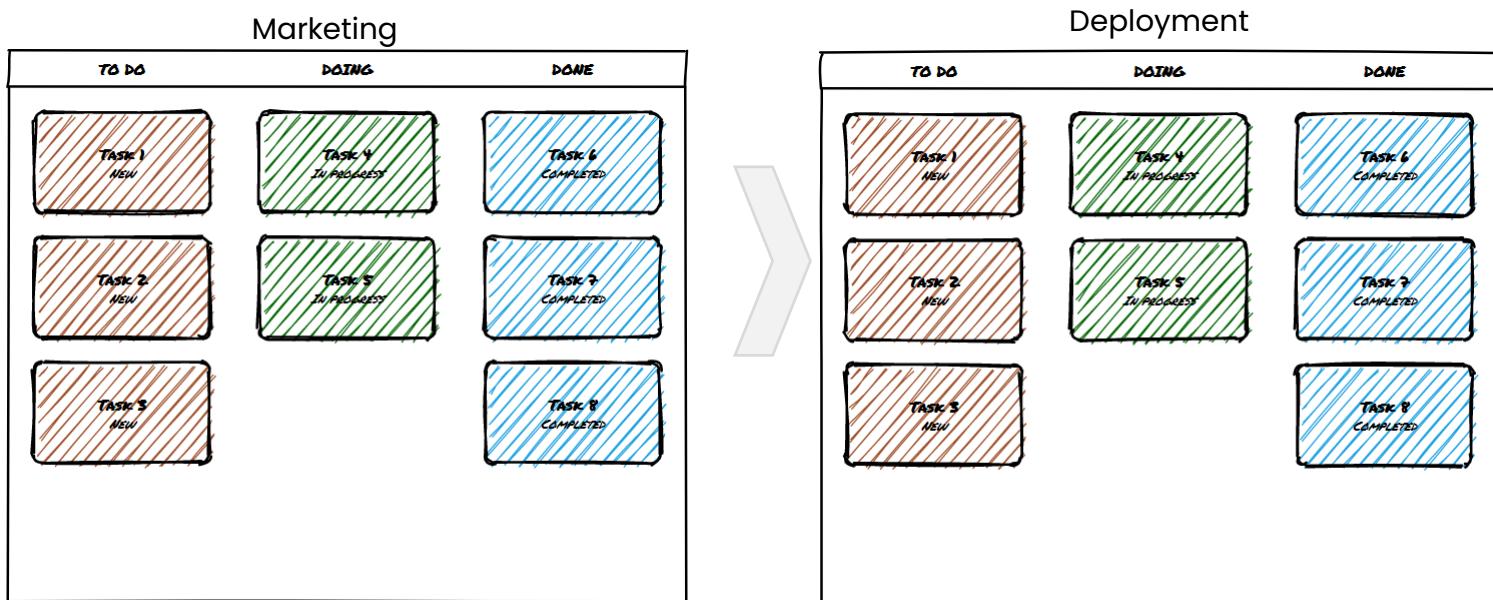
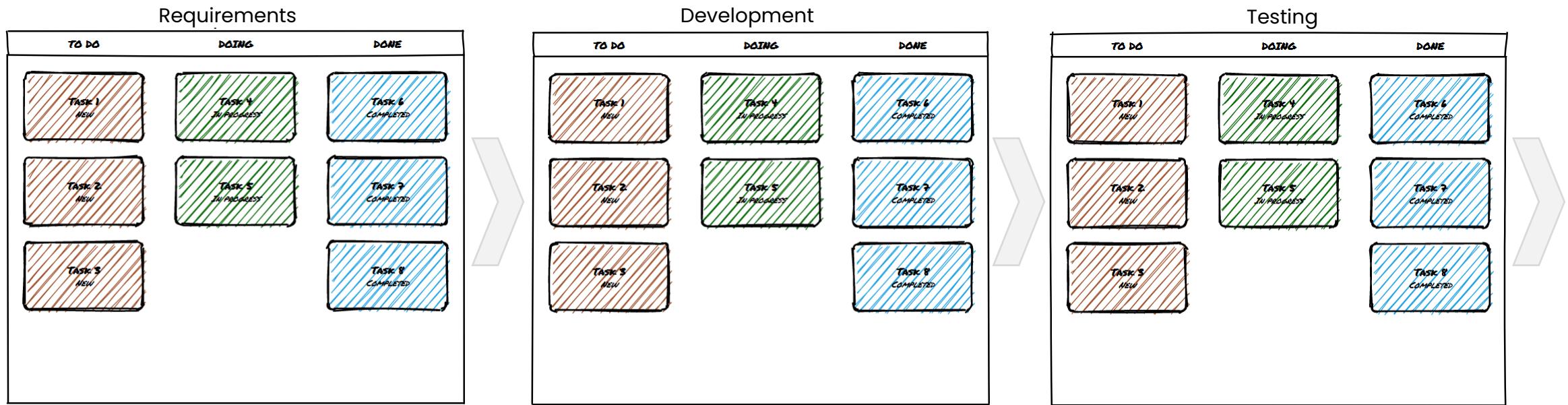
Releases new version of the app

Marketing

TO DO	DOING	DONE
TASK 1 NEW	TASK 4 IN PROGRESS	TASK 6 COMPLETED
TASK 2 NEW	TASK 5 IN PROGRESS	TASK 7 COMPLETED
TASK 3 NEW		TASK 8 COMPLETED

Deployment

TO DO	DOING	DONE
TASK 1 NEW	TASK 4 IN PROGRESS	TASK 6 COMPLETED
TASK 2 NEW	TASK 5 IN PROGRESS	TASK 7 COMPLETED





THE KANBAN CARD



KANBAN

≡ Article Production!

Share Settings Help Tools ▾

Filter by title, tags or card name



Not started	Write		Review		Publish		Done
	0 / 1		0 / 2		0 / 2		
In Progress	Done	In Progress	Done	+	+	+	+
#1 G Soft Skills: Which is the most important?							
#4 LF How to be an inspirational leader?							
#2 LM Project management in small teams							
#5 LM The Secret to teamwork							
#3 RA How to lead larger teams?							
#7 RA 5 steps to doubling your team's capacity							
#8 Writing a S.M.A.R.T goal							
#9 Project Management 80/20							
#17 3 steps to overcome shyness							

Article Production!

Soft Skills: Which is the most important?

Not started

+ Add checklist

Description

Attachments

Card type: Default Priority: normal Due date: Assigned to: gugafarias

External ID: #1

Tags

updated 6 minutes ago

Share Settings

Publish

Done

g gugafarias

Name: Soft Skills: Which is the m...

6 minutes ago

Write a comment...

Article Production!

Soft Skills: Which is the most important?

Not started

+ Add checklist

Description

Attachments

Card type: Default Priority: normal Due date: Assigned to: gugafarias

External ID: #1

Tags:

updated 6 minutes ago

Share Settings

g gugafarias

Name: Soft Skills: Which is the m...

6 minutes ago

Write a comment...

Article Production!

Soft Skills: Which is the most important?

Not started

+ Add checklist

Description

Attachments

Card type: Default Priority: normal Due date: Assigned to: gugafarias

External ID: #1

Tags:

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Publish

Done

gugafarias

Name: Soft Skills: Which is the m...

6 minutes ago

Write a comment...

Article Production!

Soft Skills: Which is the most important?

Not started

+ Add checklist

Description

Attachments

Card type: Default

Priority: normal

Due date

Assigned to: gugafarias

External ID: #1

Tags

updated 6 minutes ago

Not started

#1 Soft Skills: Which is the most important?

#4 How to be an inspirational leader?

#2 Project management in small teams

#5 The Secret to teamwork

#3 How to lead bigger teams?

#7 5 steps to doubling your team's capacity

#8 Writing a S.M.A.R.T goal

#6 The Secret to Teamwork

#9 Project Management 80/20

#15 Empathy: The Key to...

Share Settings

gugafarias

Name: Soft Skills: Which is the m...

6 minutes ago



Write a comment...

Article Production!

Soft Skills: Which is the most important?

Not started

+ Add checklist

Description

Attachments

Card type: Default Priority: normal Due date Assigned to: gugafarias

External ID: #1

Tags

updated 6 minutes ago

Not started

#1 Soft Skills: Which is the most important?

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#8 Writing a S.M.A.R.T goal RA

#6 The Secret to Teamwork LM

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Share Settings

gugafarias

Name: Soft Skills: Which is the m...

6 minutes ago



Write a comment...

Article Production!

Soft Skills: Which is the most important?

Not started

+ Add checklist

Description

Attachments

Card type: Default Priority: normal Due date: Assigned to: gugafarias

External ID: #1

Tags

updated 6 minutes ago

Share Settings

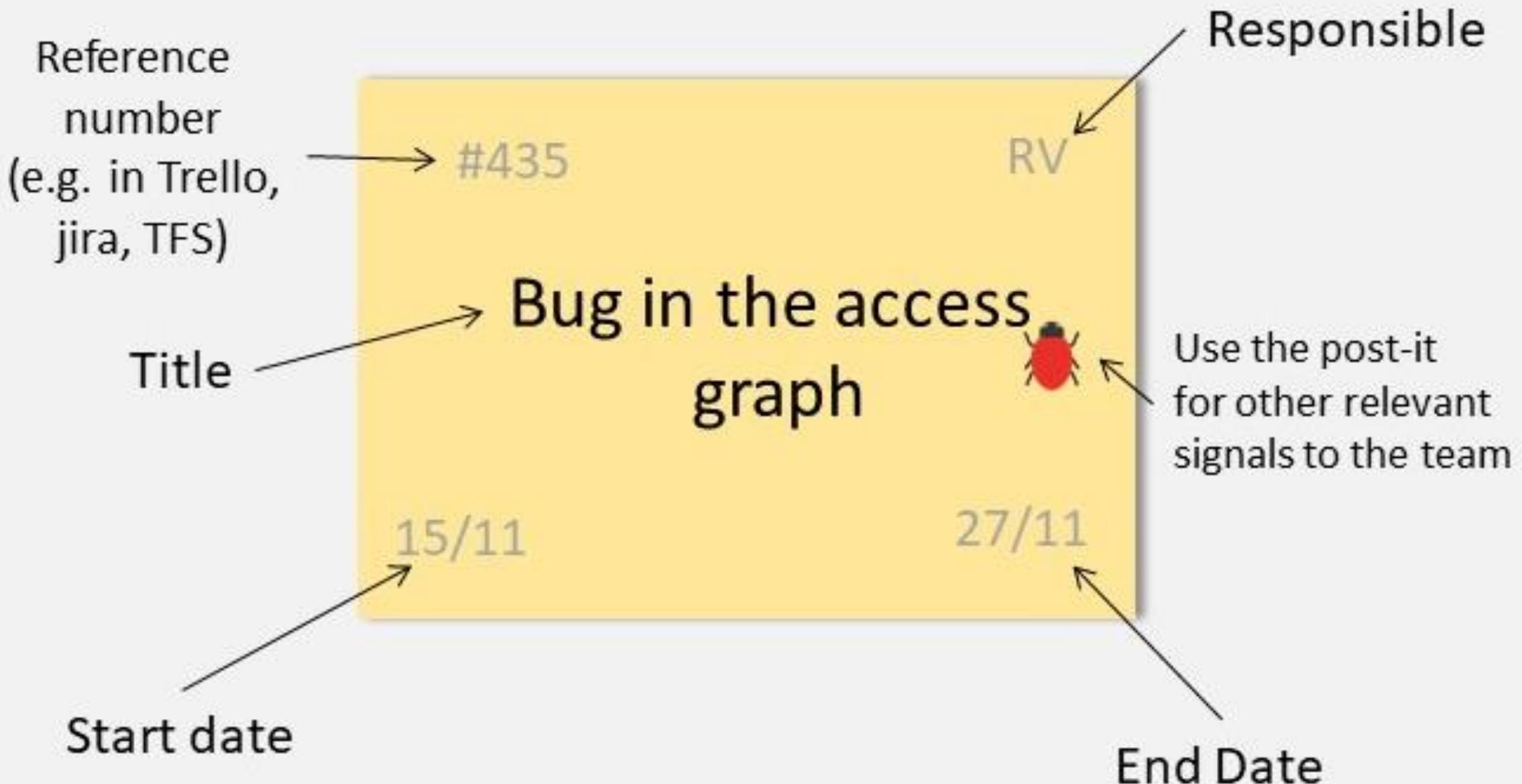
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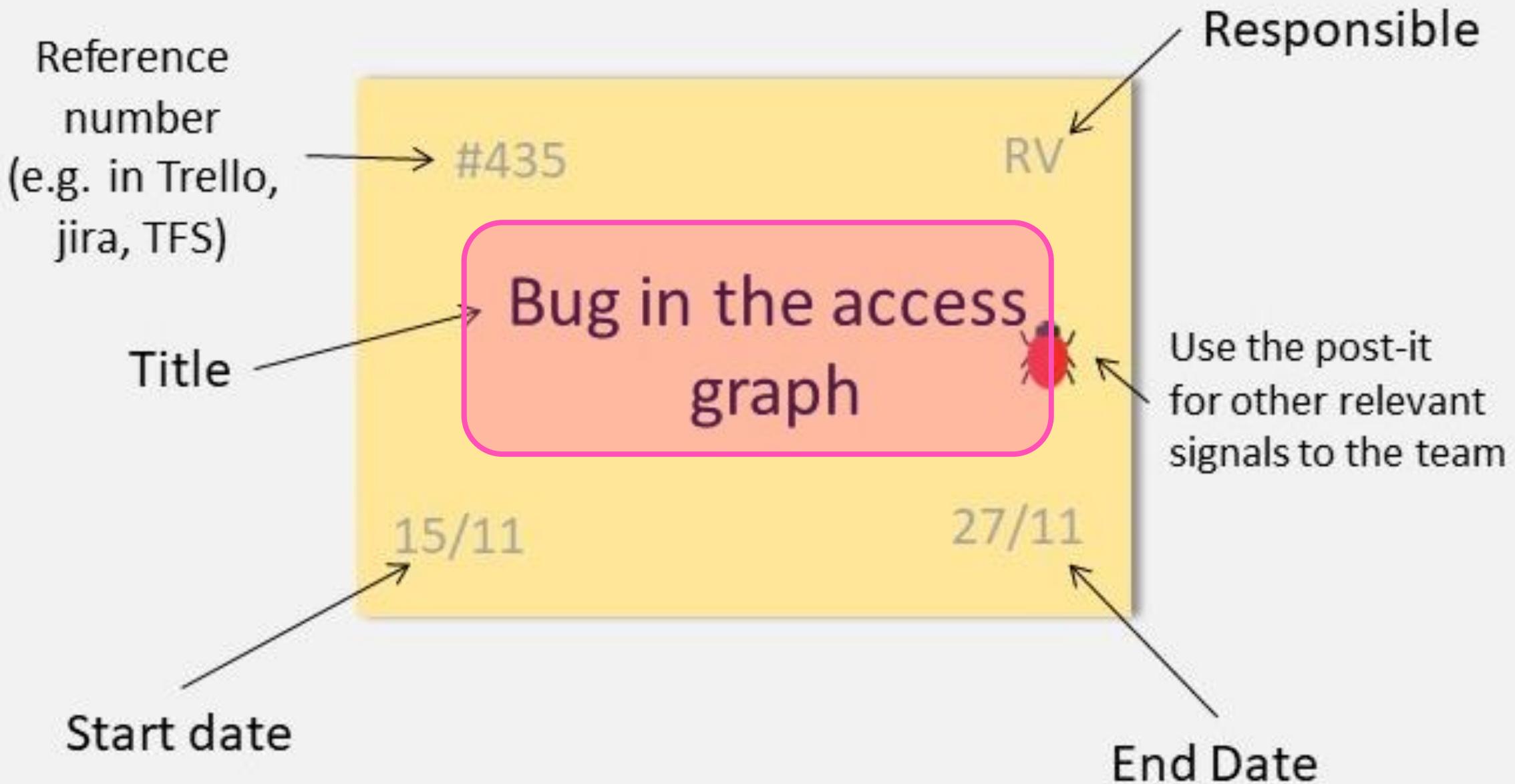
6 minutes ago

Write a comment...

→ Anatomy of a Kanban Post-it ←



→ Anatomy of a Kanban Post-it ←



→ Anatomy of a Kanban Post-it ←

Reference
number
(e.g. in Trello,
jira, TFS)

→ #435

Title

Bug in the access
graph



15/11

Start date

27/11

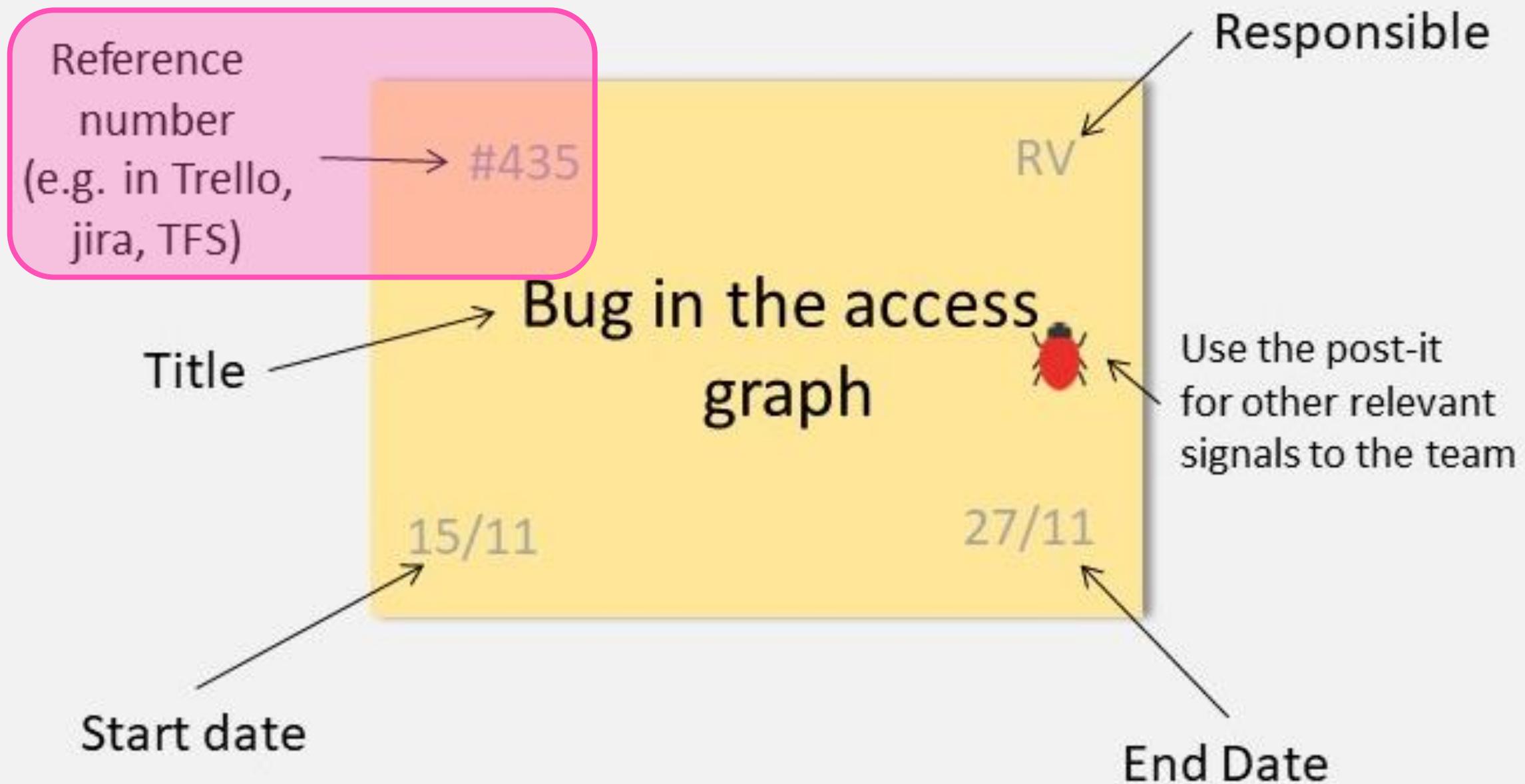
End Date

RV

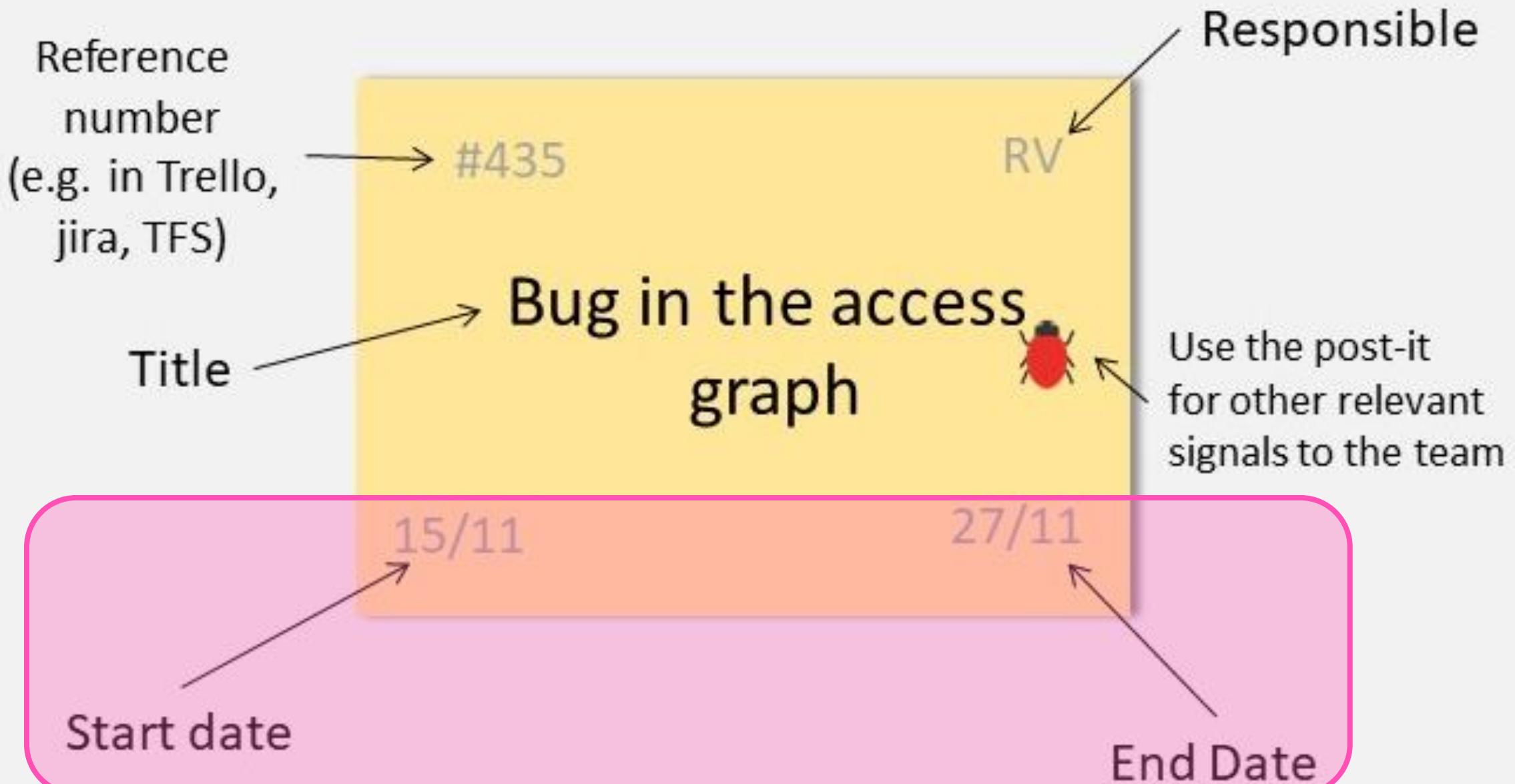
Responsible

Use the post-it
for other relevant
signals to the team

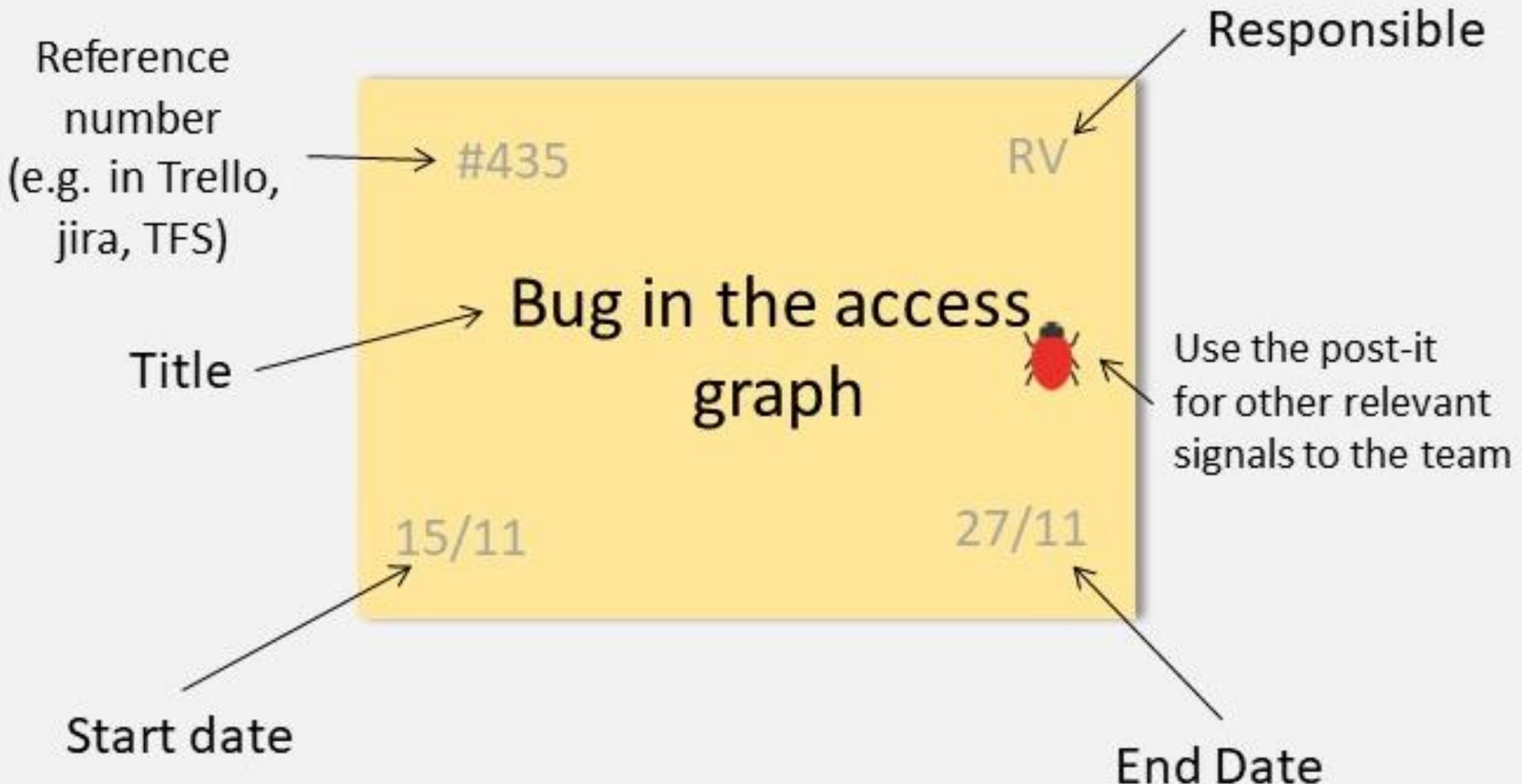
→ Anatomy of a Kanban Post-it ←



→ Anatomy of a Kanban Post-it ←



→ Anatomy of a Kanban Post-it ←



Unique Activity Number Identifier

activity summary

TICKET #101

Activity Summary

To elaborate the launch campaign
of the new product x for
consumers of type y.

Alex

Estimated time to
solve the activity

(4)

Red flag indicates critical activity

Unique Activity Number Identifier

activity summary

TICKET #101

Activity Summary

To elaborate the launch campaign
of the new product x for
consumers of type y.

Alex

Estimated time to
solve the activity

(4)

Red flag indicates critical activity

Unique Activity Number Identifier

activity summary

TICKET #101

Activity Summary

To elaborate the launch campaign
of the new product x for
consumers of type y.

Alex

Estimated time to
solve the activity

(4)

← Person responsible for the activity

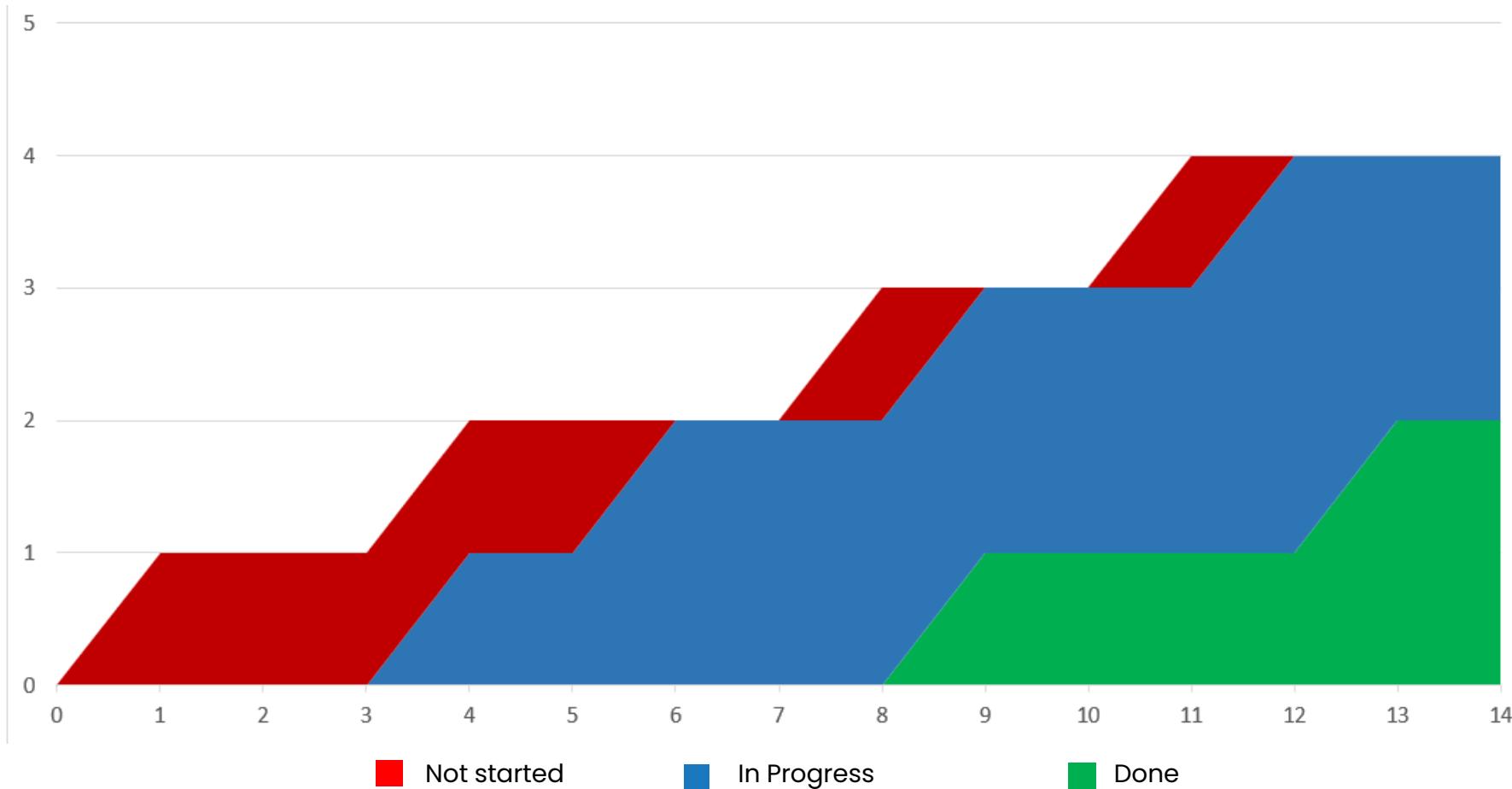
Red flag indicates critical activity



Date in: 23/02/2021

Date out: 27/03/2021

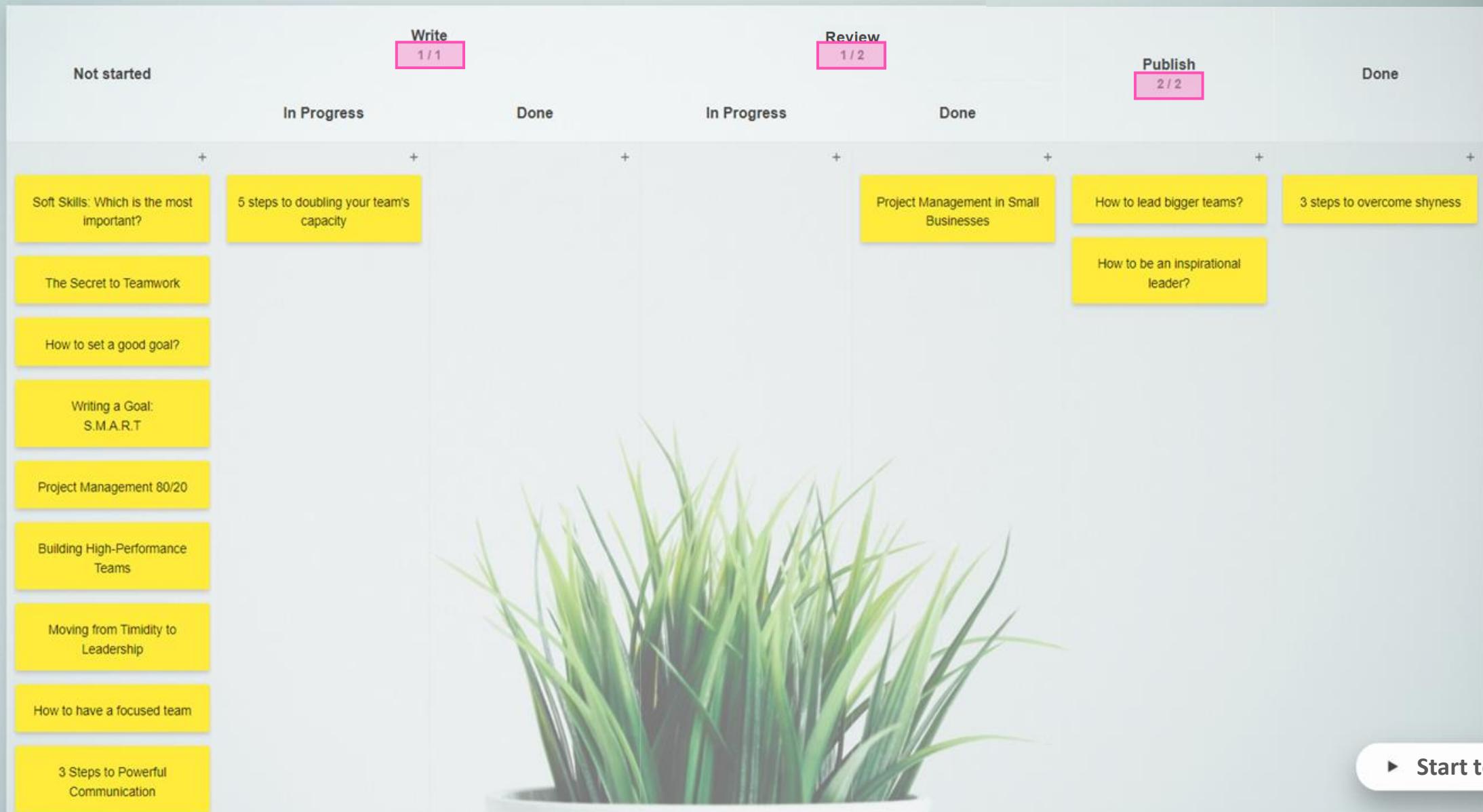
Cumulative Flow Diagram

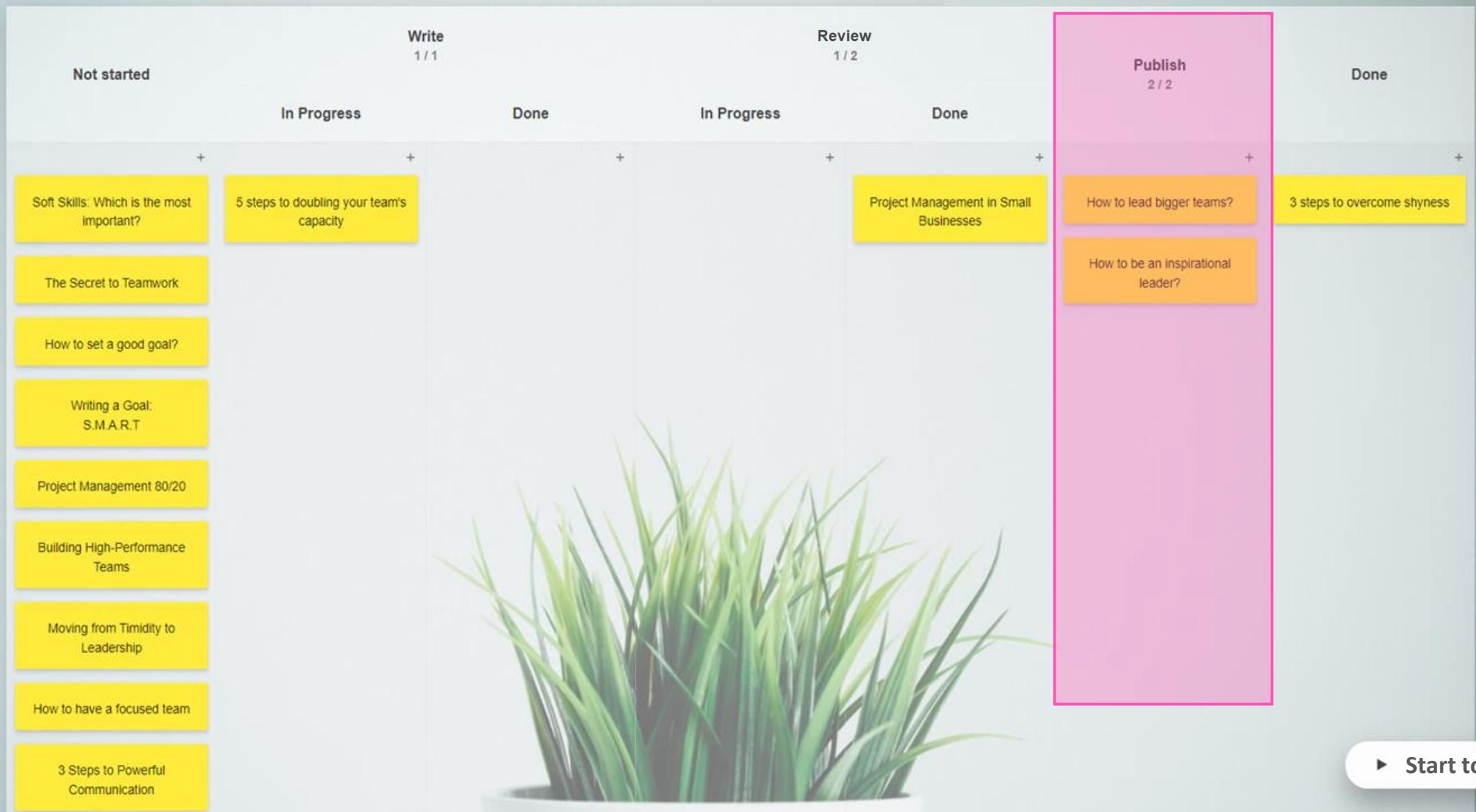




WORK IN PROGRESS (WIP)

LIMITS





▶ Start tour



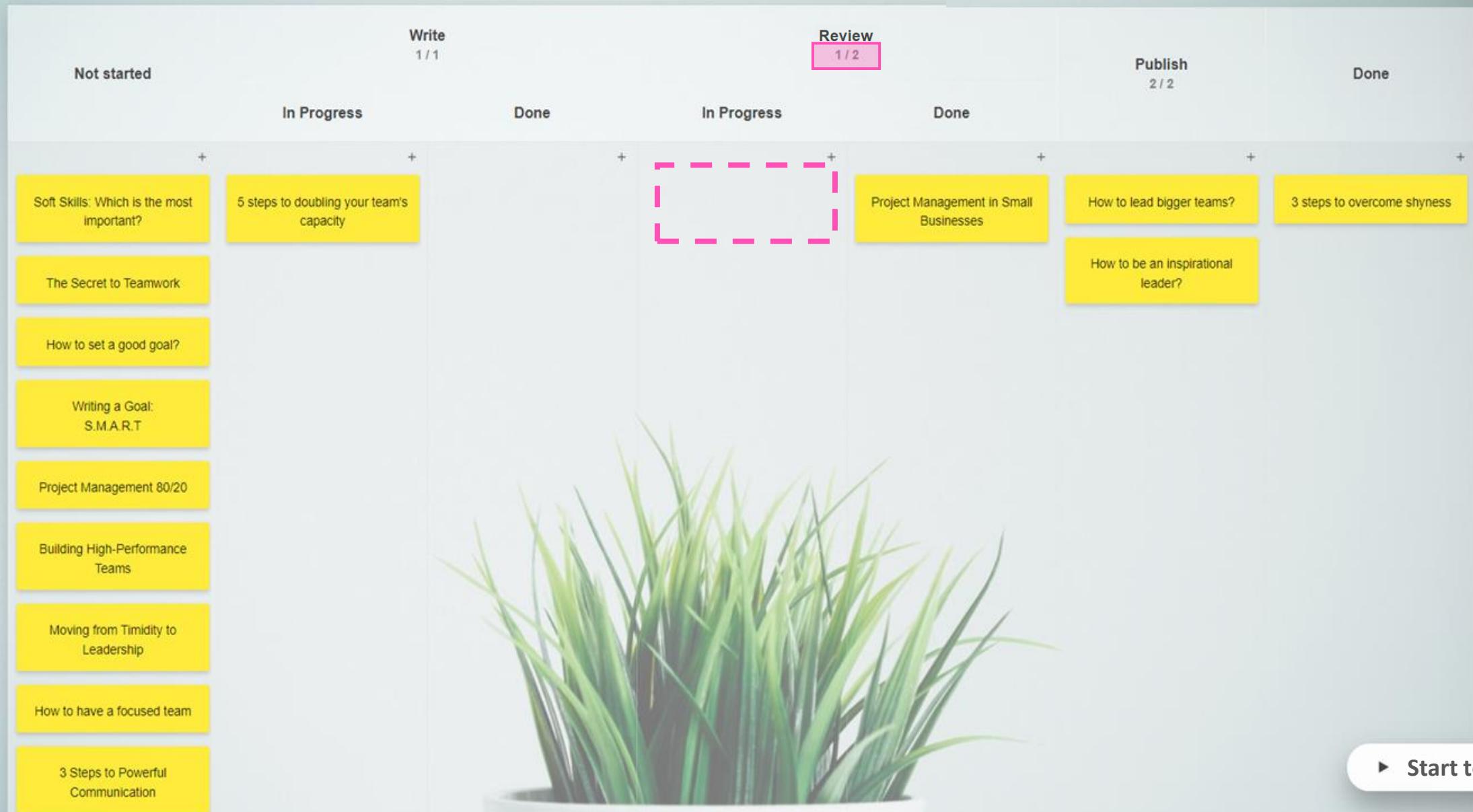


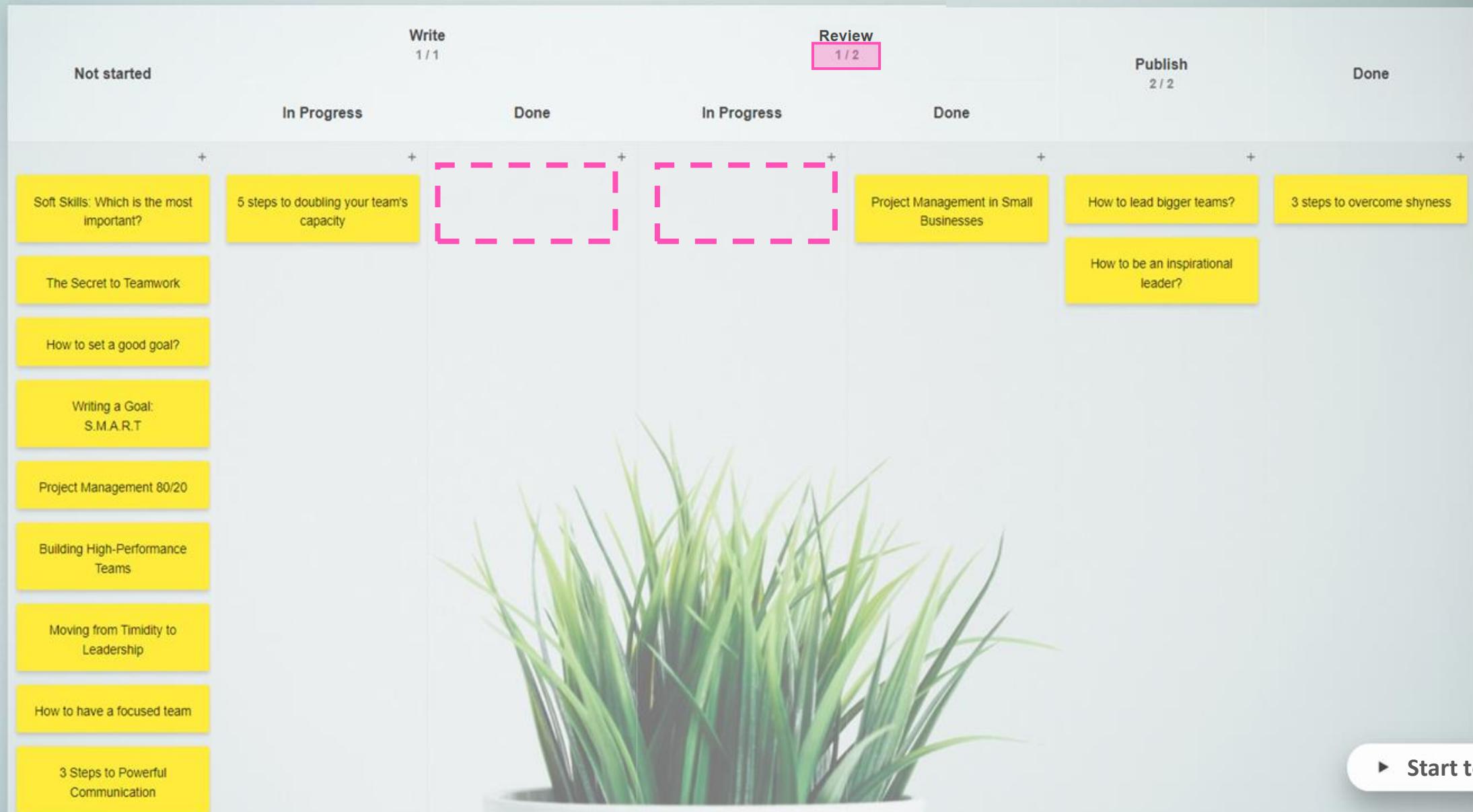
Write		Review		Publish	
1 / 1		1 / 2		2 / 2	
<p>Not started</p>					
In Progress		Done		Done	
+ Soft Skills: Which is the most important?	+ 5 steps to doubling your team's capacity	+ The Secret to Teamwork	+ How to set a good goal?	+ Project Management in Small Businesses	+ How to lead bigger teams? 3 steps to overcome shyness How to be an inspirational leader?
Writing a Goal: S.M.A.R.T	Project Management 80/20	Building High-Performance Teams	Moving from Timidity to Leadership	How to have a focused team	3 Steps to Powerful Communication



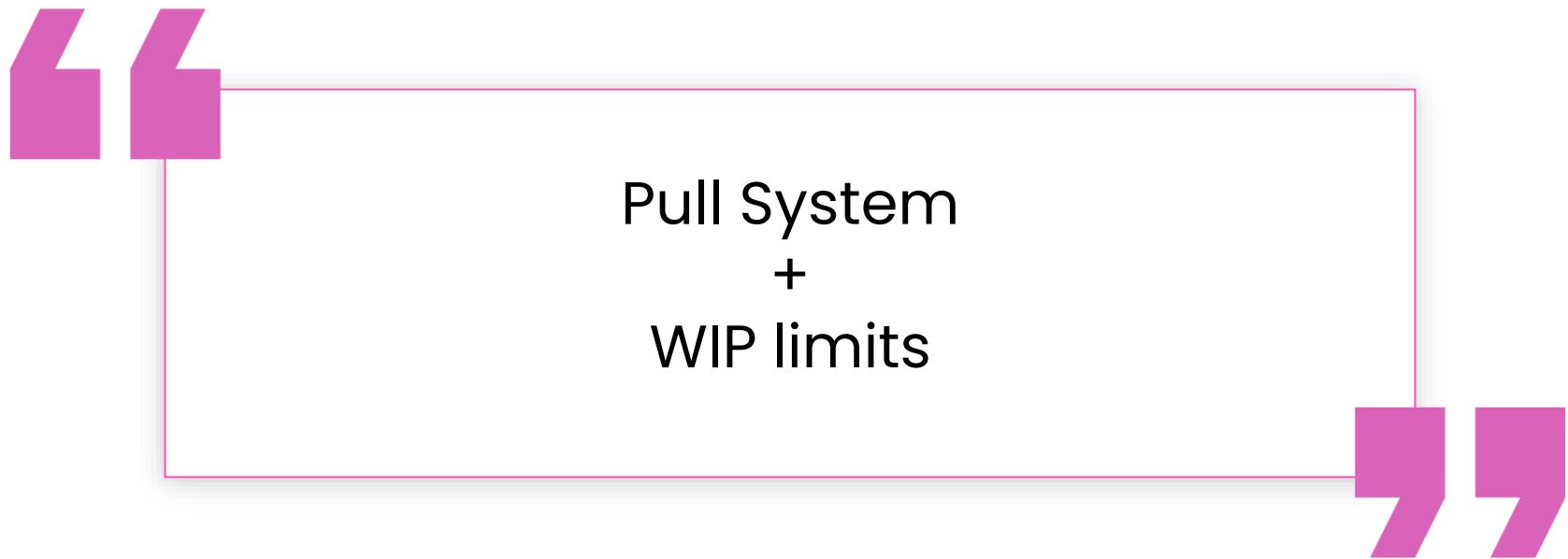
▶ Start tour

x

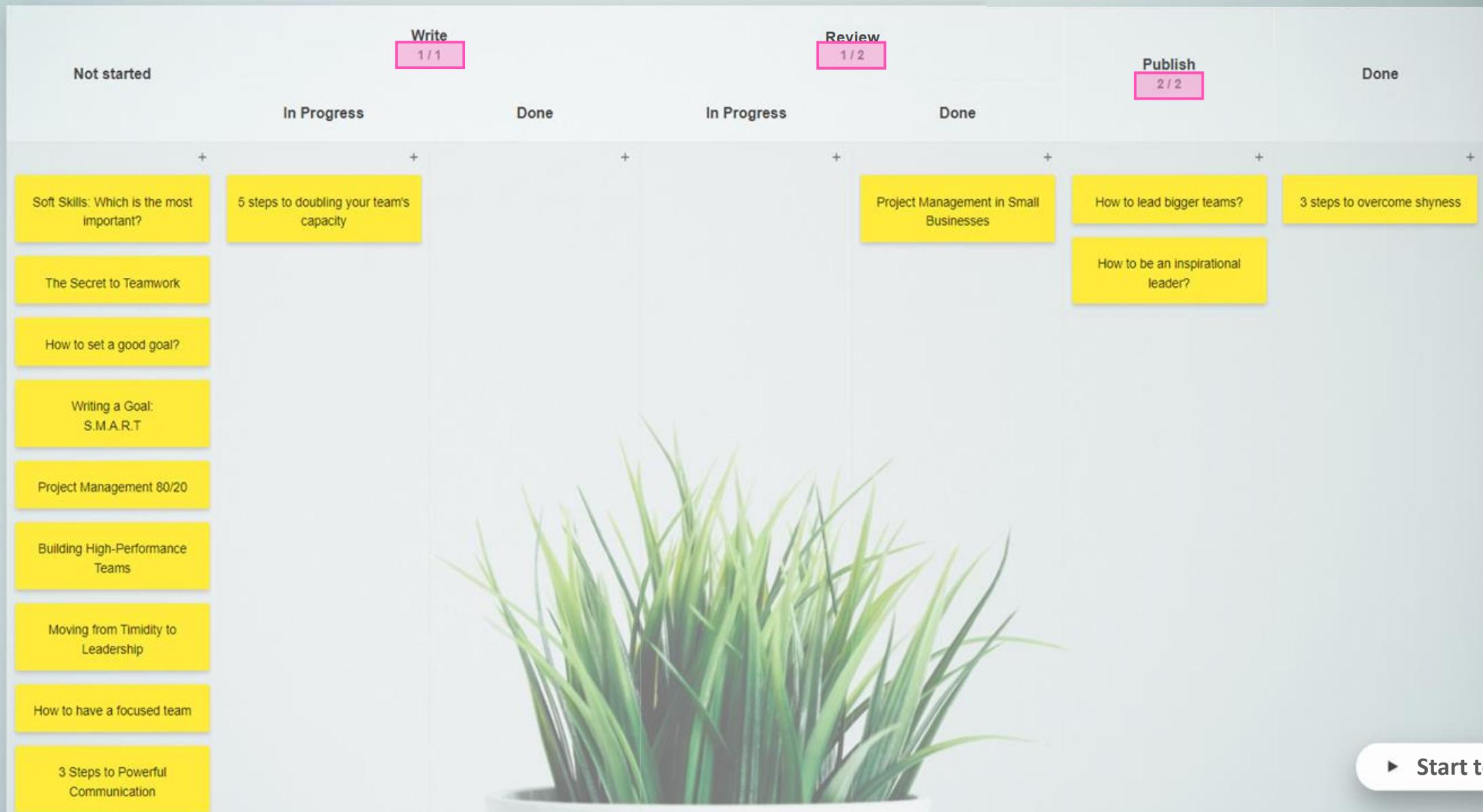


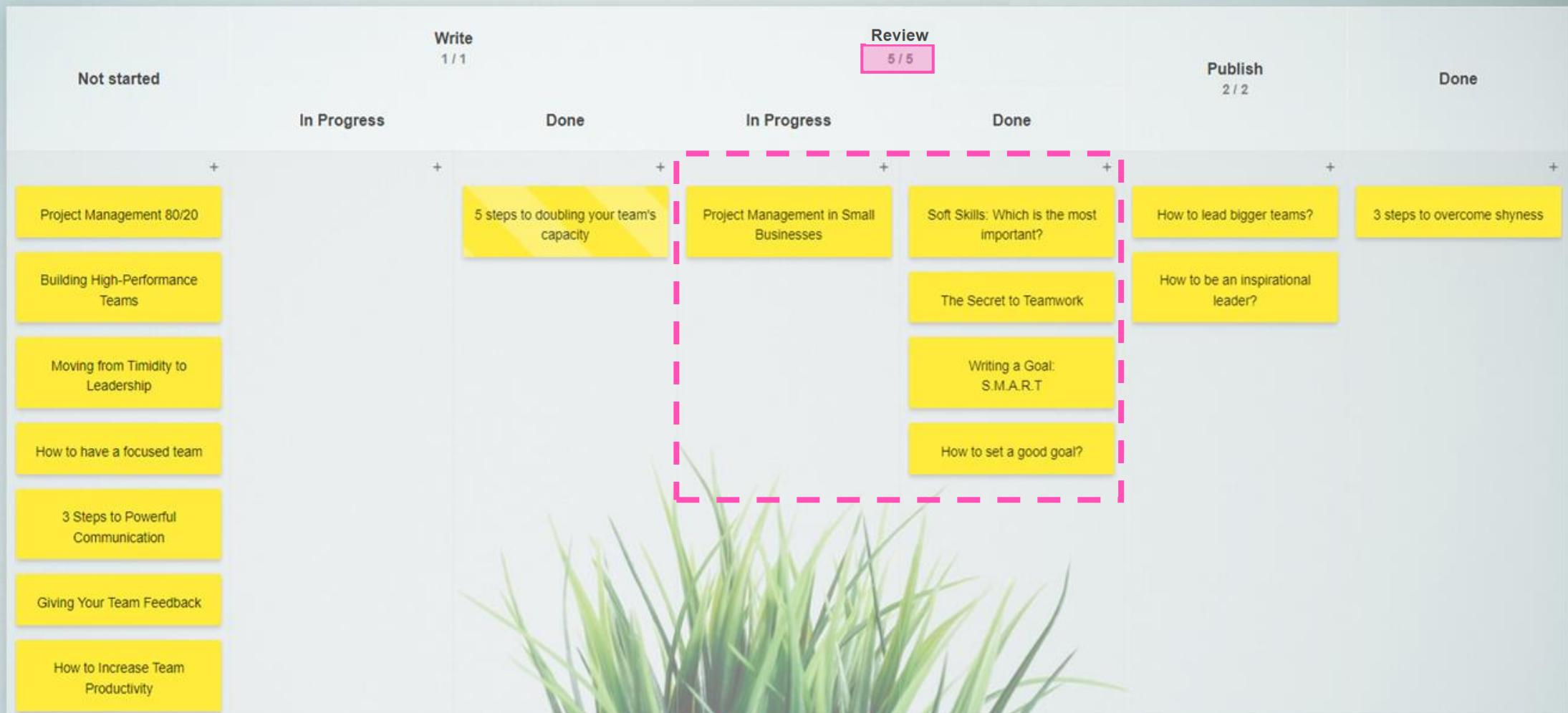


**Pull System
+
WIP limits**



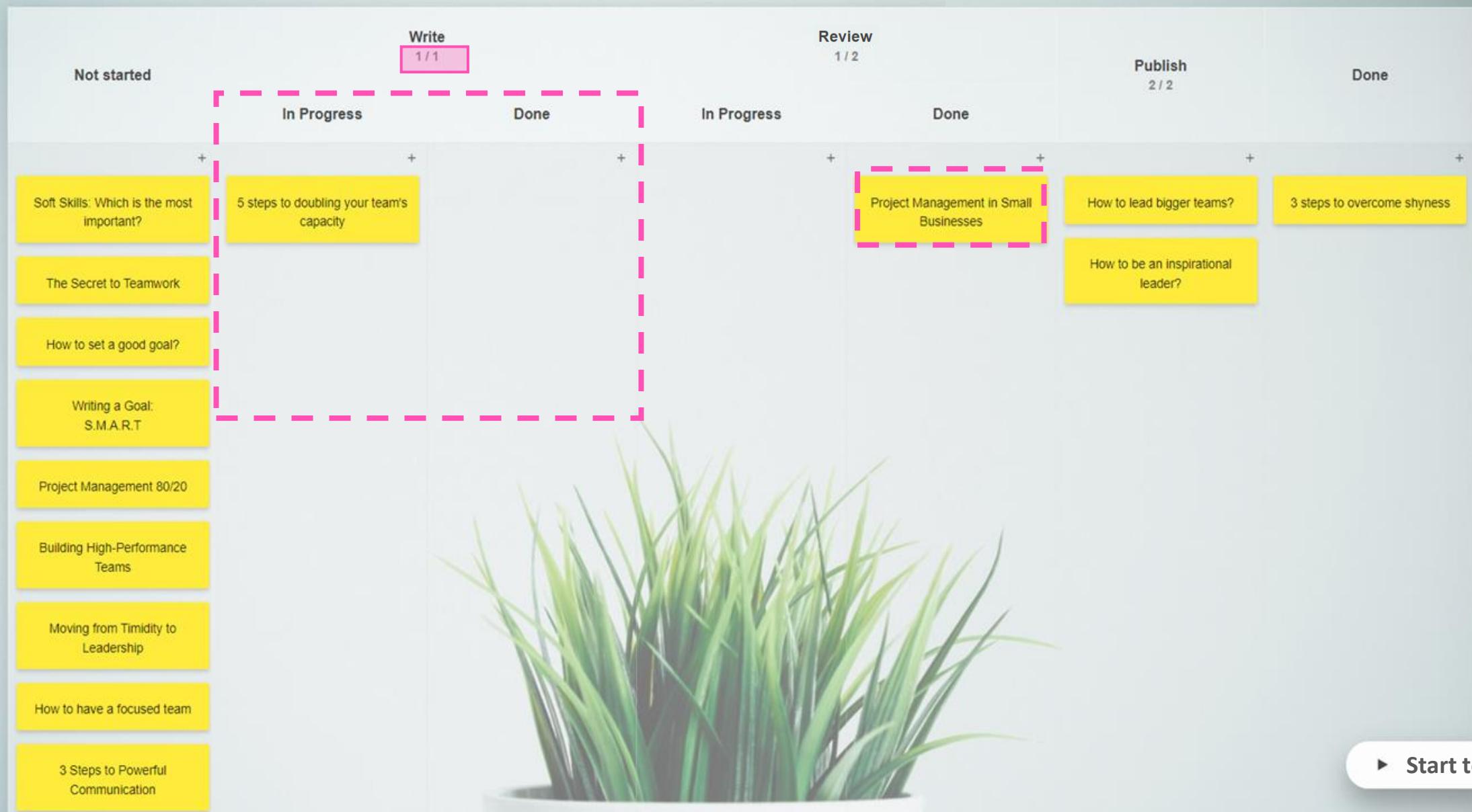
**“Stop Beginning and
Start Finishing”**





▶ Start tour





≡ Article Production.

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Filter by title, tags or card name



Review
1 / 2

Not started

Write
1 / 1

In Progress

Done

In Progress

Done

Publish
2 / 2

Done

Soft Skills: Which is the most important?

The Secret to Teamwork

Writing a Goal: S.M.A.R.T

How to set a good goal?

Project Management 80/20

Building High-Performance Teams

Moving from Timidity to Leadership

How to have a focused team

3 Steps to Powerful Communication

5 steps to doubling your team's capacity

Project Management in Small Businesses

How to lead bigger teams?

3 steps to overcome shyness

How to be an inspirational leader?

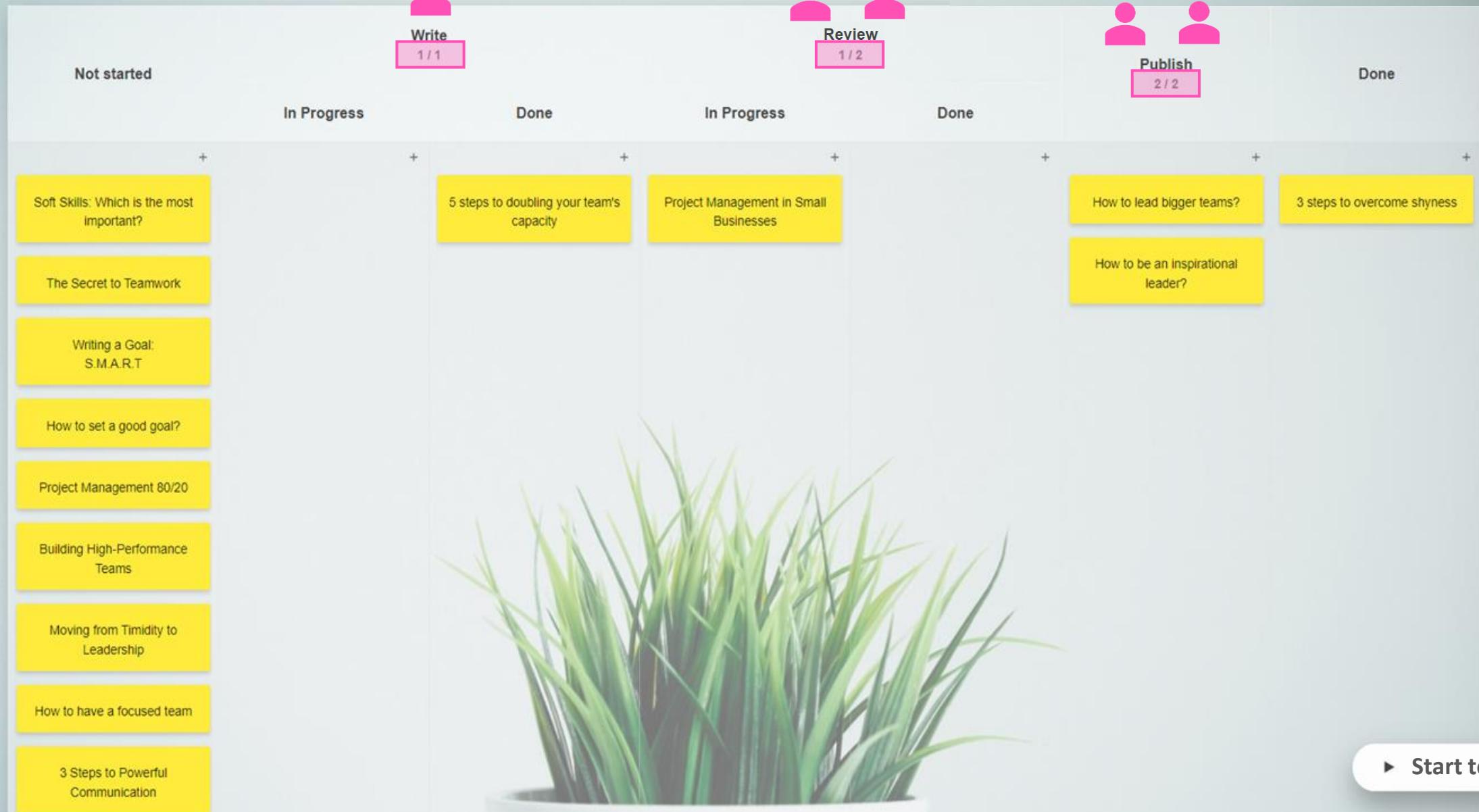


► Start tour



≡ Article Production.

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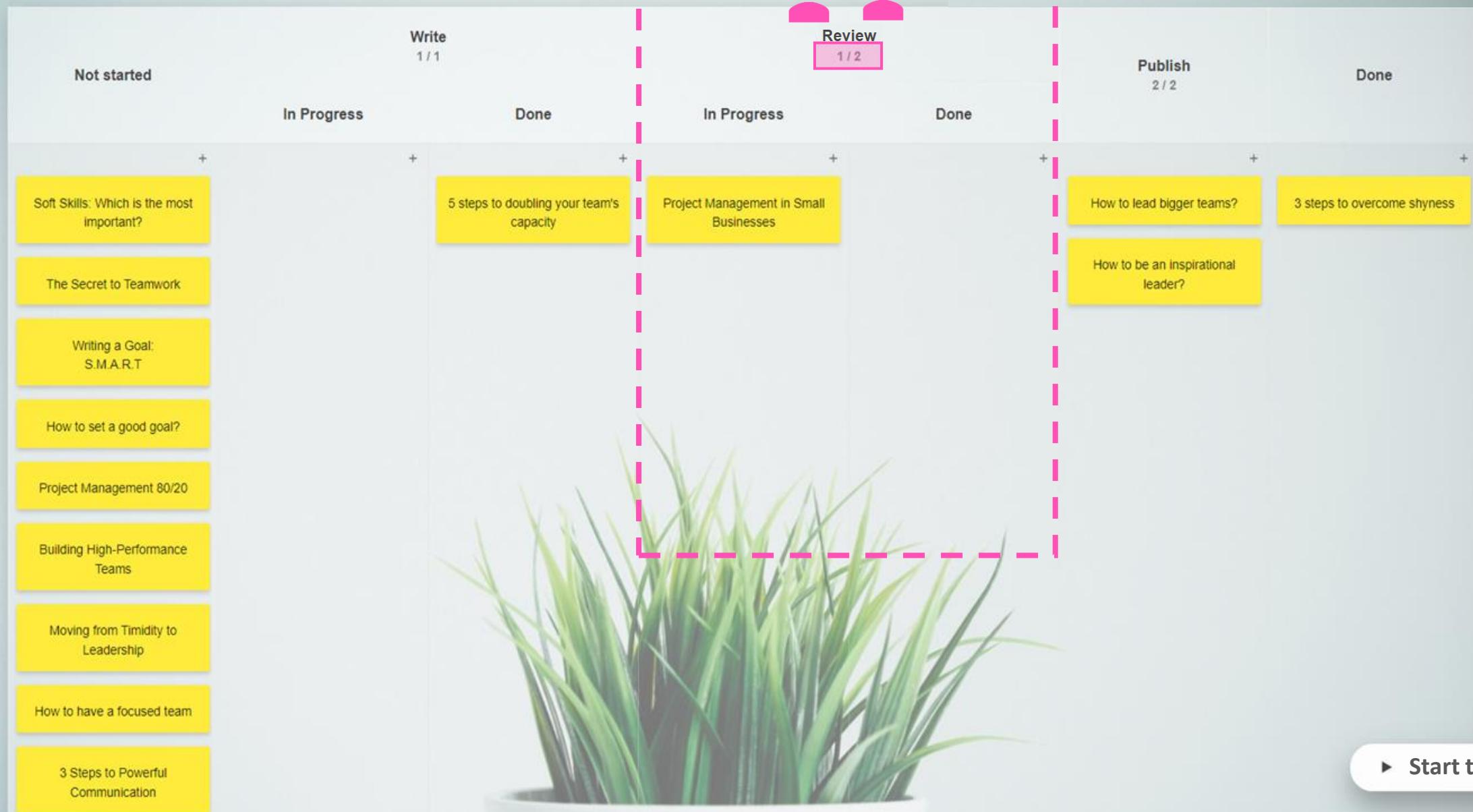
“

**Don’t Multitask
Do One Thing at a Time**

”

Article Production.

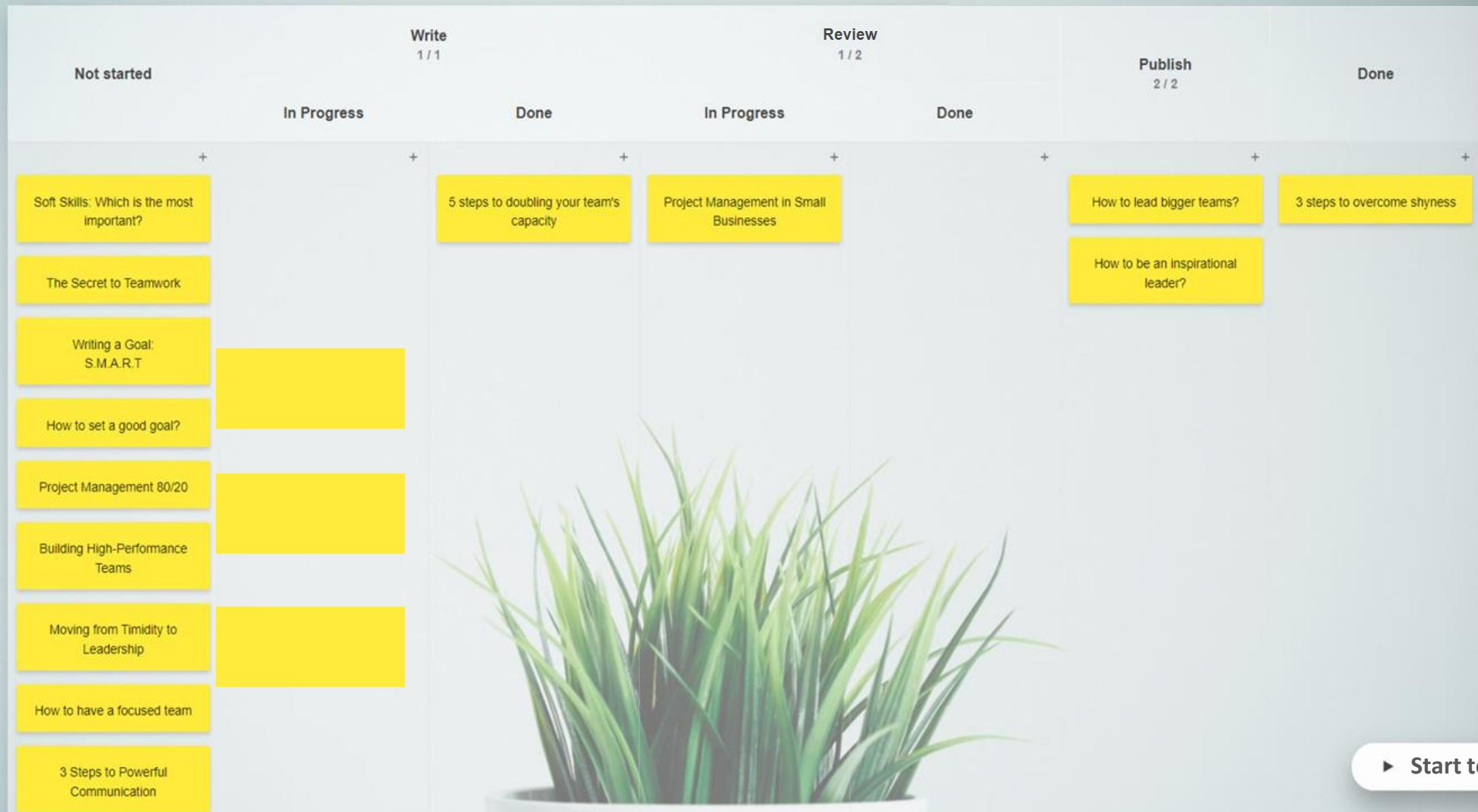
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▶ Start tour







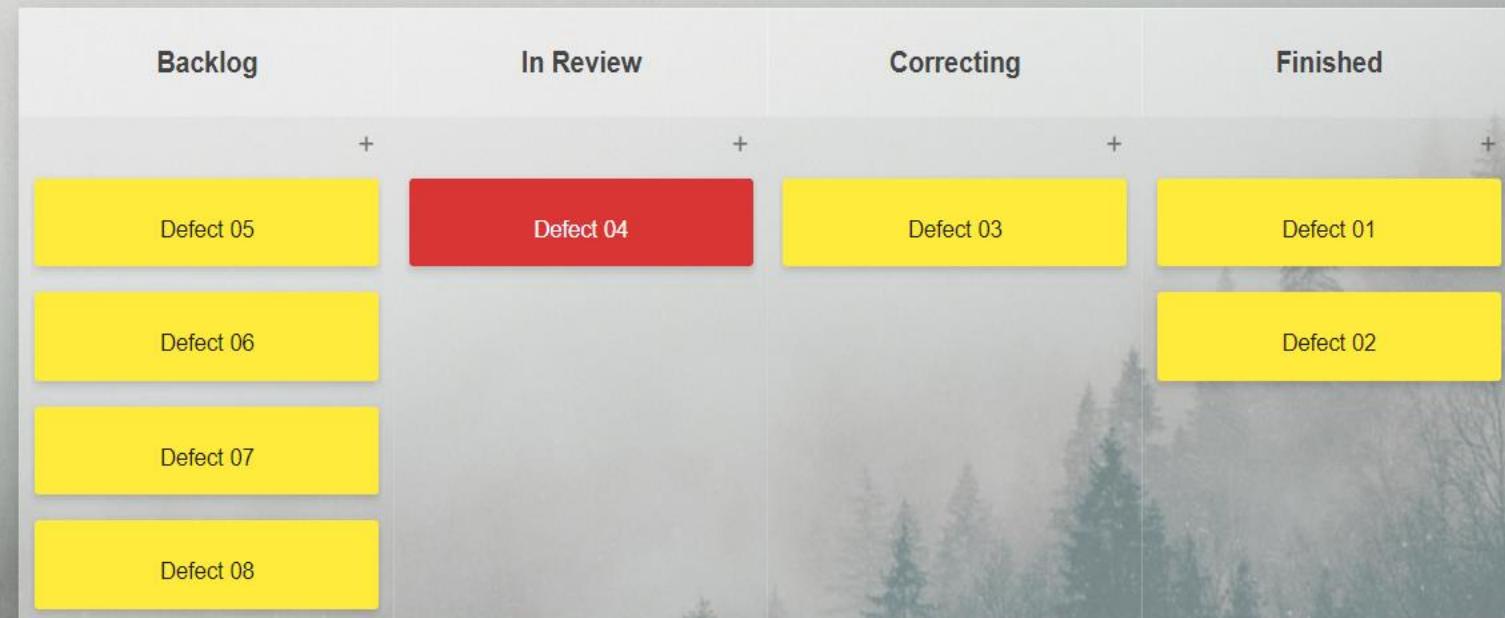


IGNORING WORK IN PROGRESS LIMITS



	Write 2 / 1	Review 1 / 2	Publish 2 / 2	Done
Not started	In Progress	Done	In Progress	Done
Urgent	<p>Correct Typos in the Article "3 Steps to Overcome Shyness"</p>			
Base	<p>Soft Skills: Which is the most important?</p> <p>The Secret to Teamwork</p> <p>How to set a good goal?</p> <p>Writing a Goal: S.M.A.R.T</p> <p>Project Management 80/20</p> <p>Building High-Performance Teams</p>	<p>5 steps to doubling your team's capacity</p> <p>Project Management in Small Businesses</p>	<p>How to lead bigger teams?</p> <p>3 steps to overcome shyness</p> <p>How to be an inspirational leader?</p>	

[Start tour](#)



	Write 2 / 1	Review 1 / 2	Publish 2 / 2	Done
Not started	In Progress	Done	In Progress	Done
Urgent	<p>+ Correct Typos in the Article "3 Steps to Overcome Shyness"</p>			
Base	<p>+ Soft Skills: Which is the most important?</p> <p>+ The Secret to Teamwork</p> <p>+ How to set a good goal?</p> <p>+ Writing a Goal: S.M.A.R.T</p> <p>+ Project Management 80/20</p> <p>+ Building High-Performance Teams</p>	<p>+ 5 steps to doubling your team's capacity</p> <p>+ Project Management in Small Businesses</p>	<p>+ How to lead bigger teams?</p> <p>+ 3 steps to overcome shyness</p> <p>+ How to be an inspirational leader?</p>	



▶ Start tour

X

QUESTION

“

Can we exceed Work In Progress limits?

YES and NO.

”



INTRODUCTION







Section Overview

METRICS

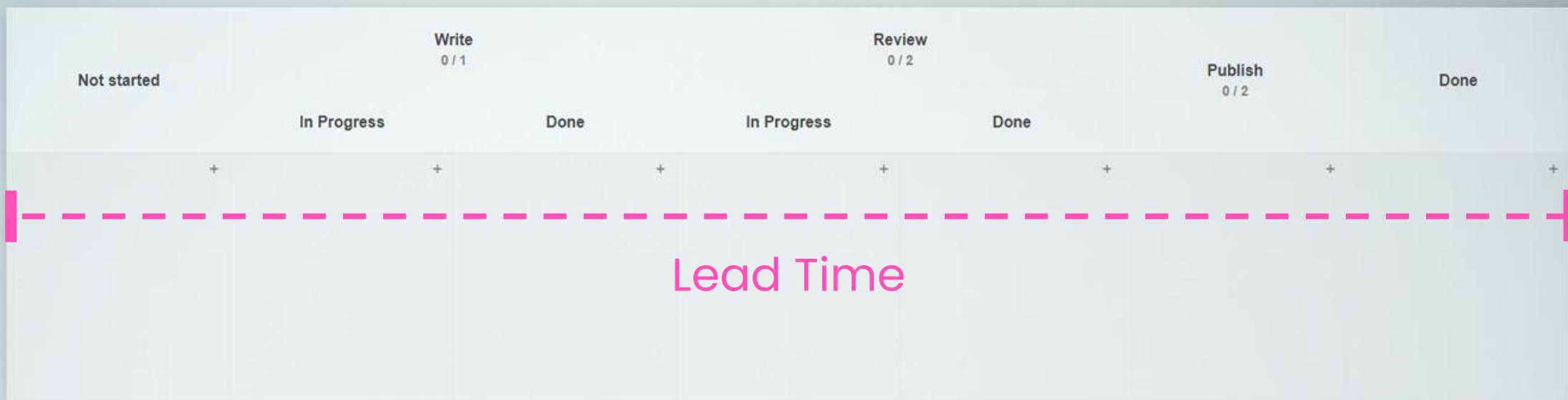
We'll be introduced to 5 Kanban metrics and how to collect them.

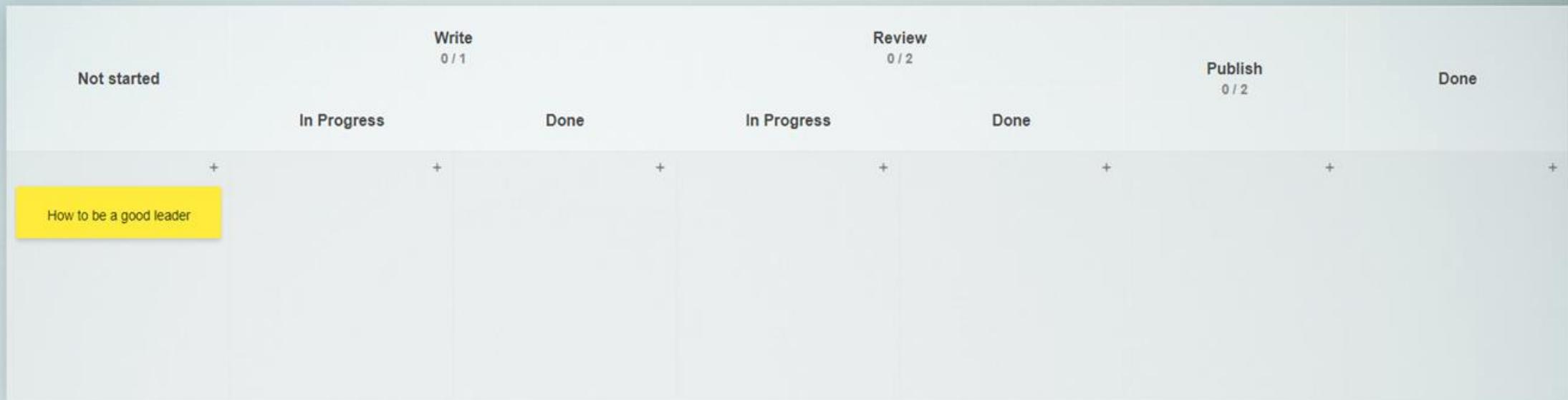
VISUAL

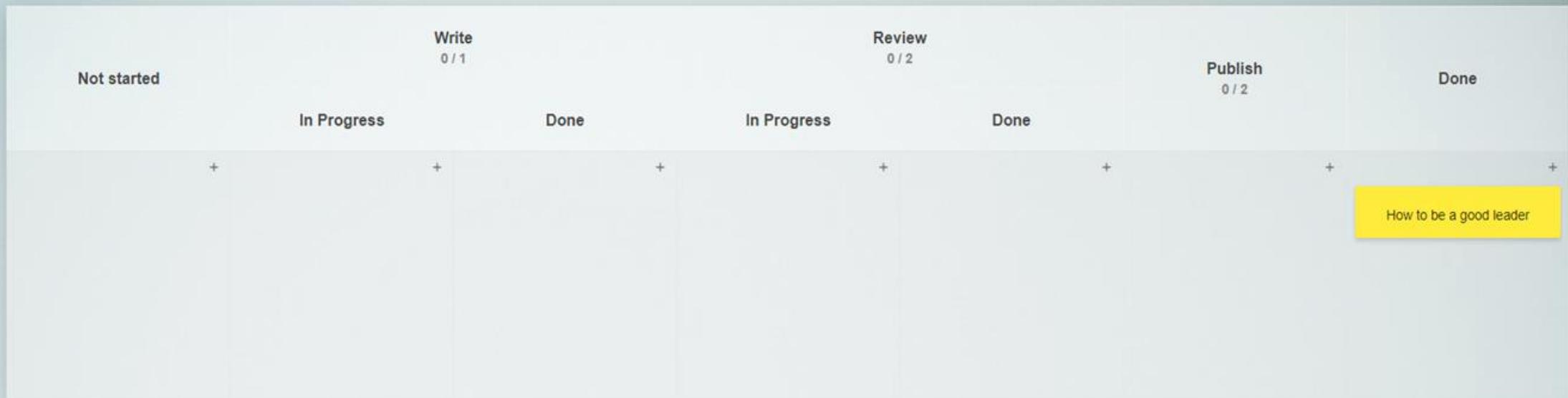
We'll use tools to present the metrics visually.



LEAD TIME

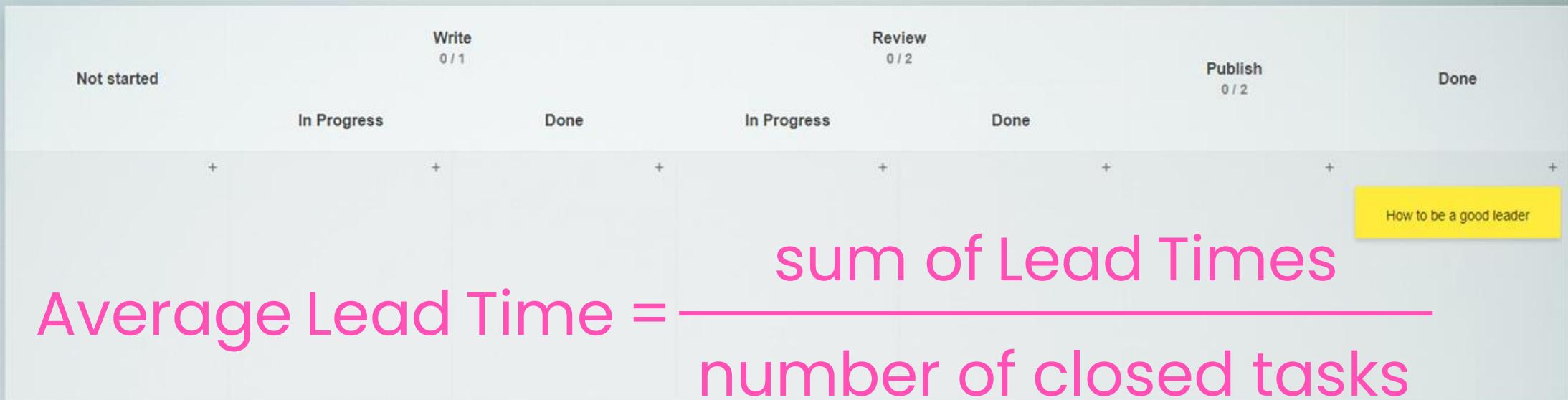




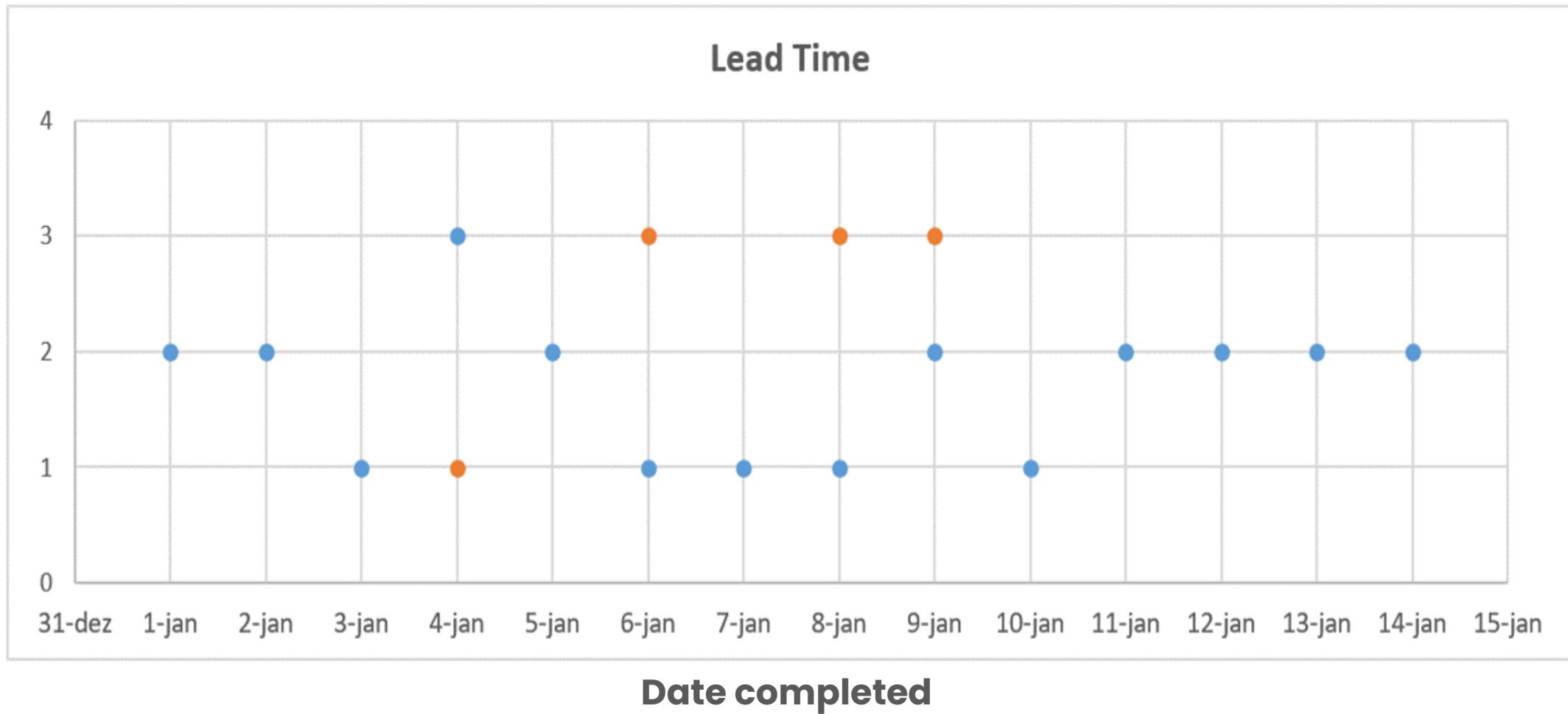


▶ Start tour

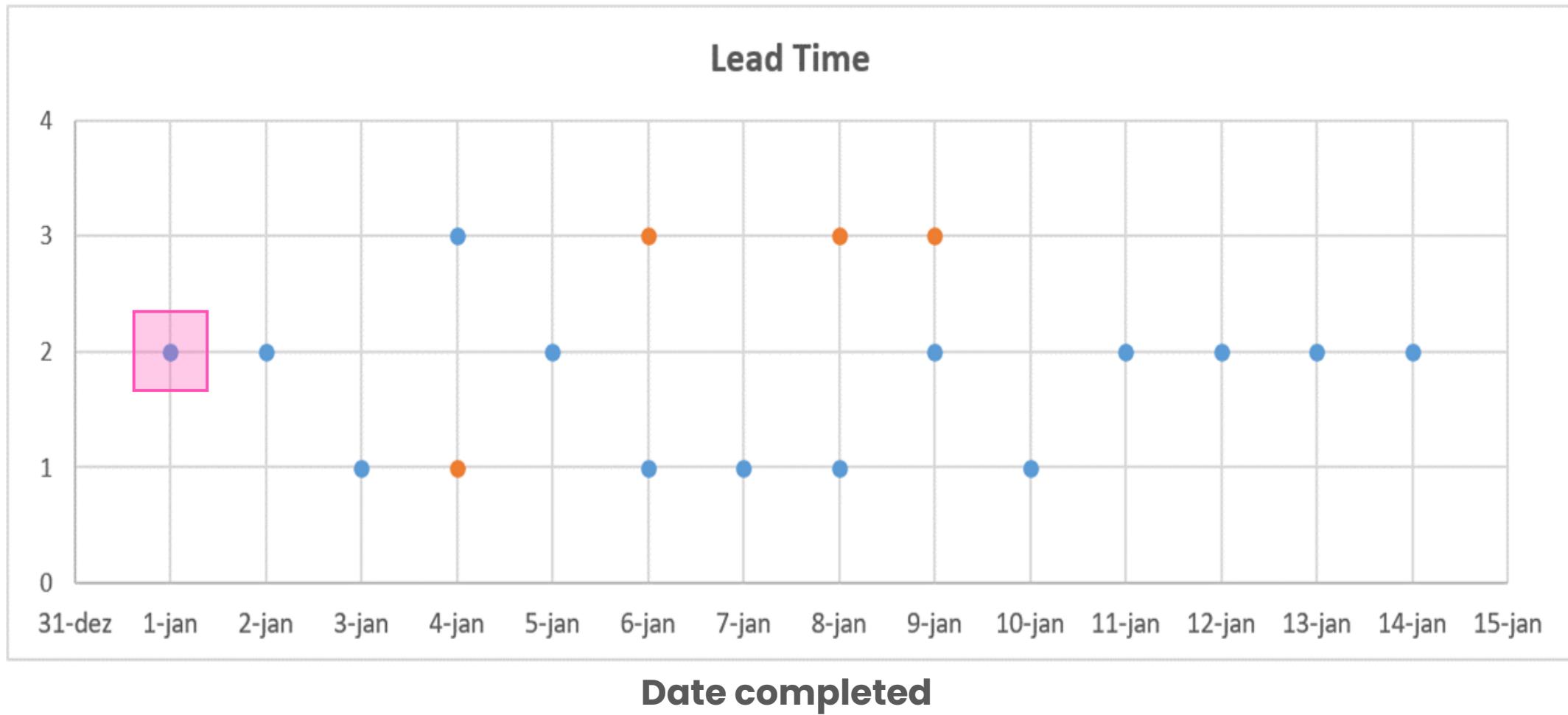
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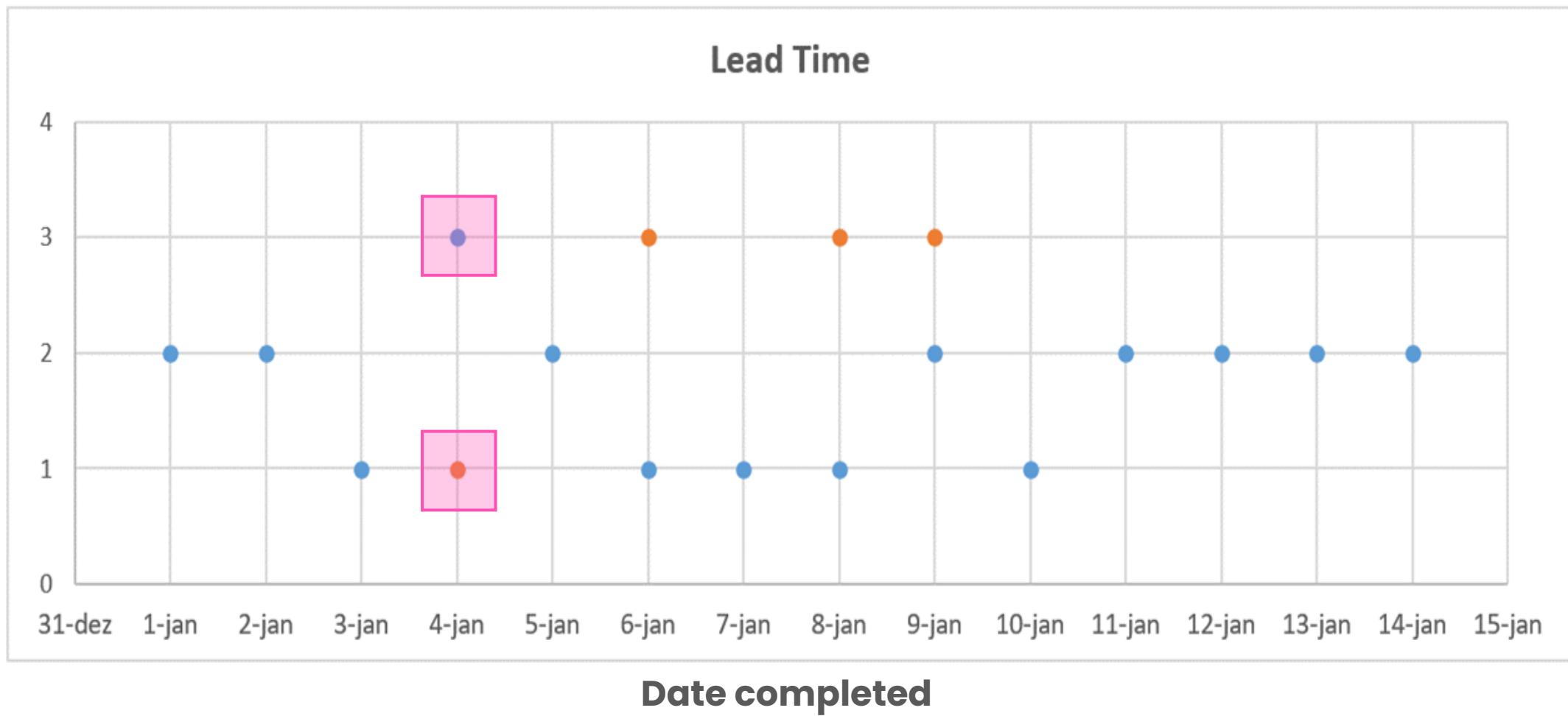
How many days did it take to complete



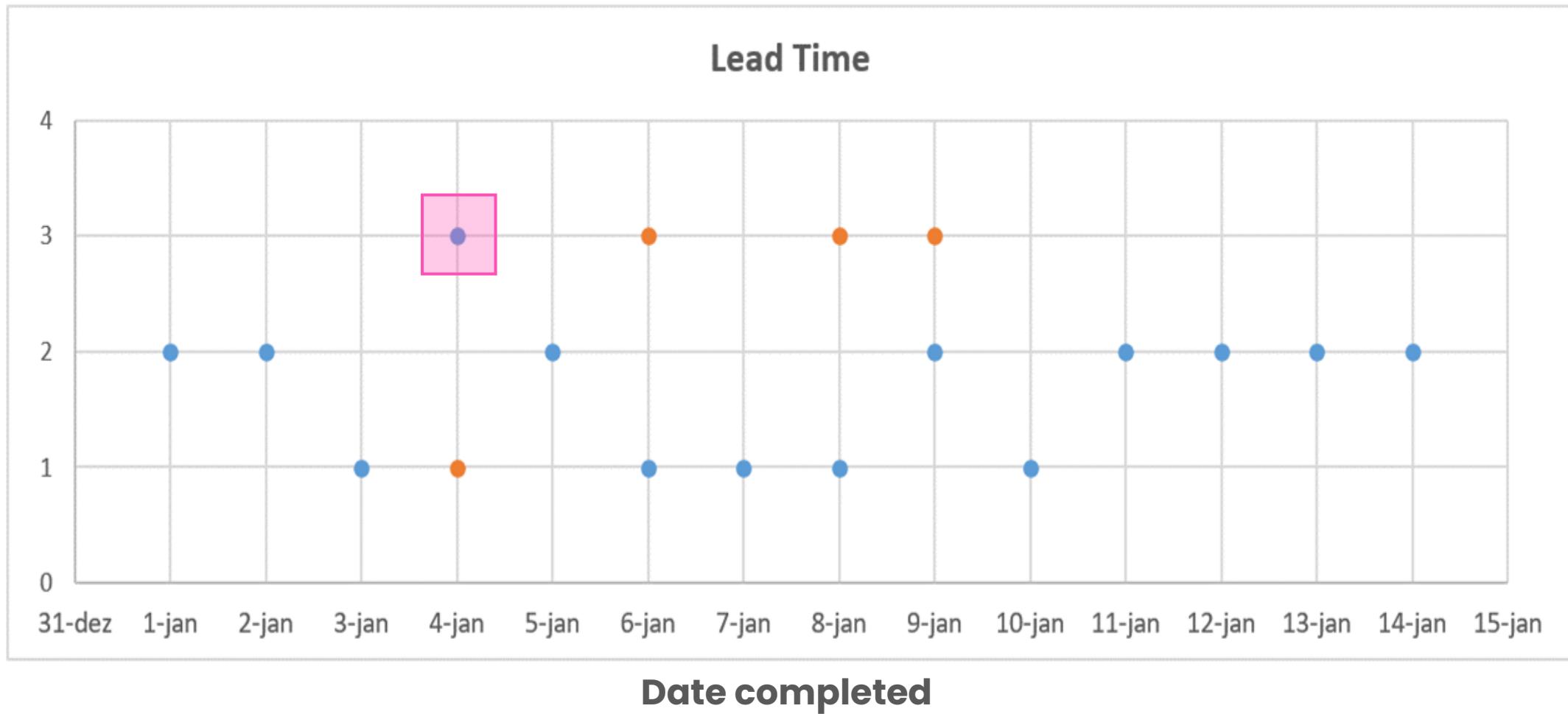
How many days did it take to complete



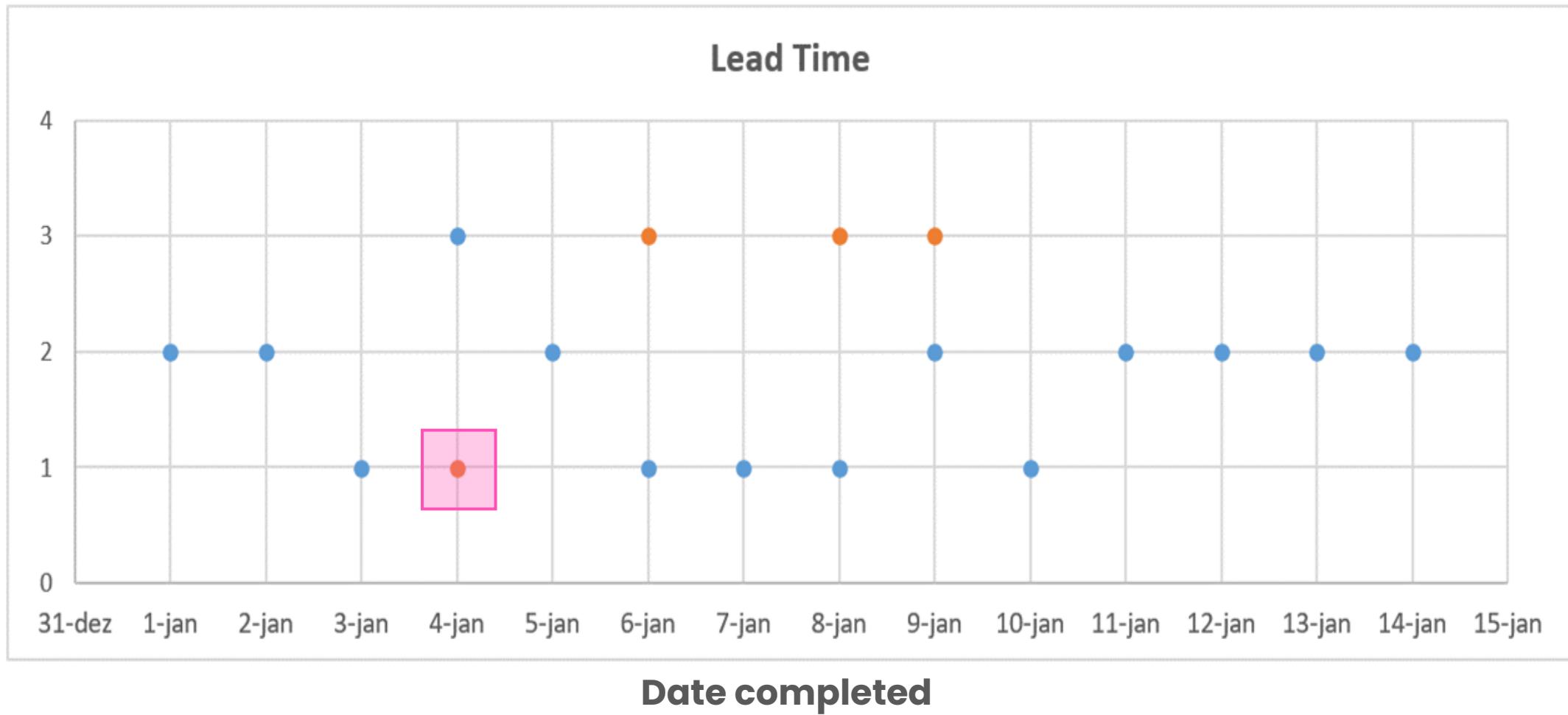
How many days did it take to complete

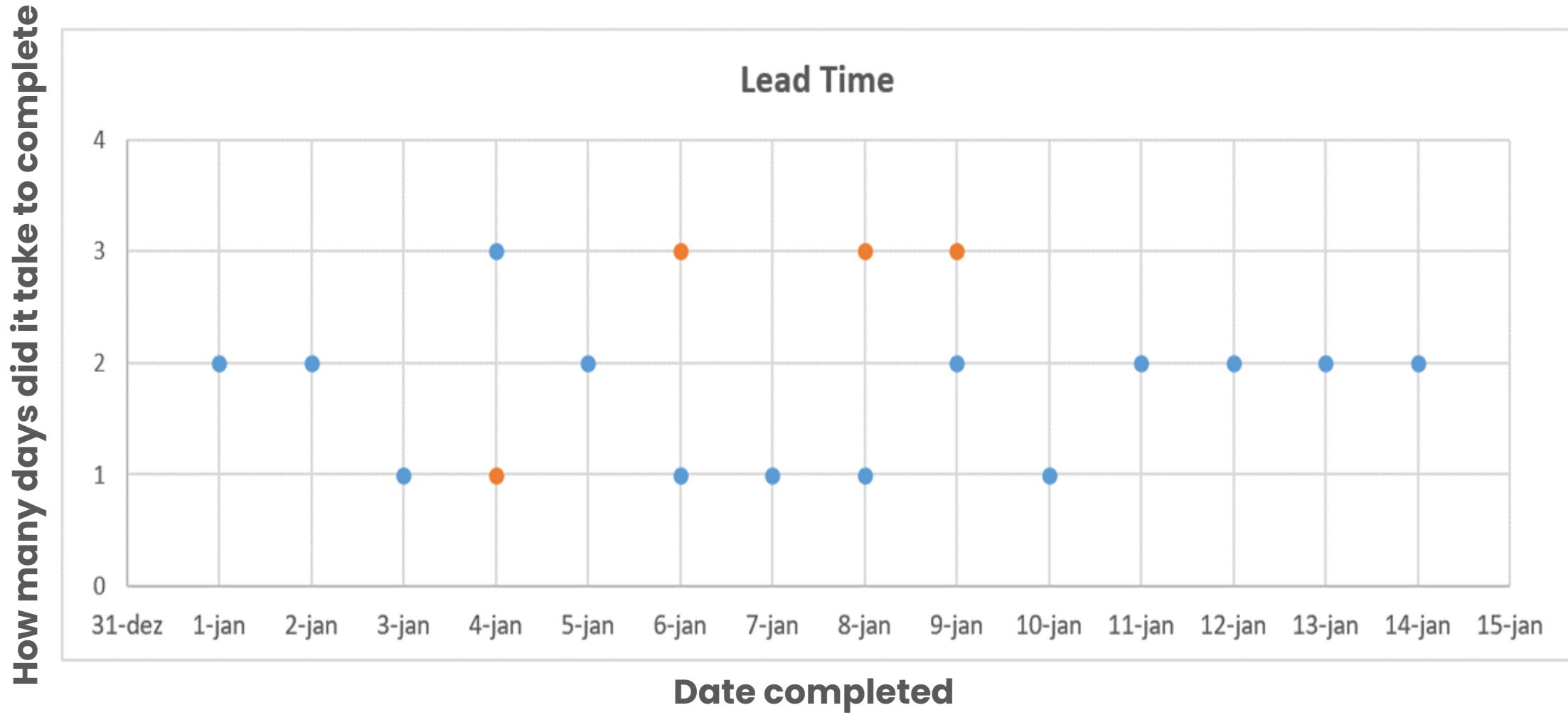


How many days did it take to complete



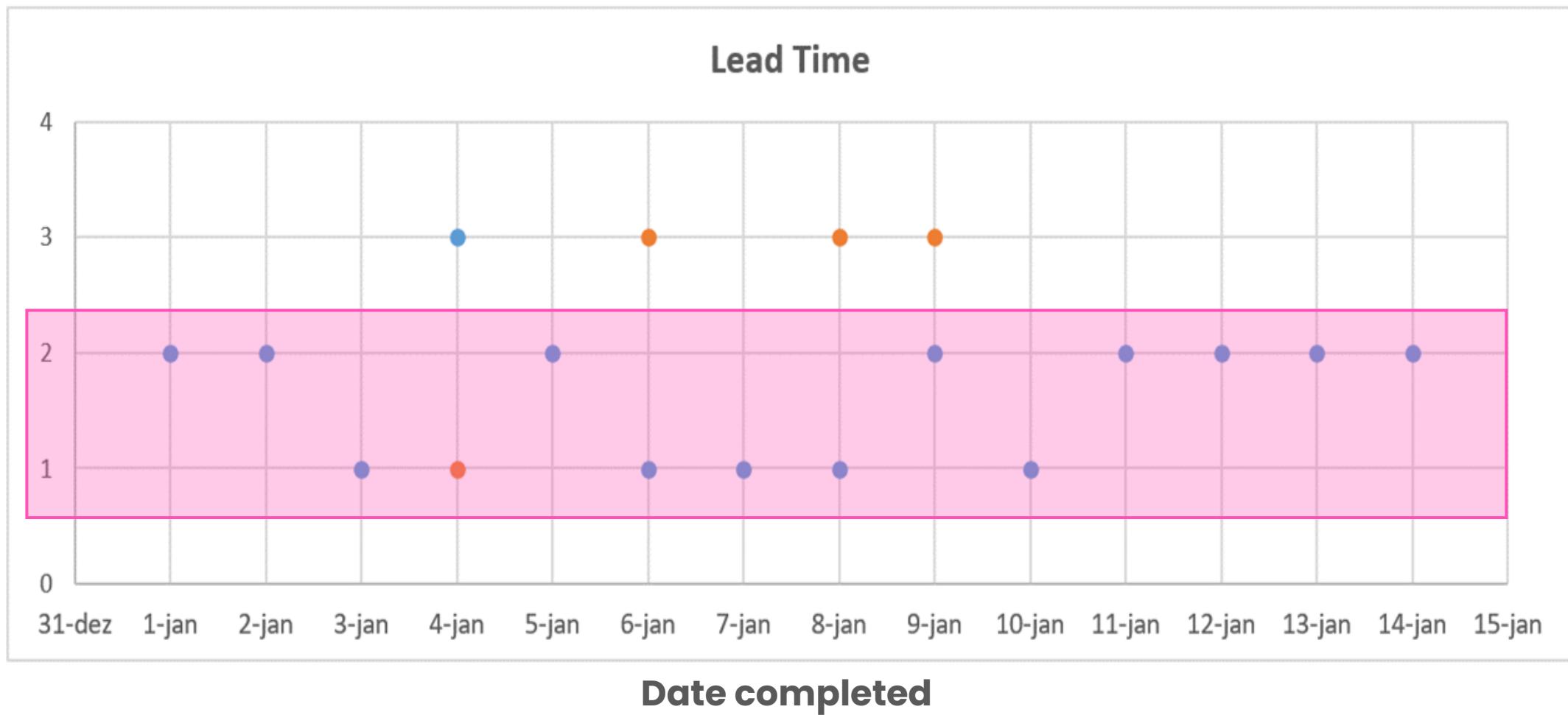
How many days did it take to complete





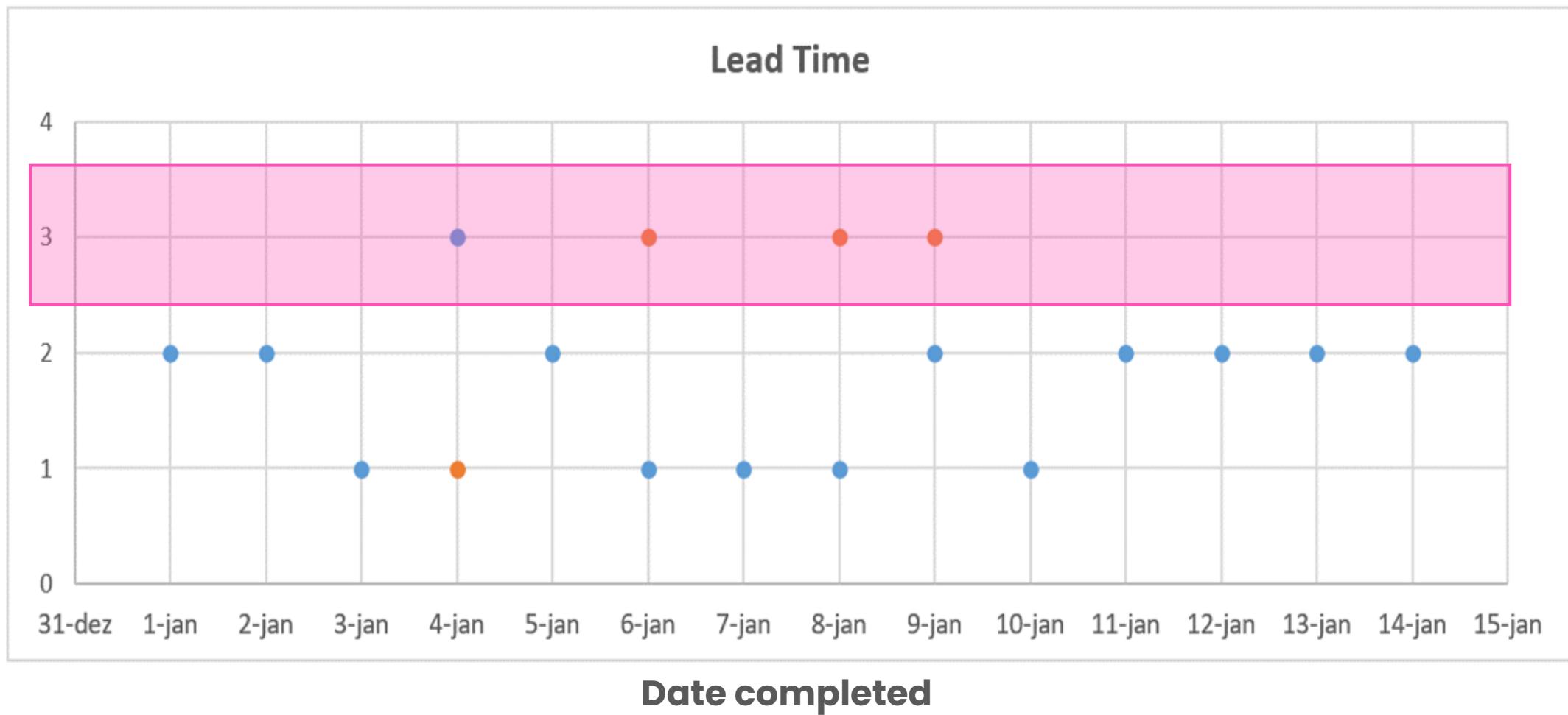
Average Lead Time: 1.95

How many days did it take to complete



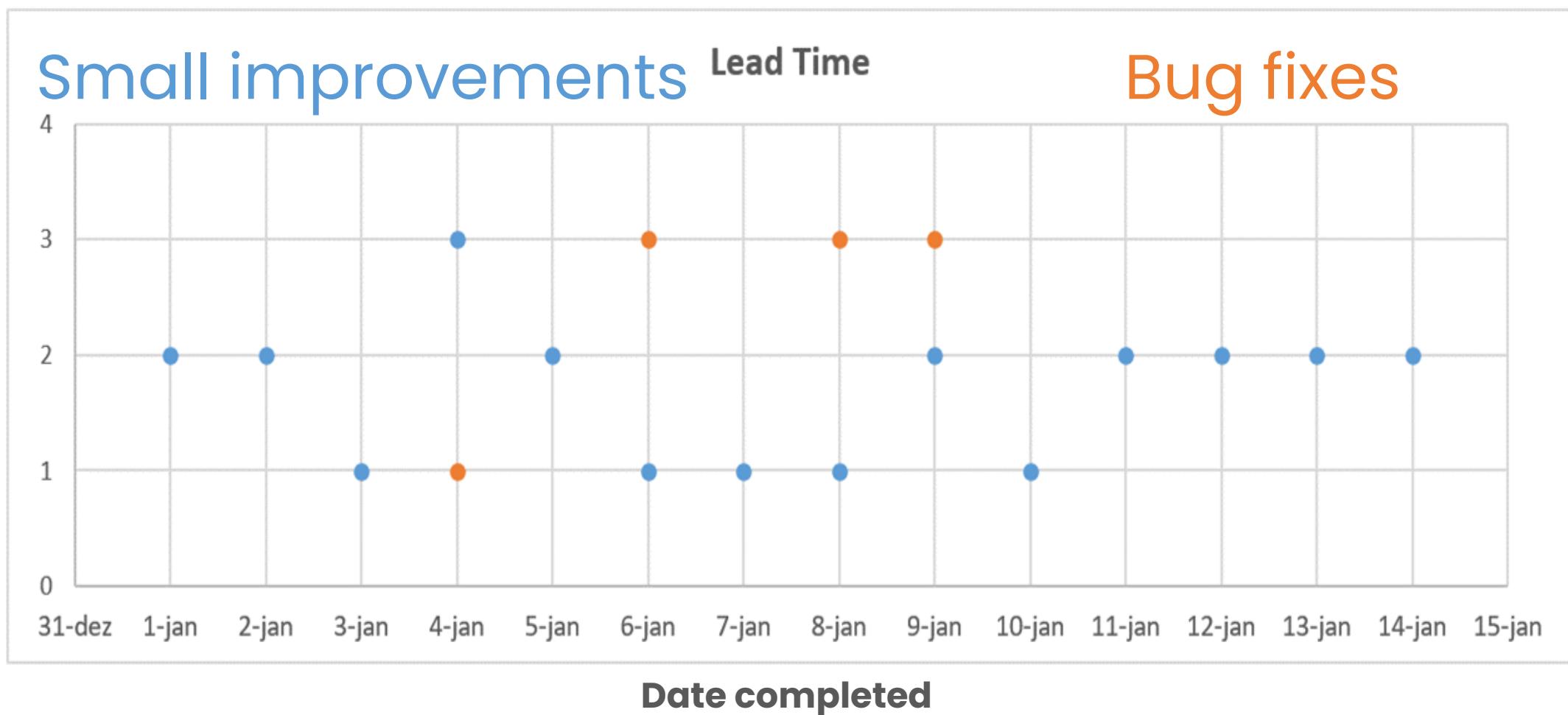
Average Lead Time: 1.95

How many days did it take to complete



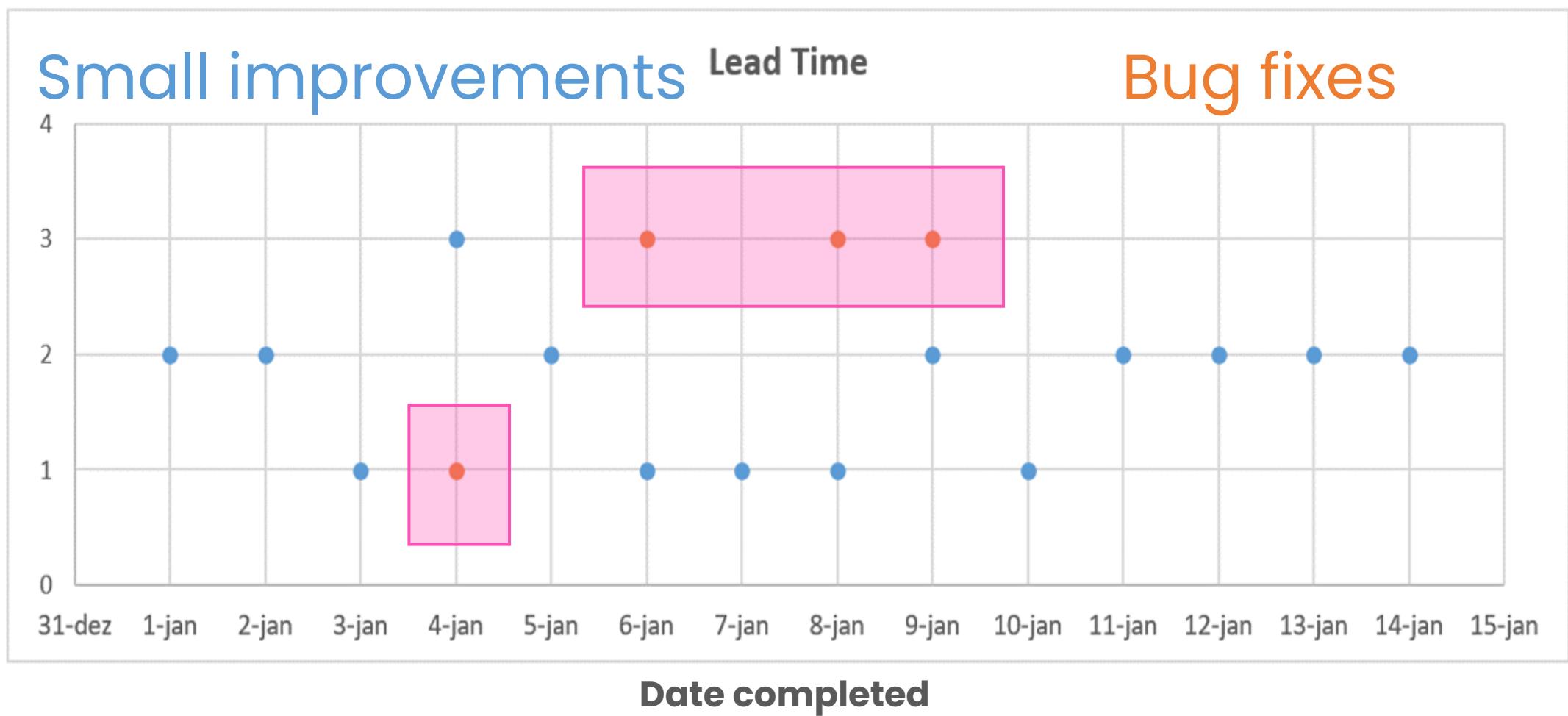
Average Lead Time: 1.95

How many days did it take to complete



Average Lead Time: 1.95

How many days did it take to complete

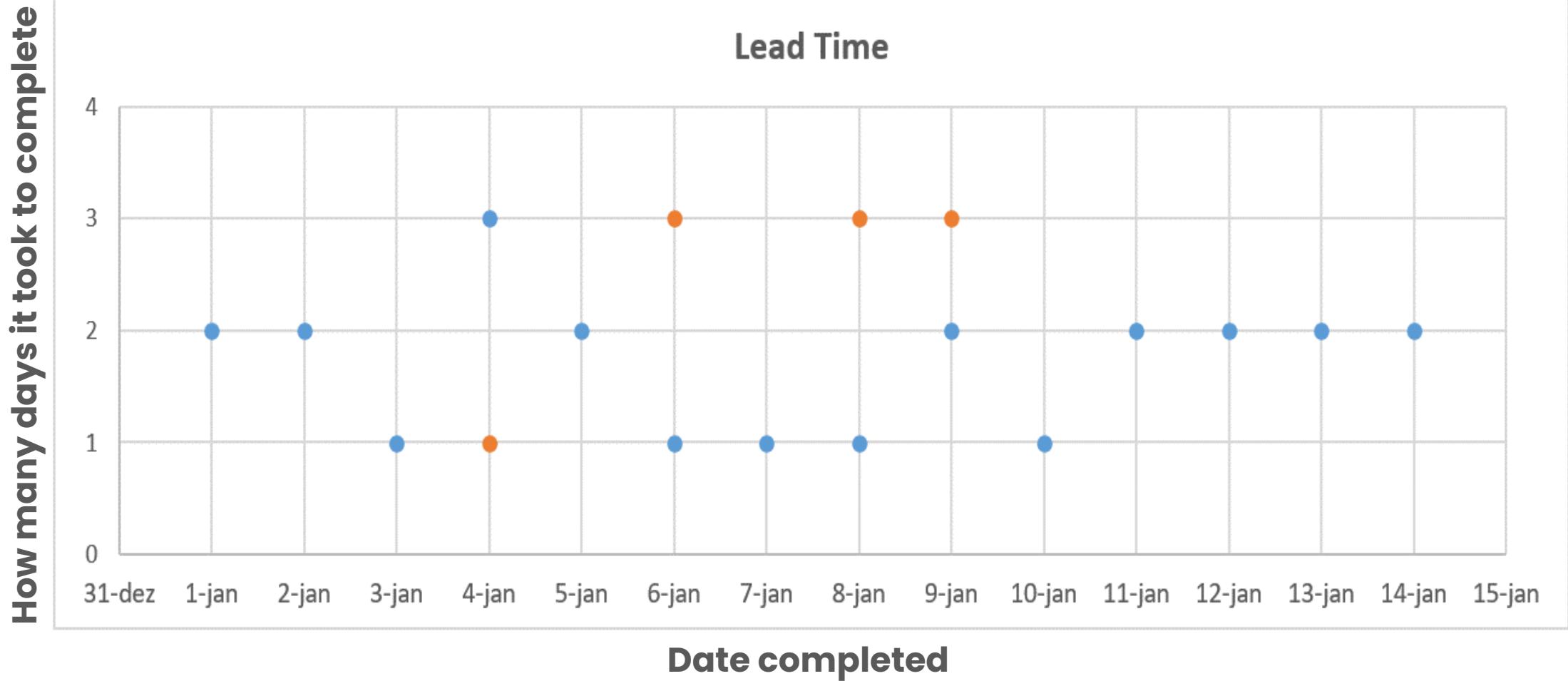


Average Lead Time: 1.95



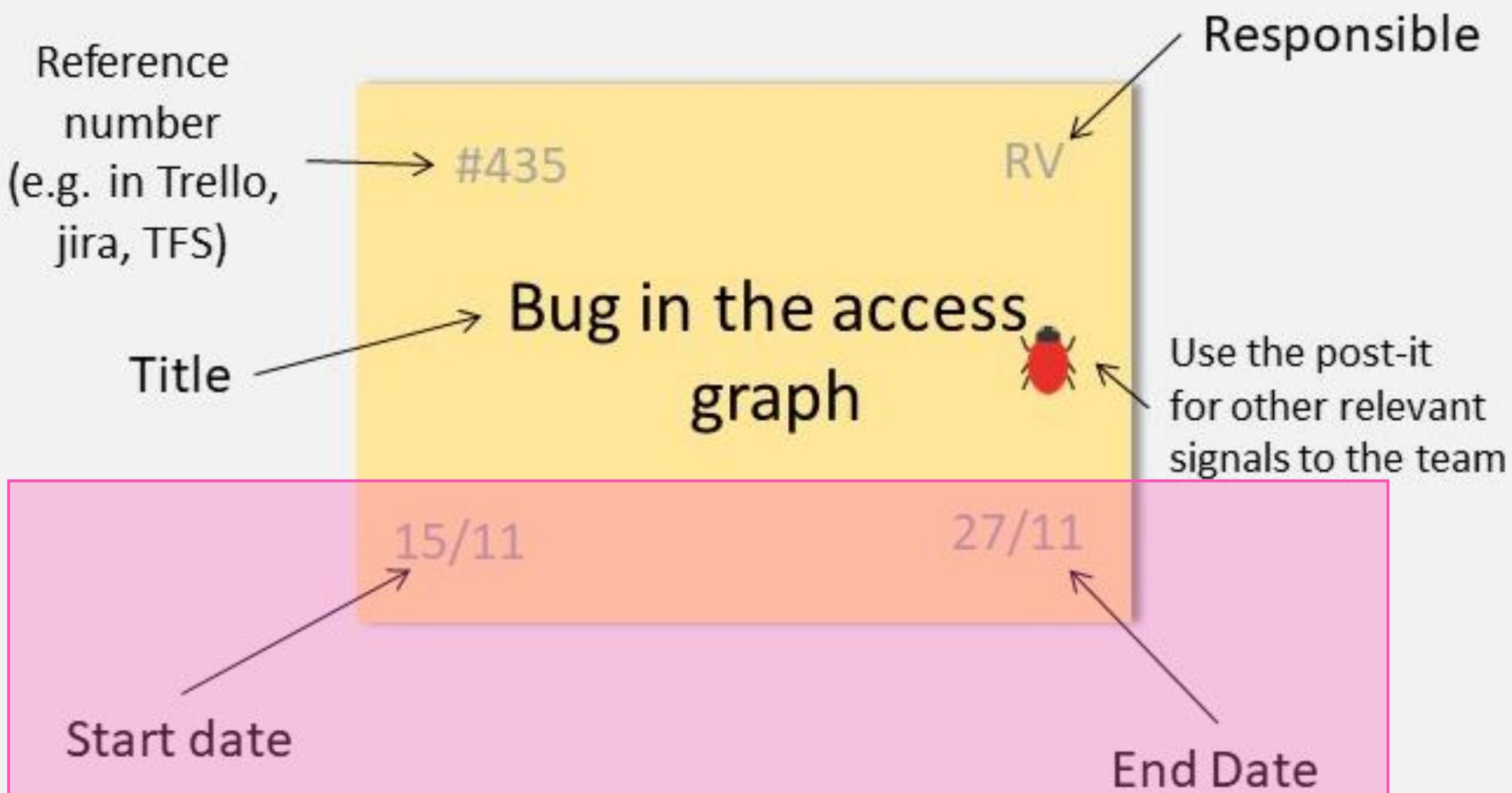
LEAD TIME

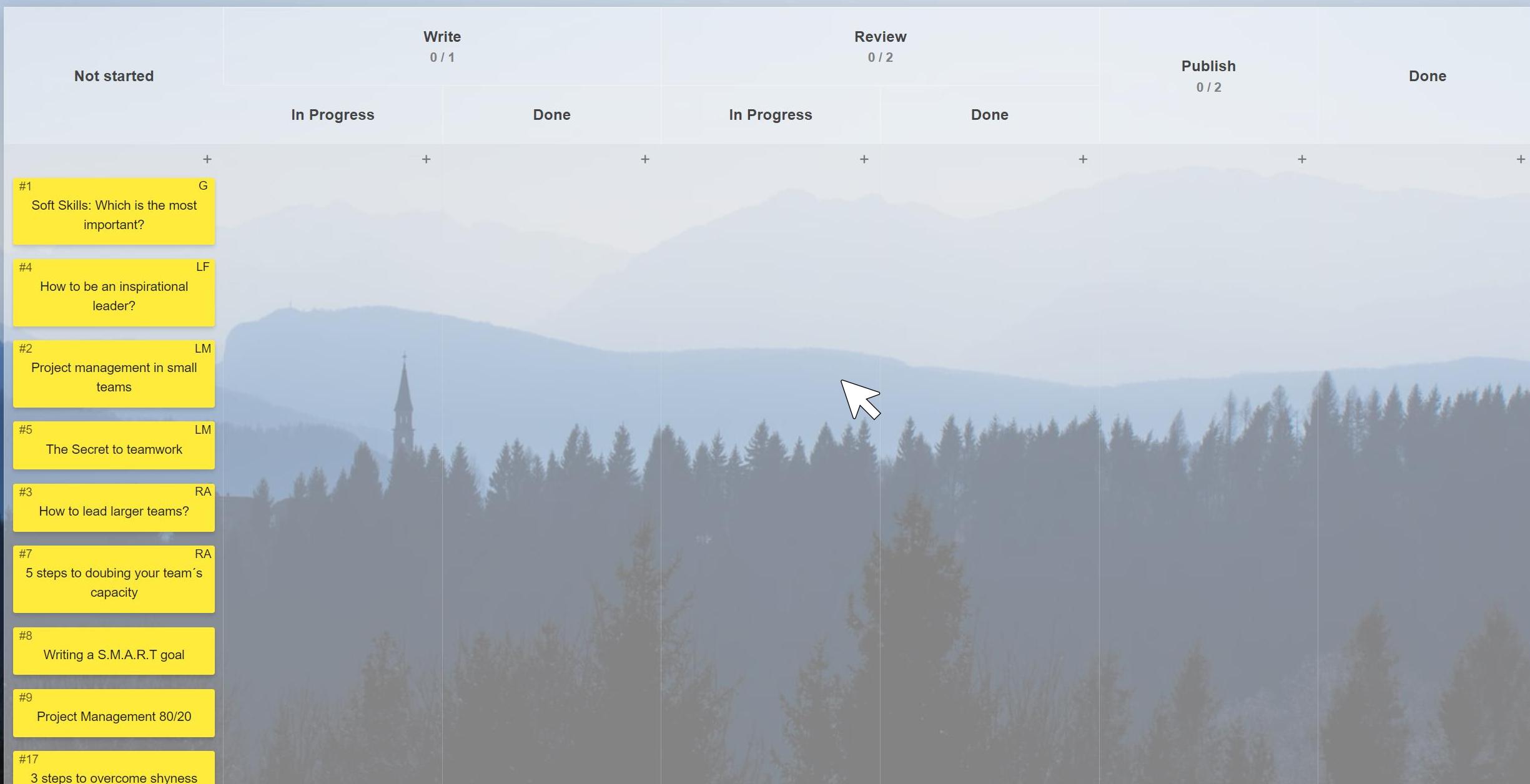
BUILDING THE CHART



Average Lead Time: 1.95

Anatomy of a Kanban Post-it





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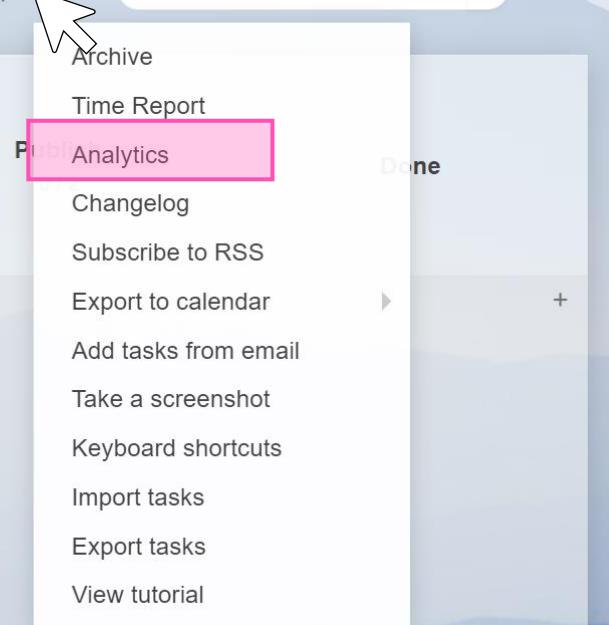
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Not started	Write		Review		Publish	Done
	0 / 1		0 / 2		0 / 2	
	In Progress	Done	In Progress	Done	+	
#1 G						
#1 Soft Skills: Which is the most important?						
#4 LF						
#4 How to be an inspirational leader?						
#2 LM						
#2 Project management in small teams						
#5 LM						
#5 The Secret to teamwork						
#3 RA						
#3 How to lead larger teams?						
#7 RA						
#7 5 steps to doubling your team's capacity						
#8						
#8 Writing a S.M.A.R.T goal						
#9						
#9 Project Management 80/20						
#17						
#17 3 steps to overcome shyness						

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Analytics

Not started

Lead and Cycle Time

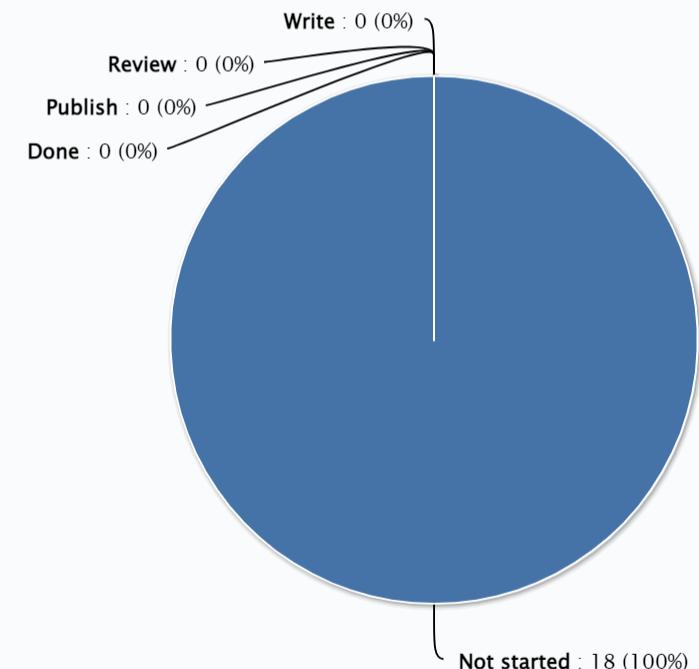
Cumulative Flow



Show breakdown of distribution by cards count all card types in whole board

without archive

Go

[? help](#) [🖨️ print](#) [📤 export to excel \(CSV\)](#)

- #1 Soft Skills: Which important
- #4 How to be an int leader
- #2 Project managem teams
- #5 The Secret to I
- #3 How to lead larg
- #7 5 steps to doubling capaci
- #8 Writing a S.M.A
- #9 Project Manager
- #17 3 steps to overcome shyness



Done

+

Analytics

[Breakdown chart](#)[Lead and Cycle](#) [Cumulative Flow](#)

Show how long it takes any type of  tasks with any priority  and any difficulty  to get from column task was  to - Done  in last month  group by

 day  

No data available

Not started

#1

Soft Skills: Which important

#4

How to be an int'l leader?

#2

Project management teams

#5

The Secret to I...

#3

How to lead larg...

#7

5 steps to doubling capacity

#8

Writing a S.M.A.

#9

Project Manager

#17

3 steps to overcome shyness

Click on selected bullet to view details

? help print export to excel (CSV)

Analytics

[Breakdown chart](#)[Lead and Cycle](#) [Cumulative Flow](#)

Show how long it takes any type of  tasks with any priority  and any difficulty  to get from column task was  to - Done  in last month  group by

 day 

No data available

Click on selected bullet to view details

? help  print  export to excel (CSV)

Not start

#1
Soft Skills: Which important

#4
How to be an int'l leader?

#2
Project management teams

#5
The Secret to Success

#3
How to lead large teams

#7
5 steps to doubling your capacity

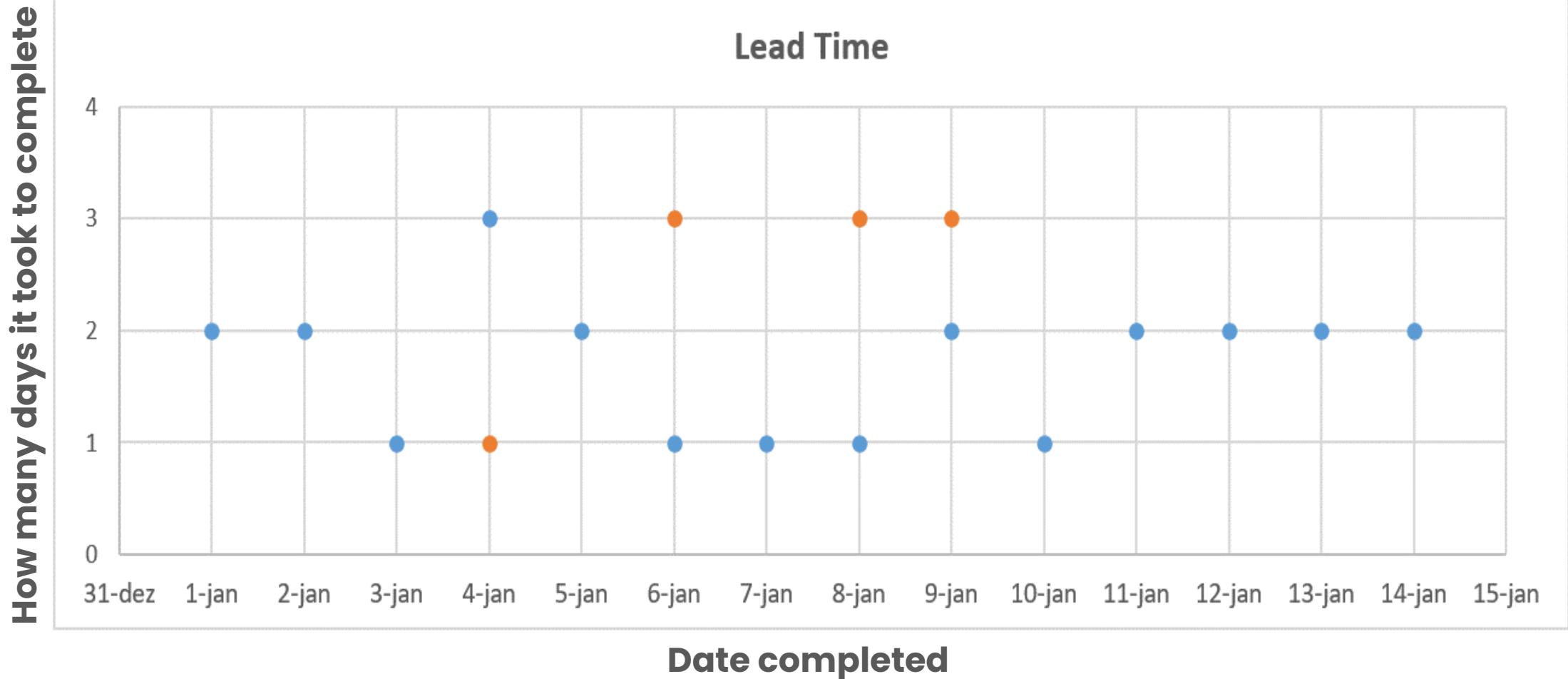
#8
Writing a S.M.A.R.T. goal

#9
Project Manager

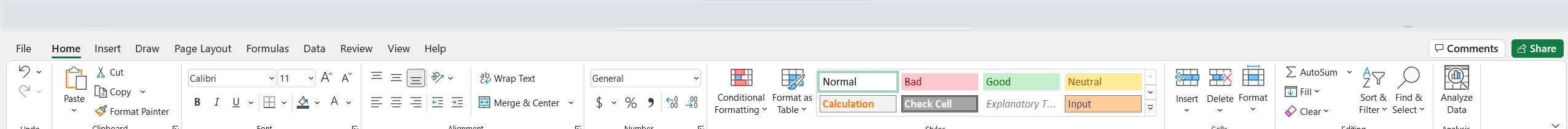
#17
3 steps to overcome shyness

Done

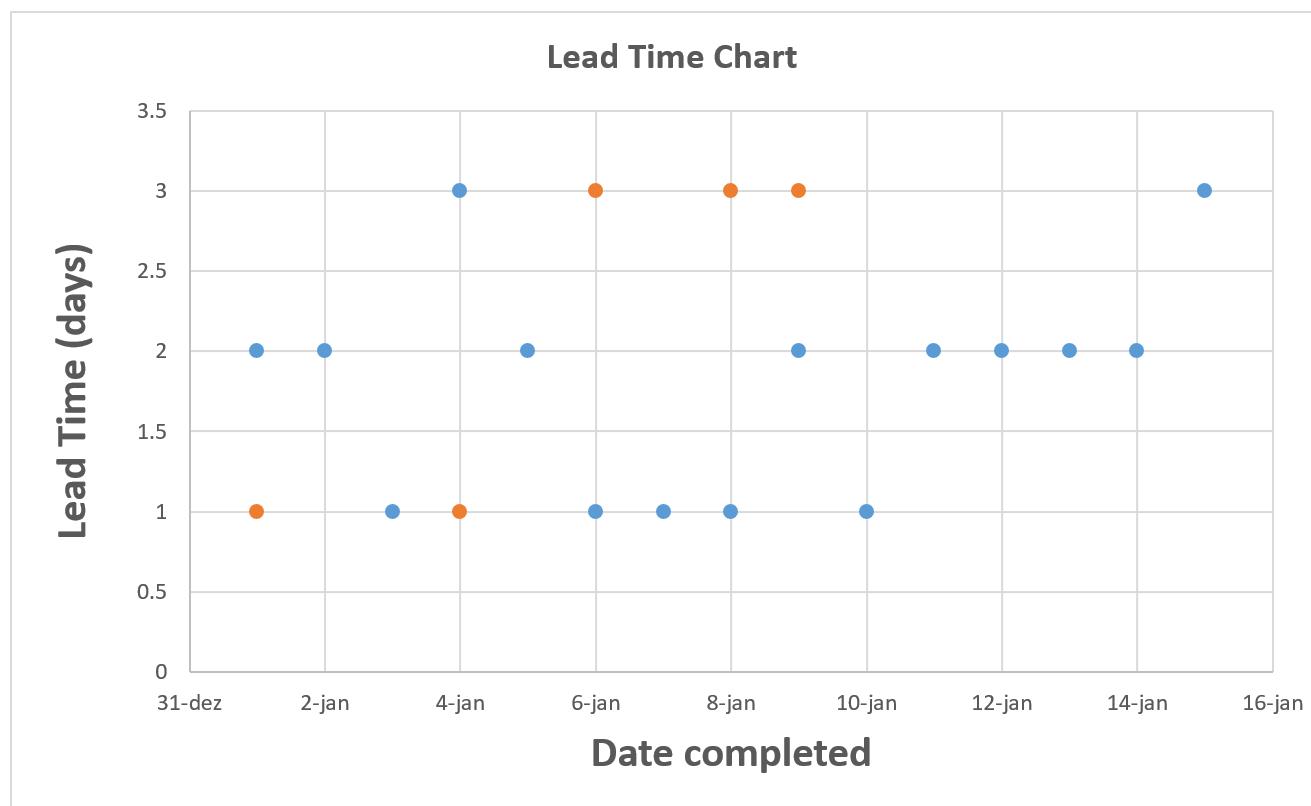
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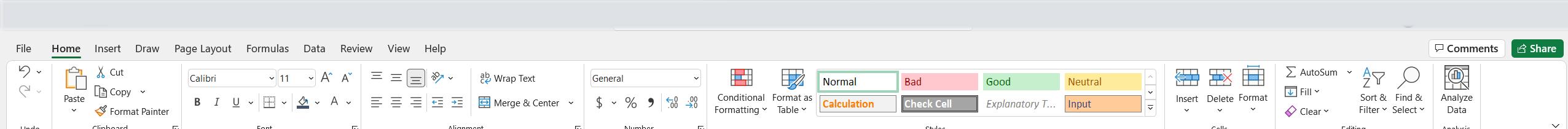


Average Lead Time: 1.95

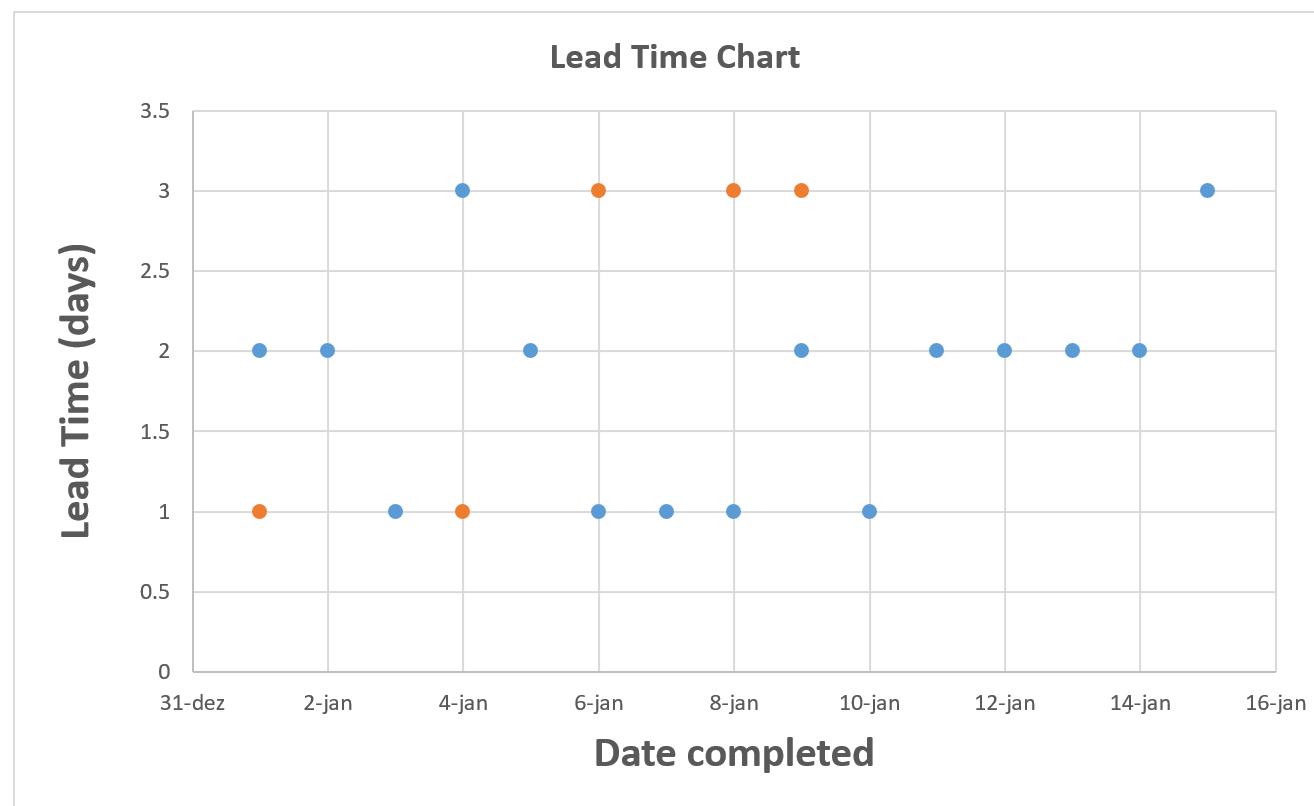


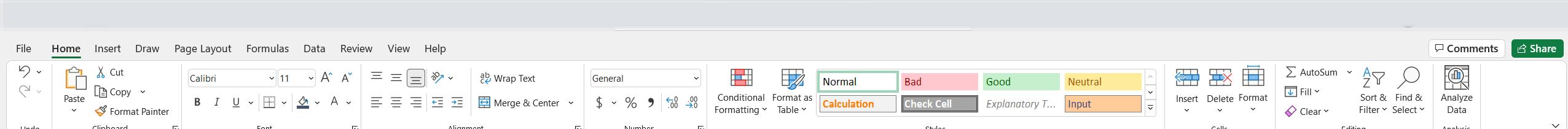
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2																								
3	Task 1	2	2	1	3	2	1	1	1	2	1	2	2	2	2	3								
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6	Task 4																							
7	Task 5																							



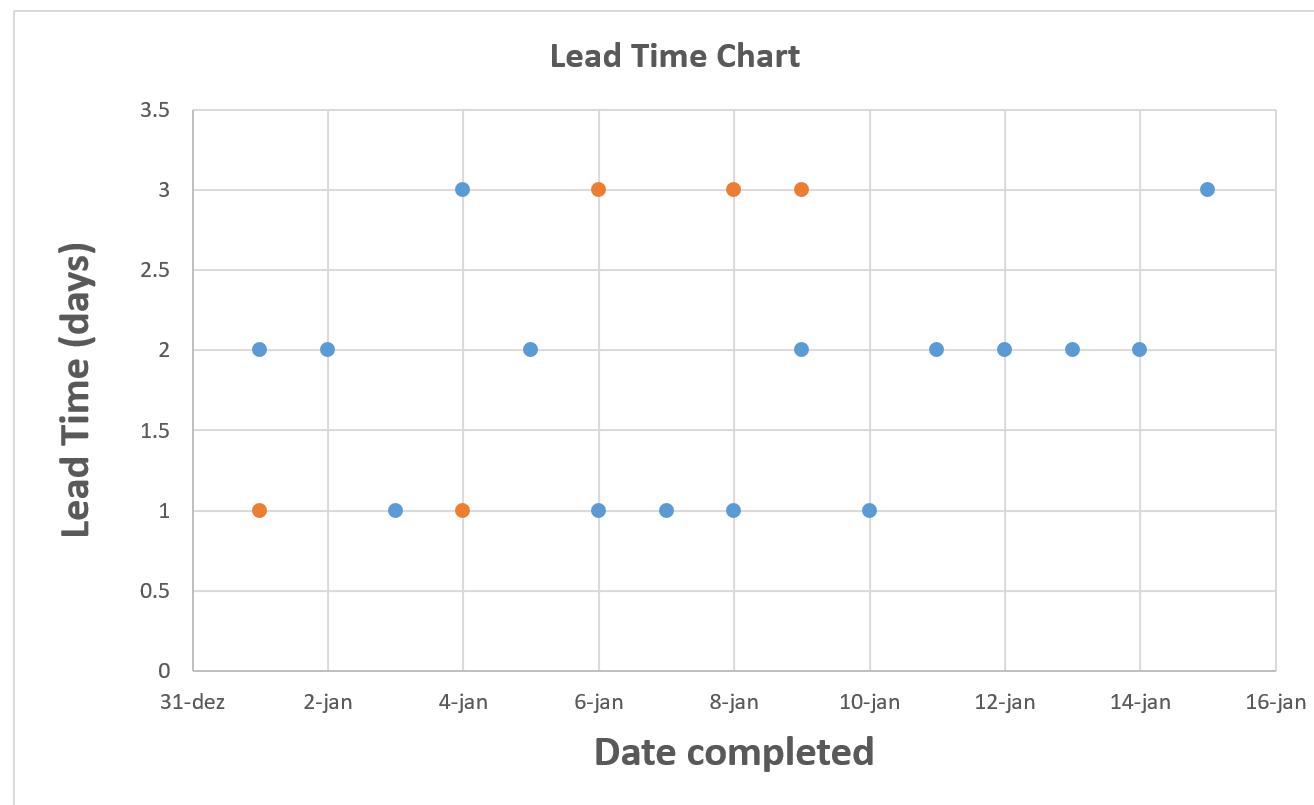


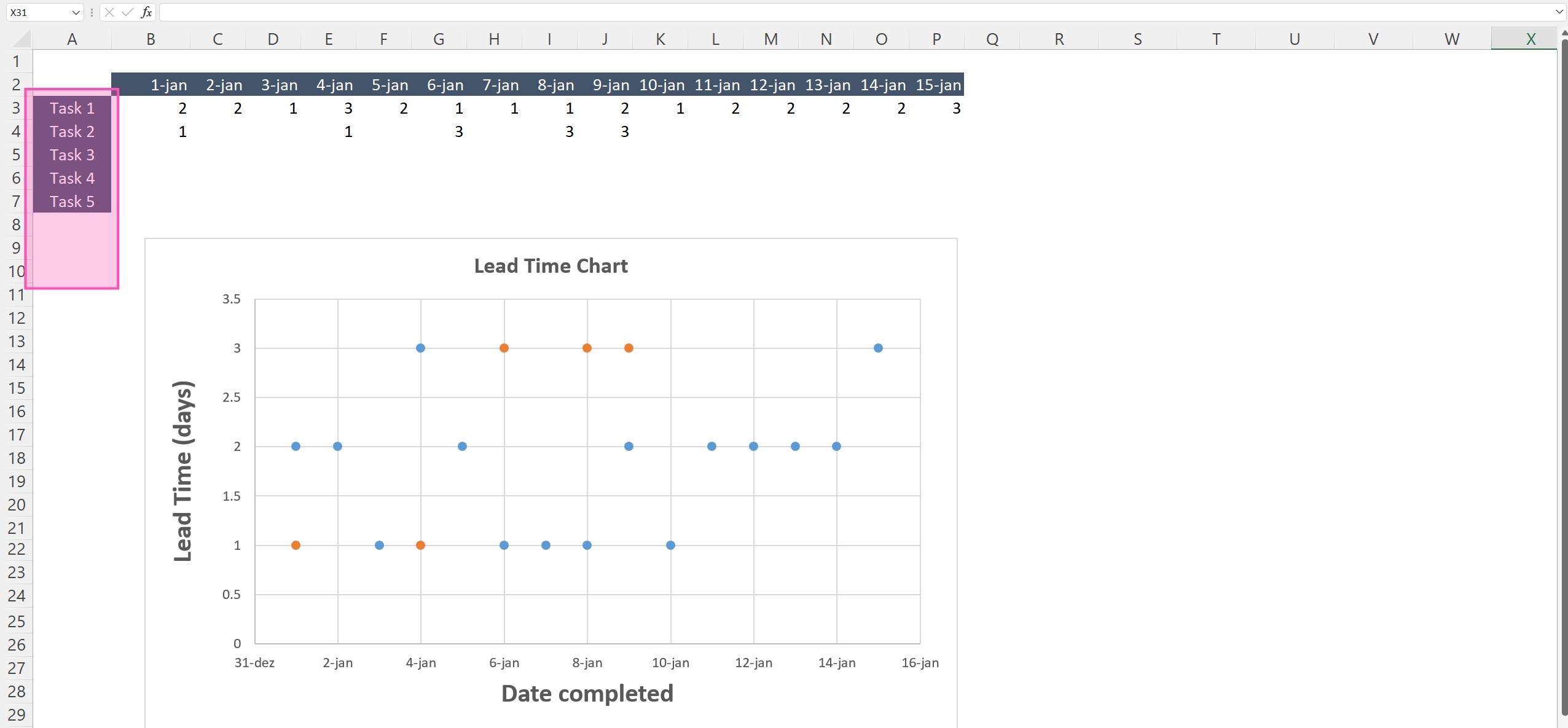
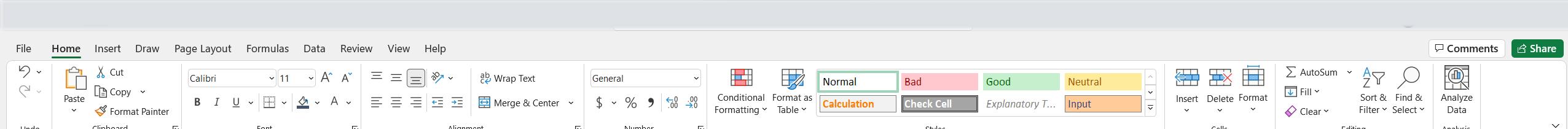
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2	Task 1	2	2	1	3	2	1	1	1	2	1	2	2	2	2	3								
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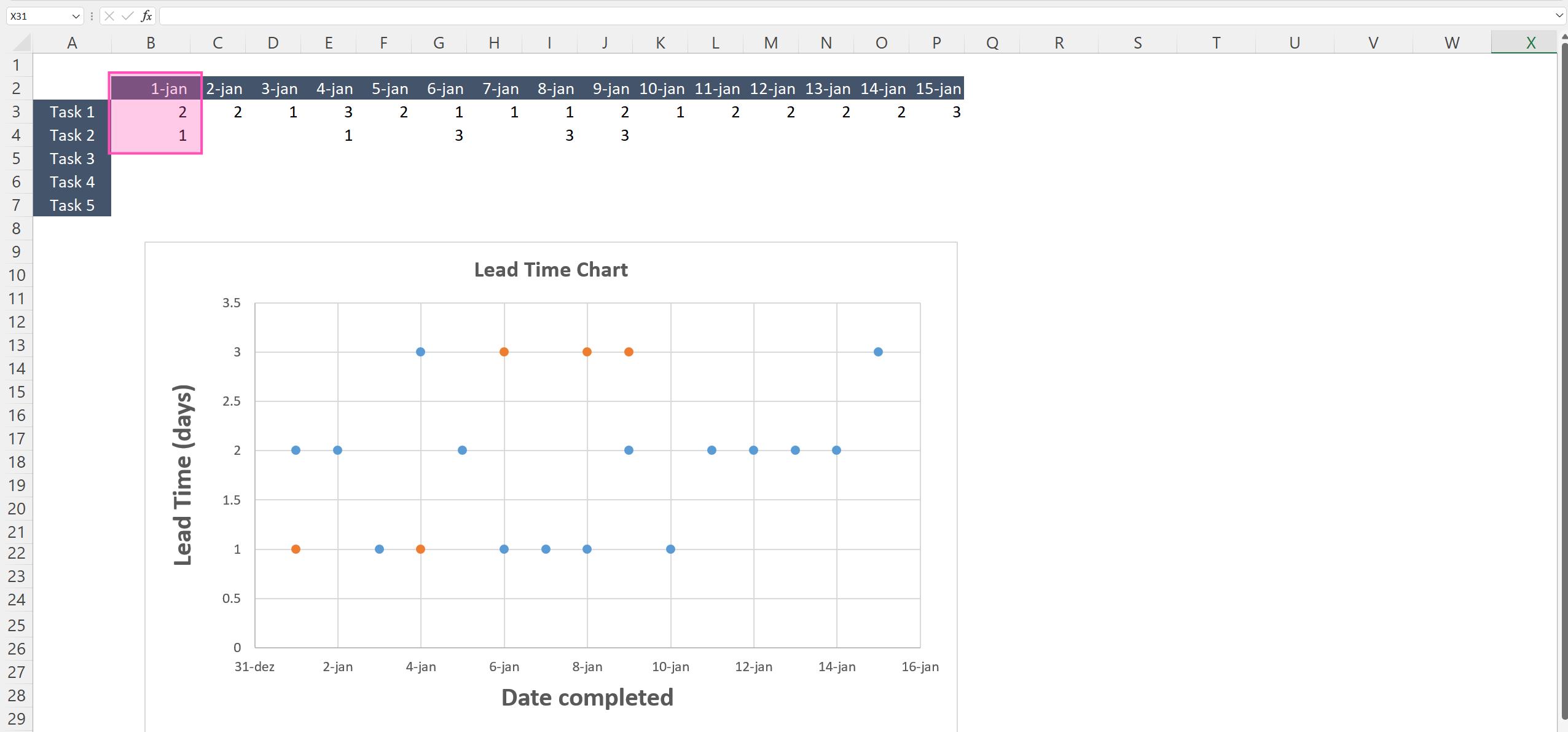
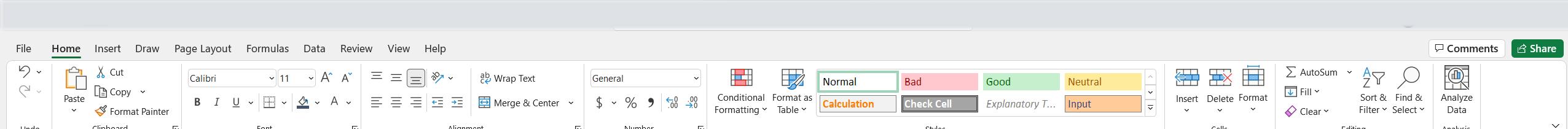


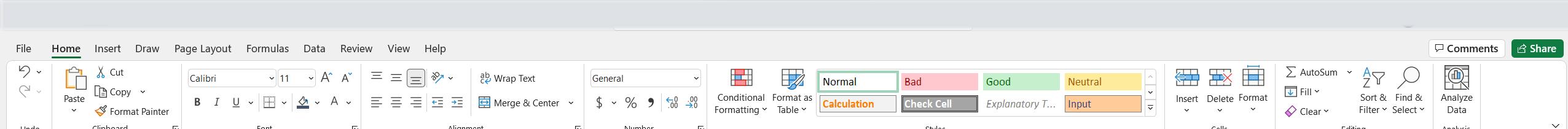


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
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2	Task 1	2	2	1	3	2	1	1	2	1	2	2	2	2	3									
3	Task 2	1			1		3		3		3													
4	Task 3																							
5	Task 4																							
6	Task 5																							
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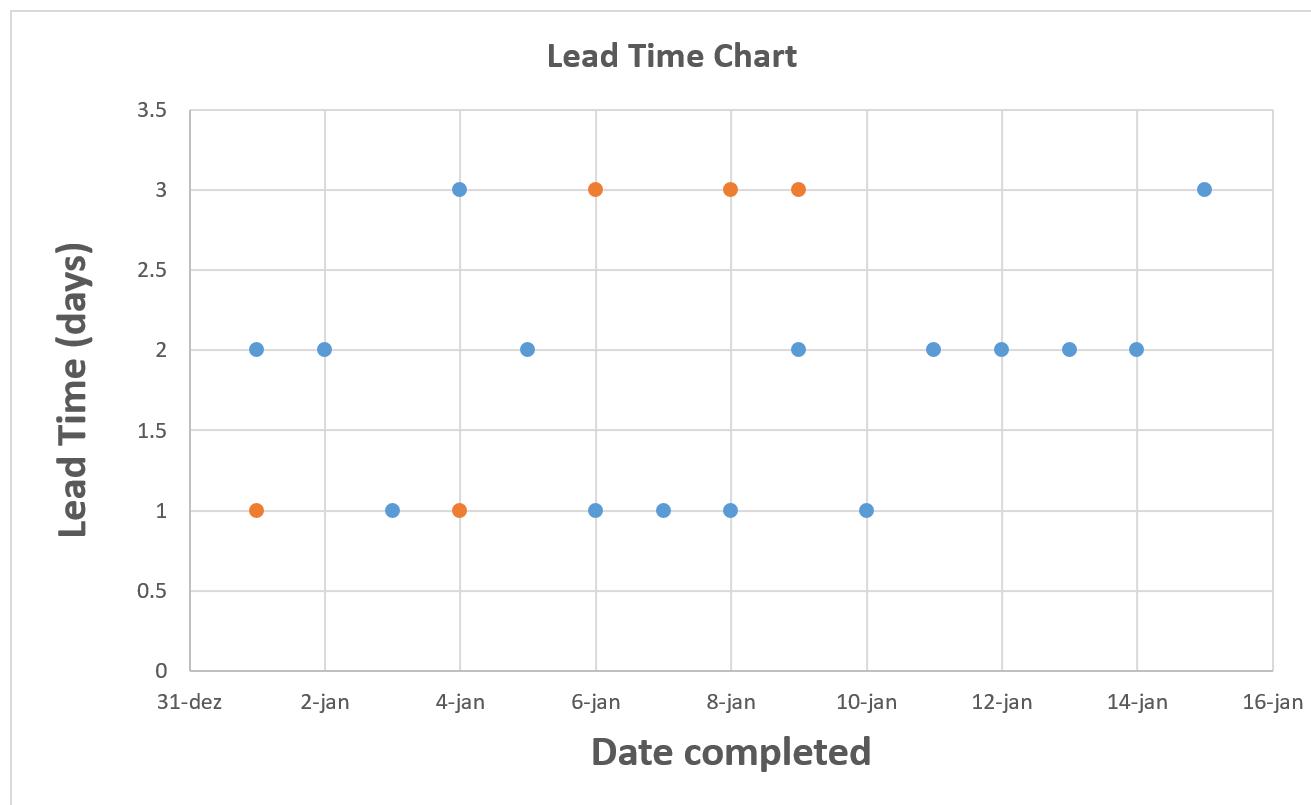


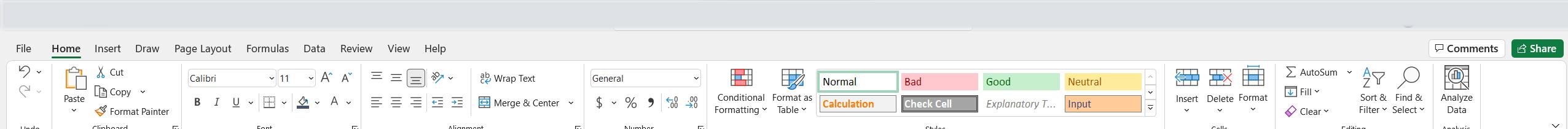




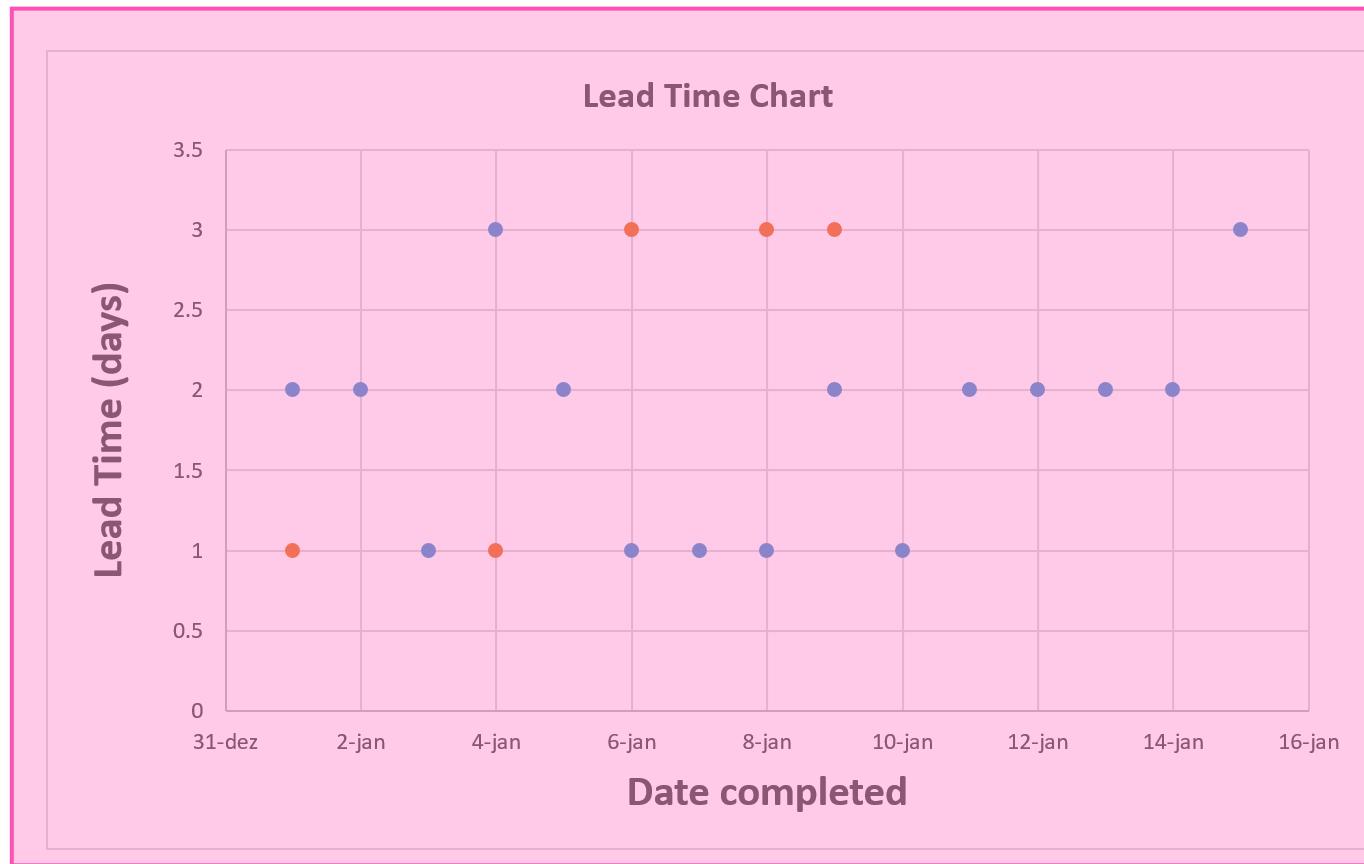


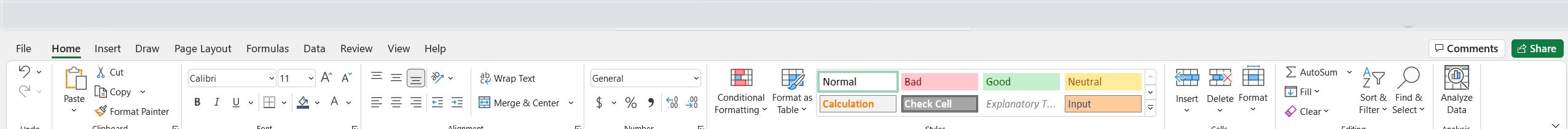
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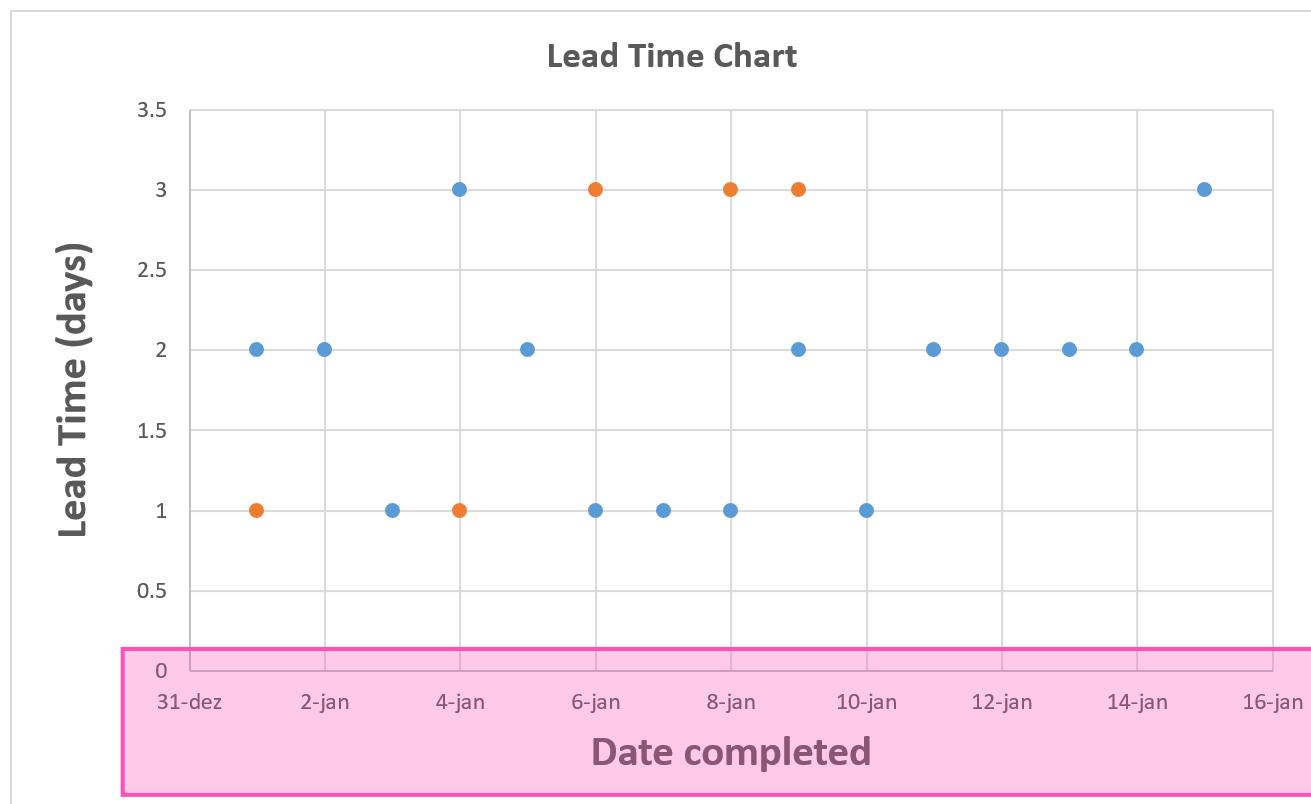


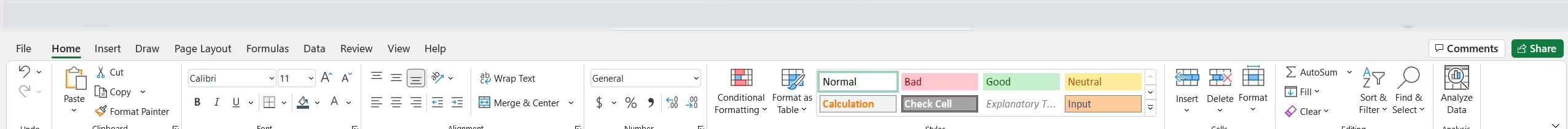
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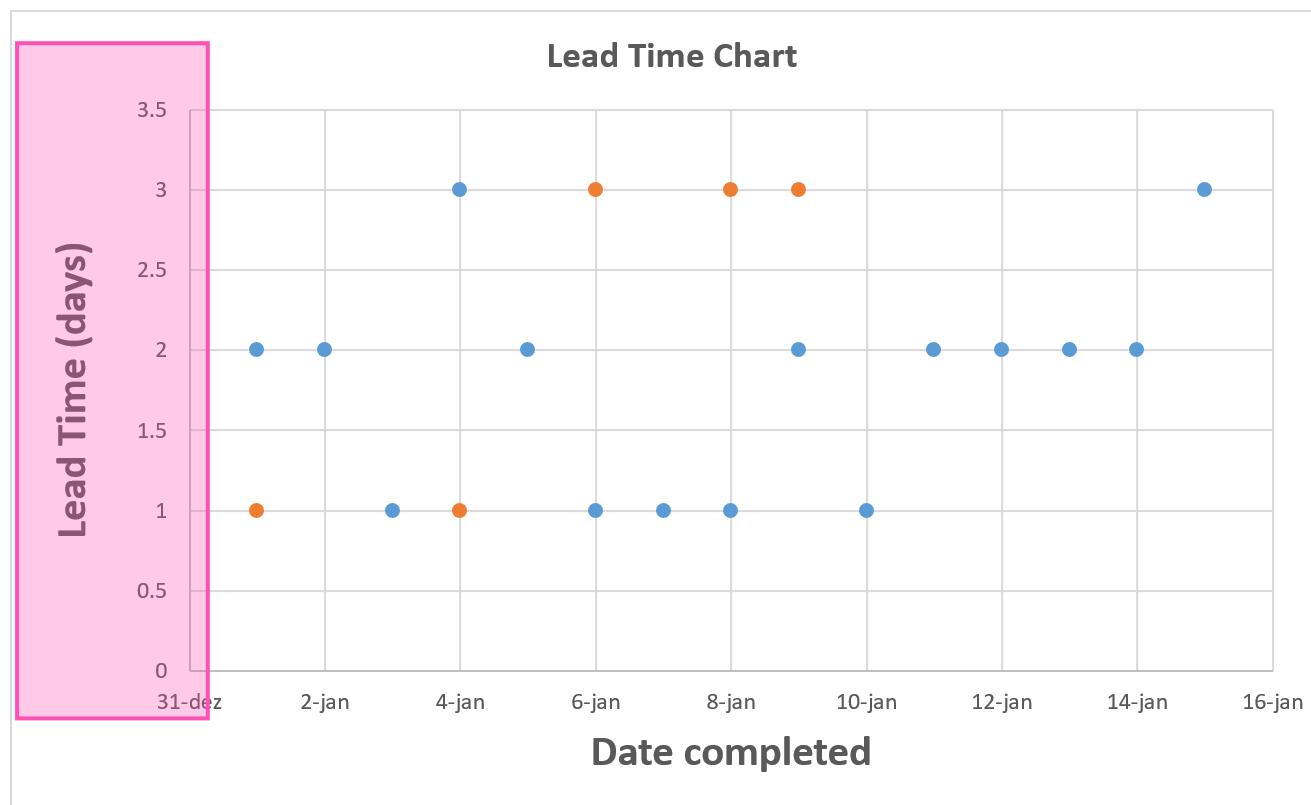


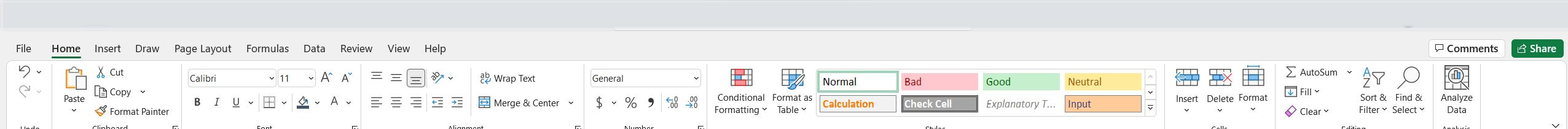
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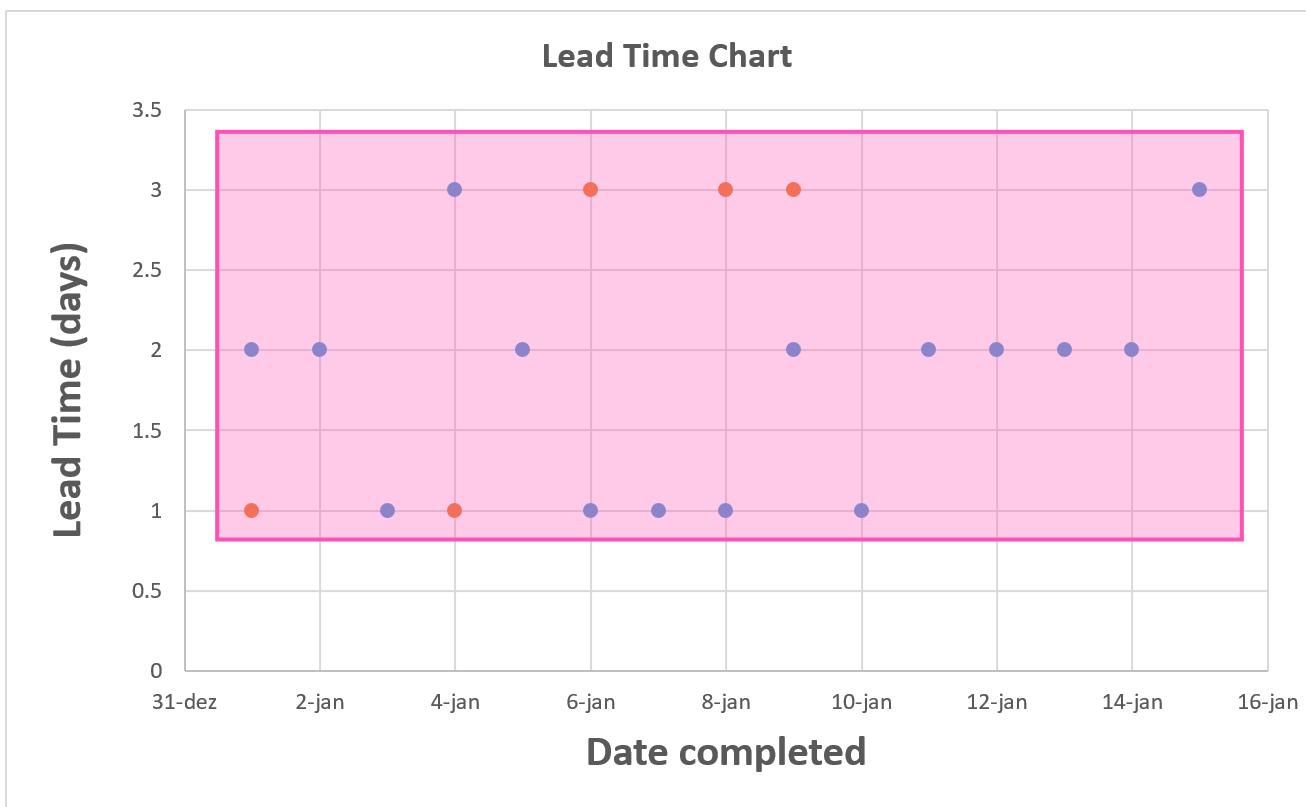


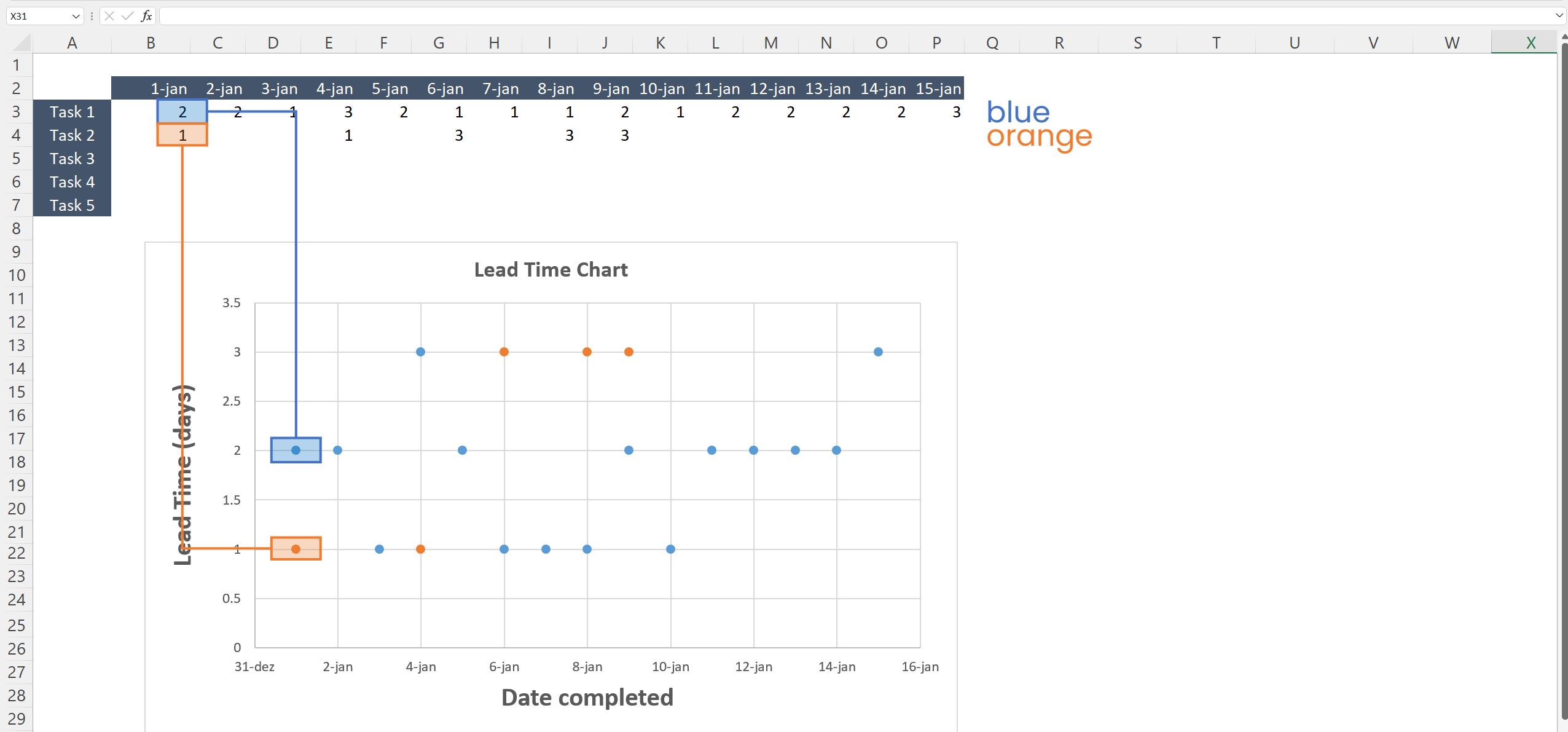
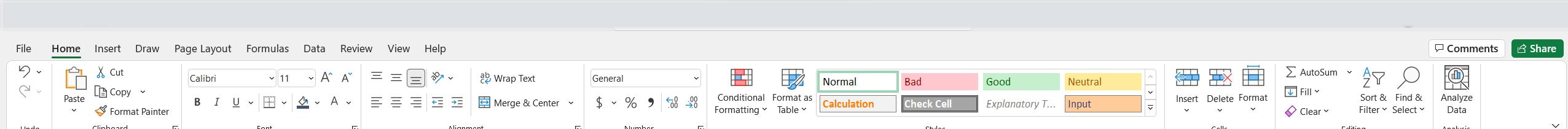
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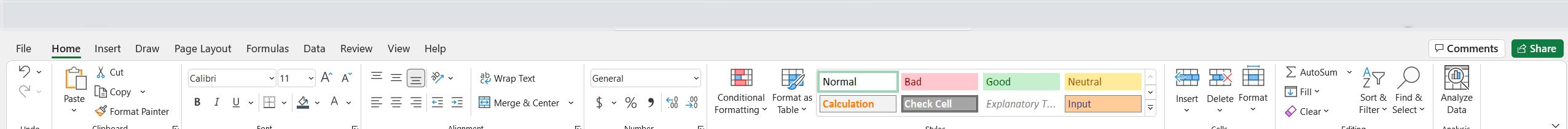




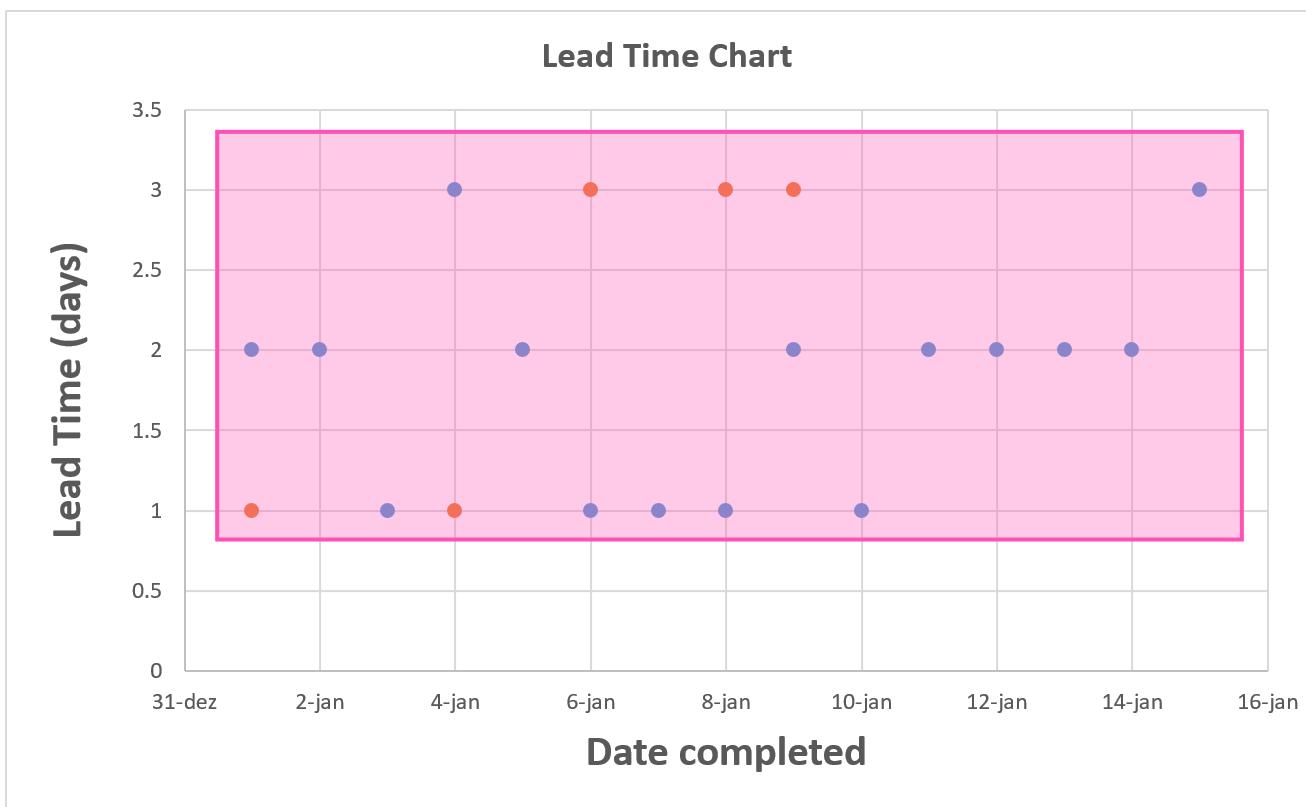
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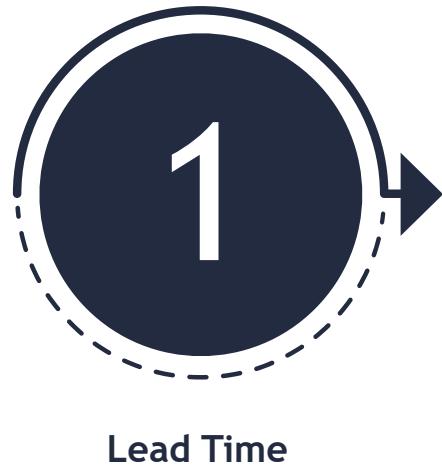




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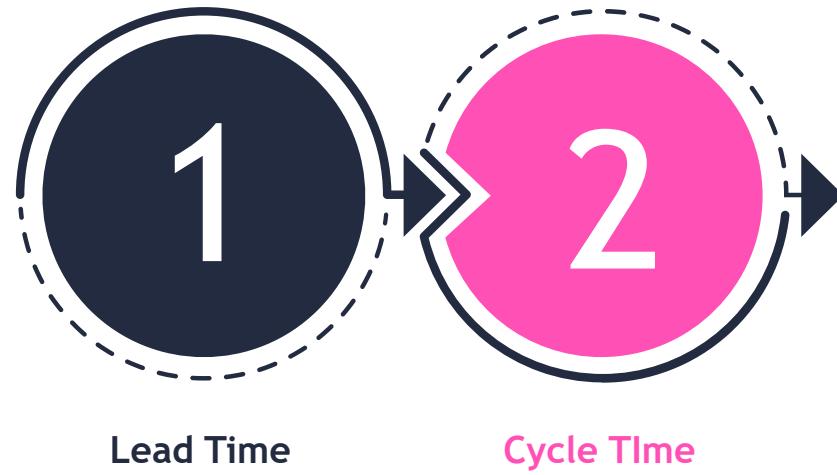


5 Key Kanban Metrics



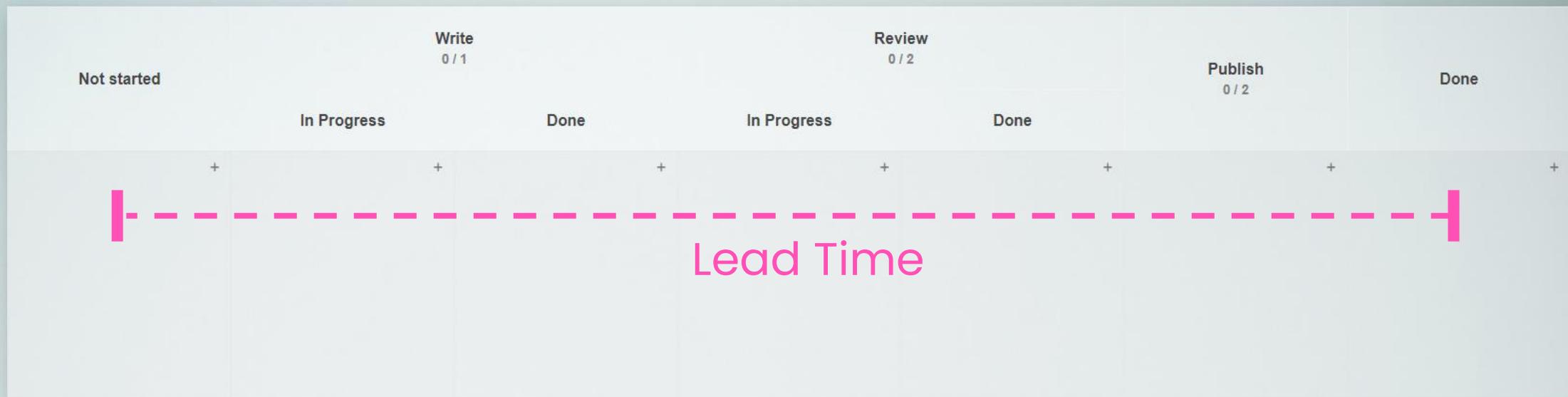
Lead Time

5 Key Kanban Metrics





CYCLE TIME



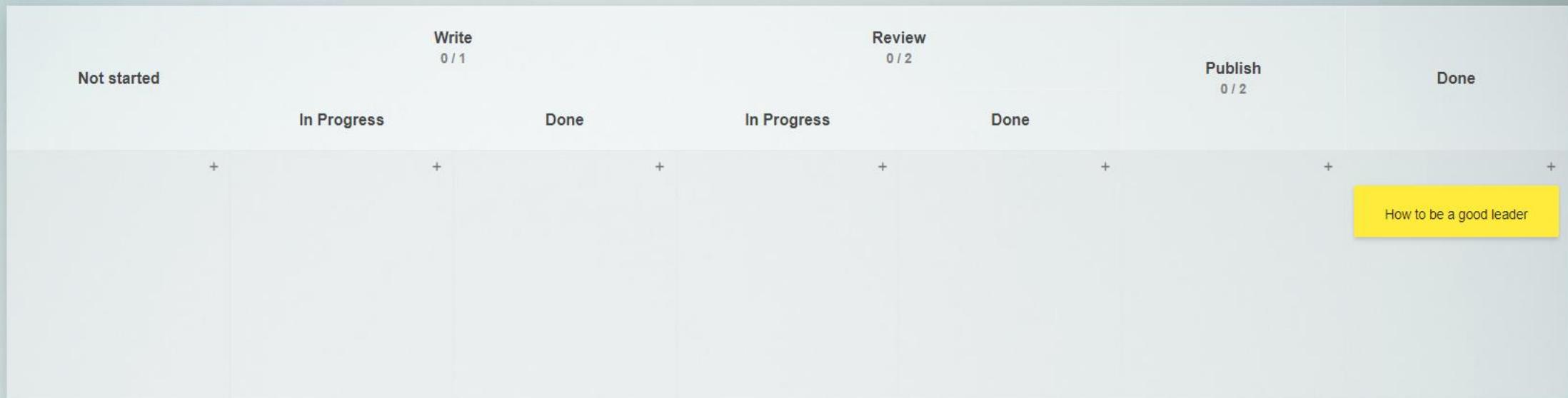






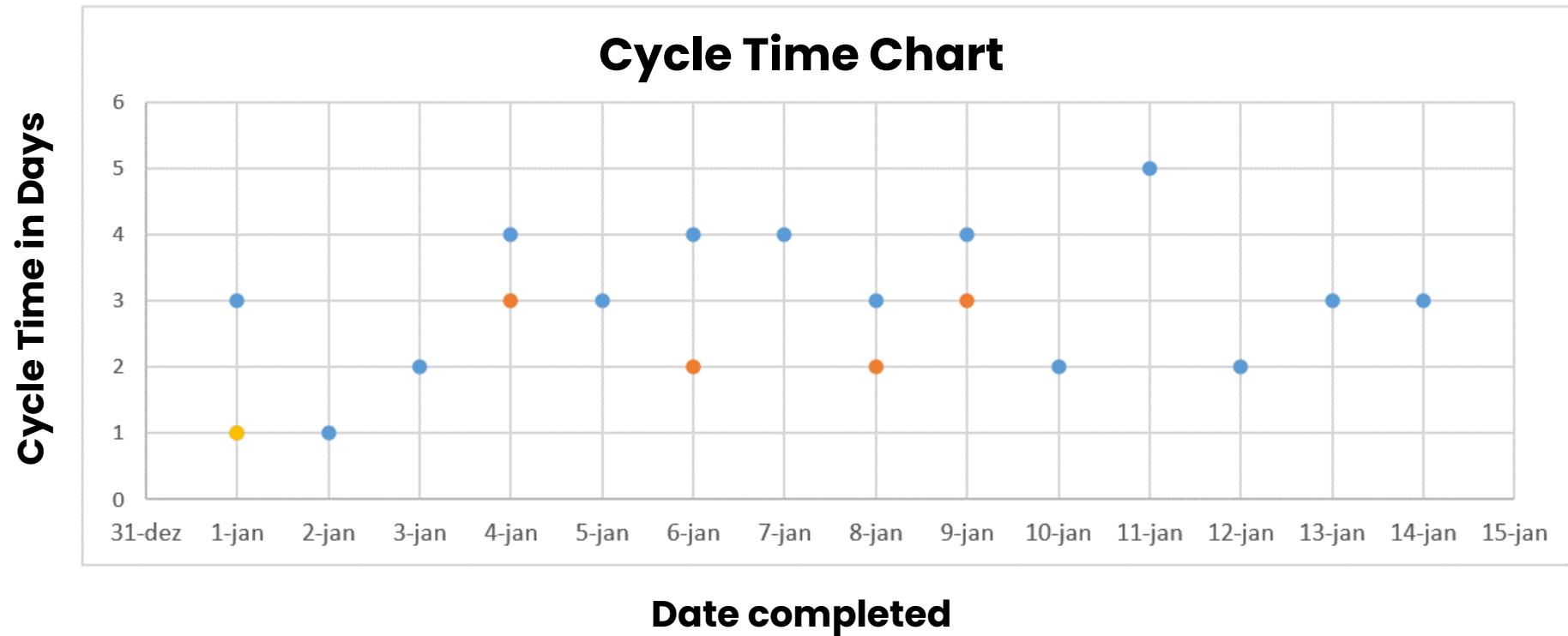
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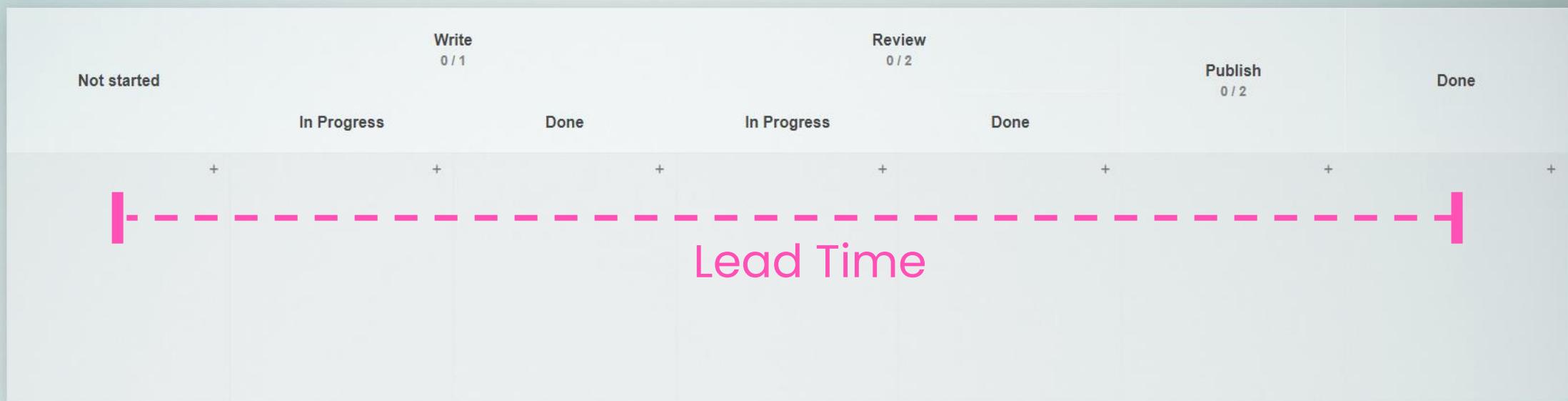


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Average Cycle Time: **2.94**







Purchase



Purchase



Production



Purchase

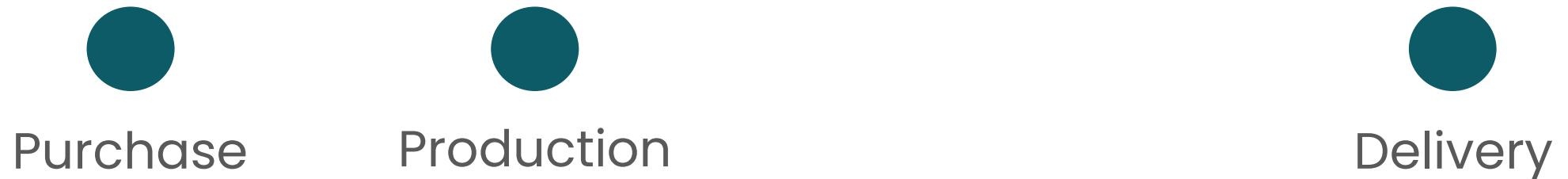


Production



Delivery

Lead Time



Challenge

1 min ⏳

Question

As the car factory manager, is the Lead Time useful for you?
If no, why not?

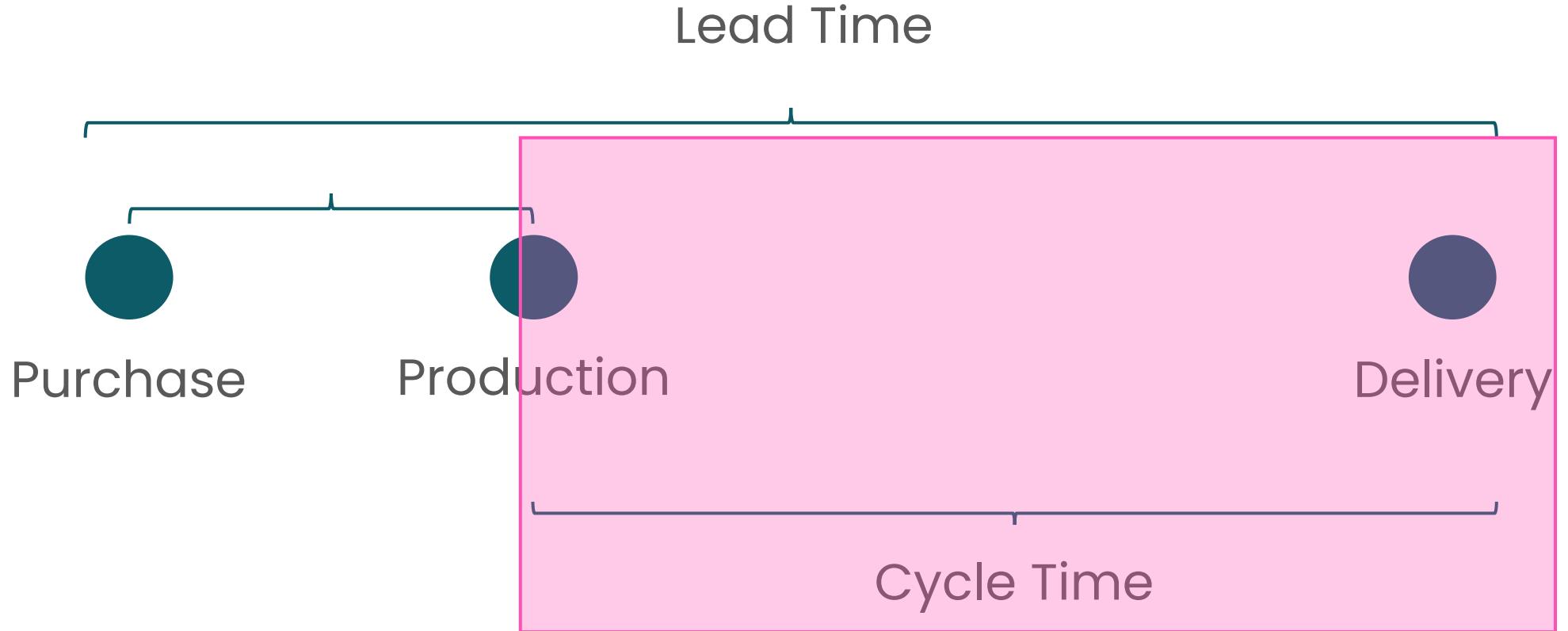


Pause the video and come up with an argument.

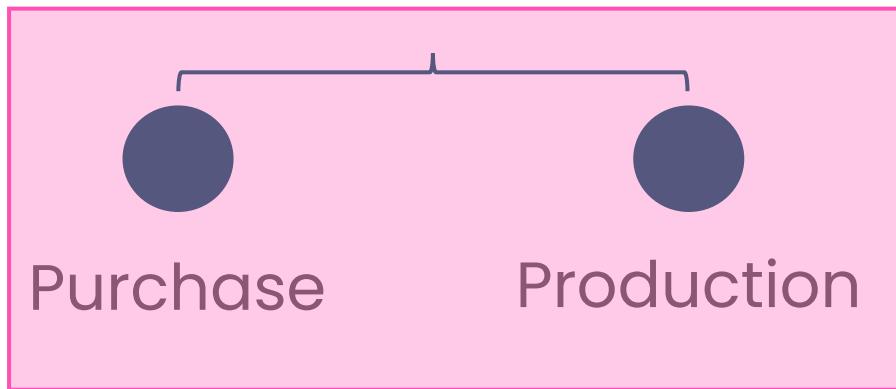
Lead Time



Cycle Time



Lead Time



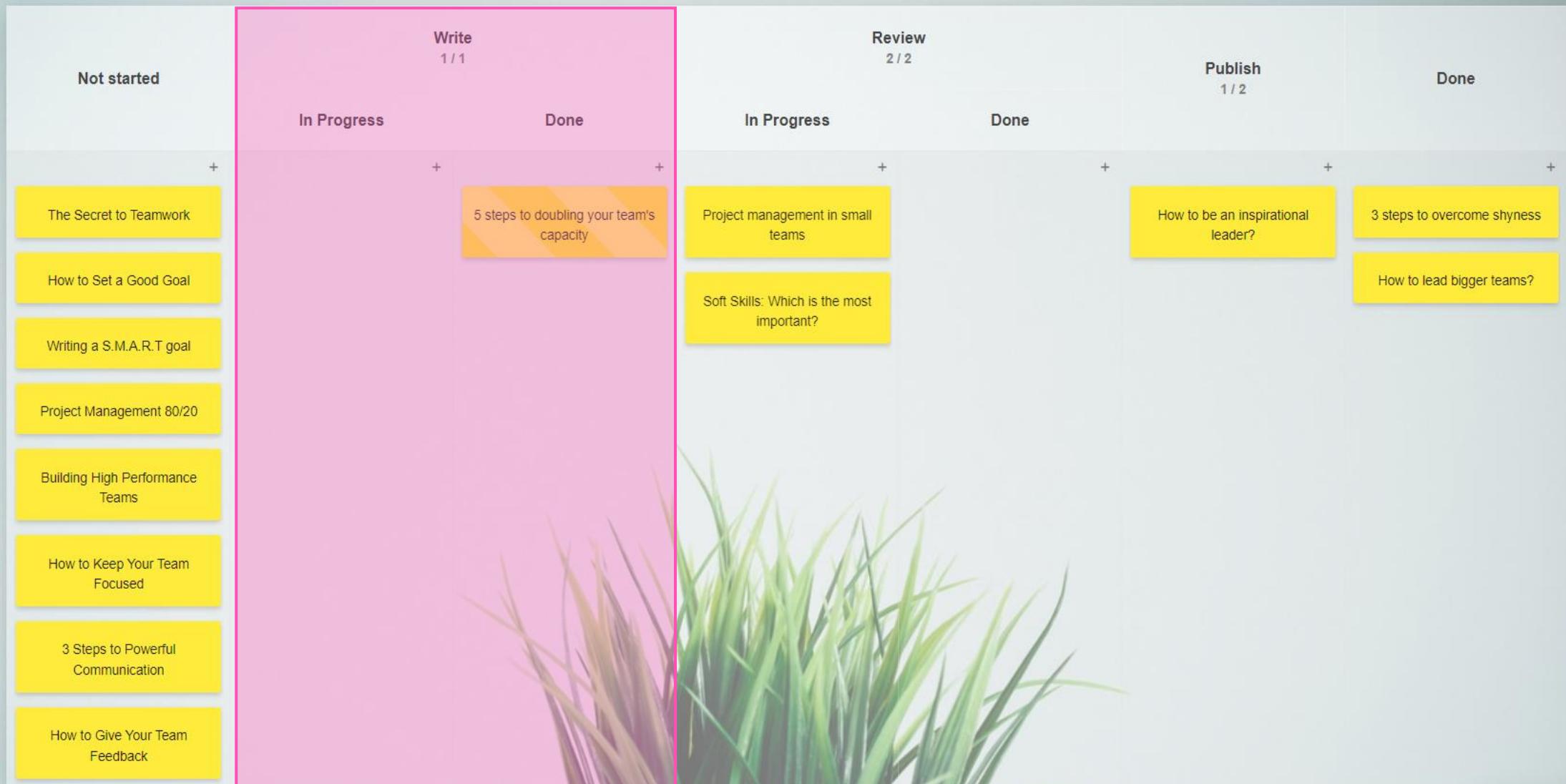
Cycle Time

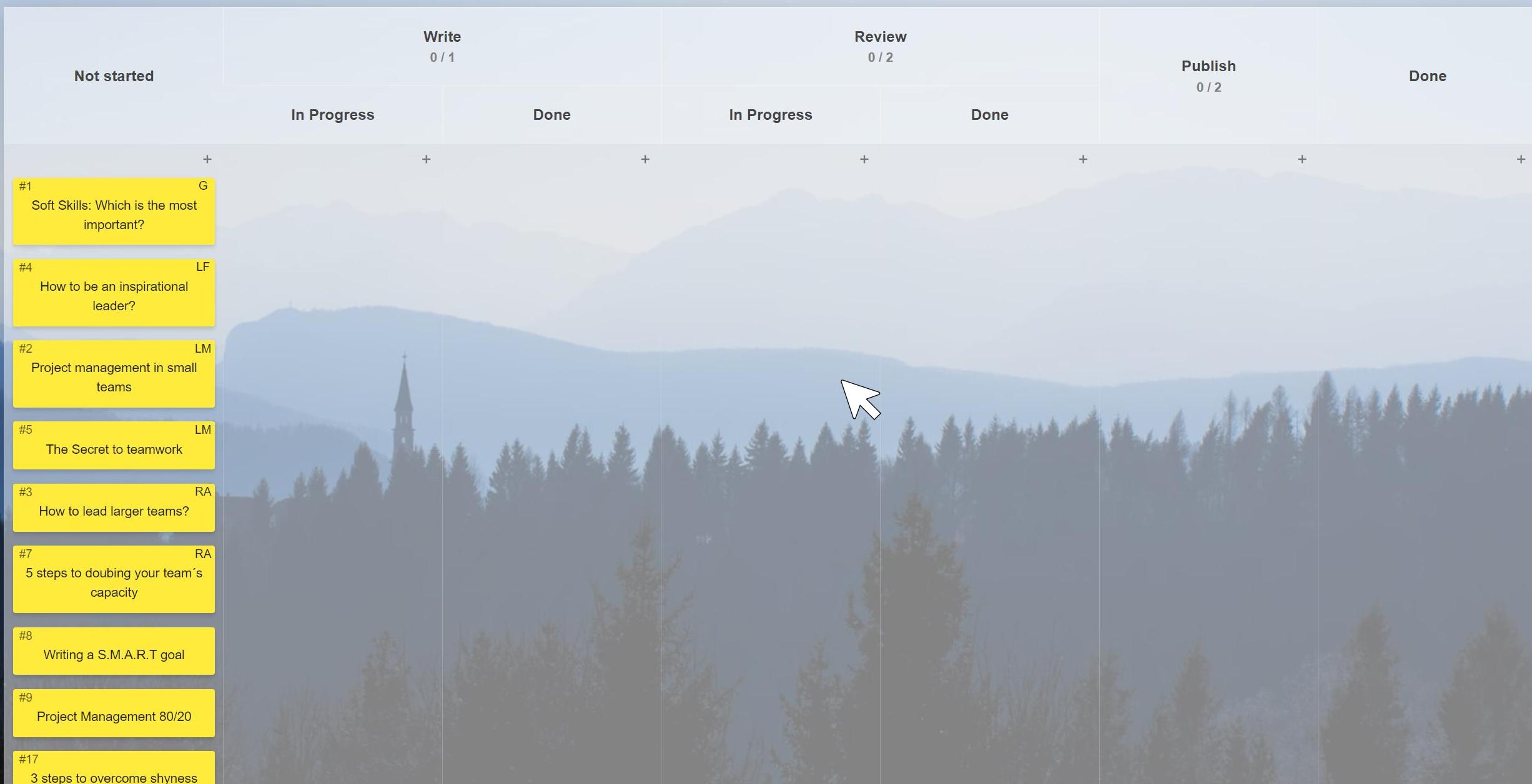


Write		Review		Publish																																																							
1 / 1		2 / 2		1 / 2																																																							
<p>Not started</p> <table border="1"><thead><tr><th>In Progress</th><th>Done</th><th>In Progress</th><th>Done</th><th>+</th><th>+</th></tr></thead><tbody><tr><td>The Secret to Teamwork</td><td>5 steps to doubling your team's capacity</td><td>Project management in small teams</td><td>How to be an inspirational leader?</td><td>3 steps to overcome shyness</td><td>How to lead bigger teams?</td></tr><tr><td>How to Set a Good Goal</td><td></td><td>Soft Skills: Which is the most important?</td><td></td><td></td><td></td></tr><tr><td>Writing a S.M.A.R.T goal</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Project Management 80/20</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Building High Performance Teams</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>How to Keep Your Team Focused</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3 Steps to Powerful Communication</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>How to Give Your Team Feedback</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>						In Progress	Done	In Progress	Done	+	+	The Secret to Teamwork	5 steps to doubling your team's capacity	Project management in small teams	How to be an inspirational leader?	3 steps to overcome shyness	How to lead bigger teams?	How to Set a Good Goal		Soft Skills: Which is the most important?				Writing a S.M.A.R.T goal						Project Management 80/20						Building High Performance Teams						How to Keep Your Team Focused						3 Steps to Powerful Communication						How to Give Your Team Feedback					
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Not started	Write		Review		Publish	Done
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	In Progress	Done	In Progress	Done	+	
#1	G					
Soft Skills: Which is the most important?						
#4	LF					
How to be an inspirational leader?						
#2	LM					
Project management in small teams						
#5	LM					
The Secret to teamwork						
#3	RA					
How to lead larger teams?						
#7	RA					
5 steps to doubling your team's capacity						
#8						
Writing a S.M.A.R.T goal						
#9						
Project Management 80/20						
#17						
3 steps to overcome shyness						

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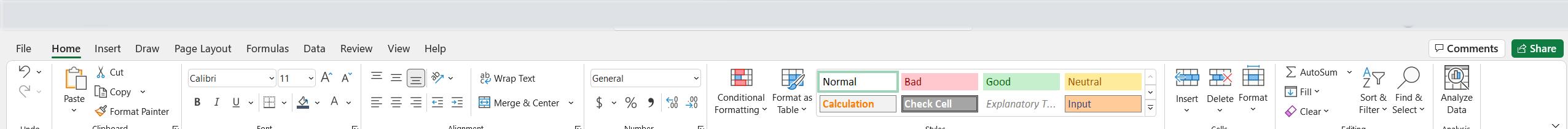
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Import tasks

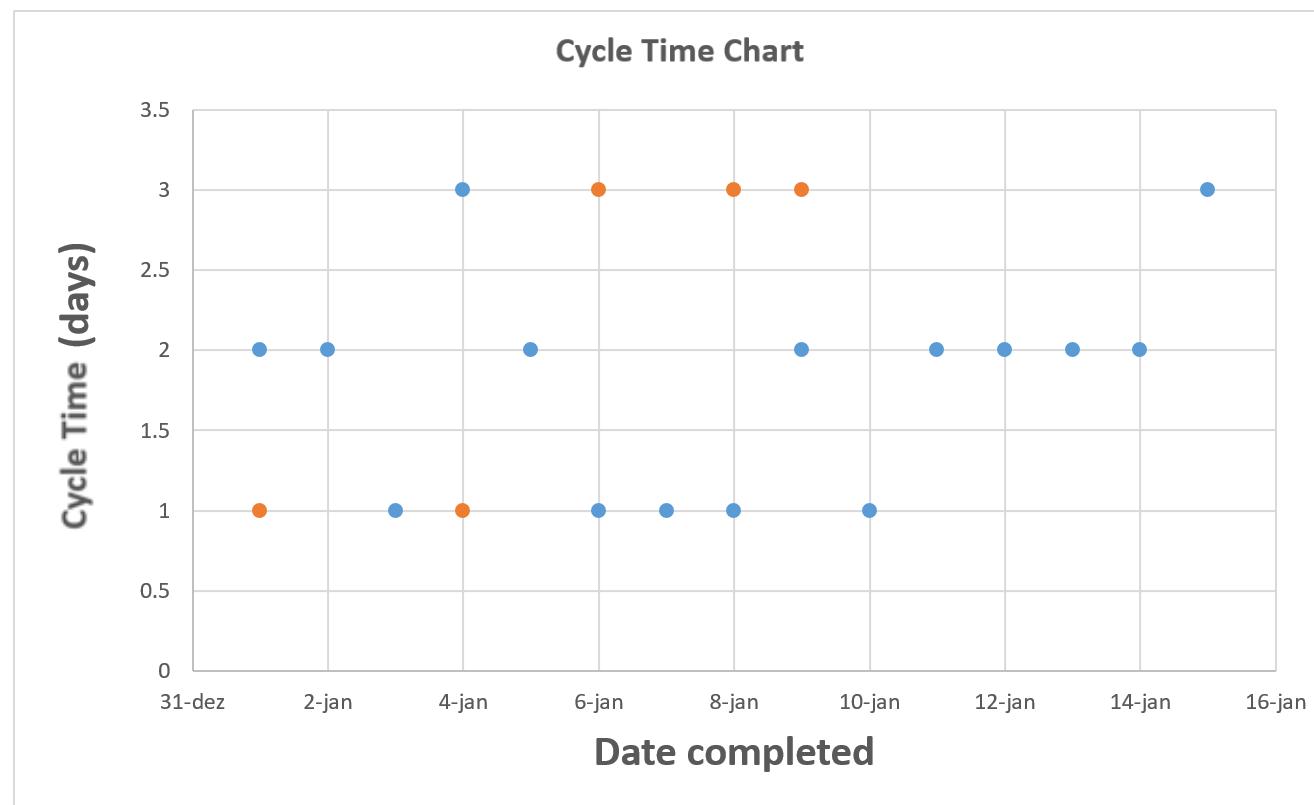
Export tasks

View tutorial

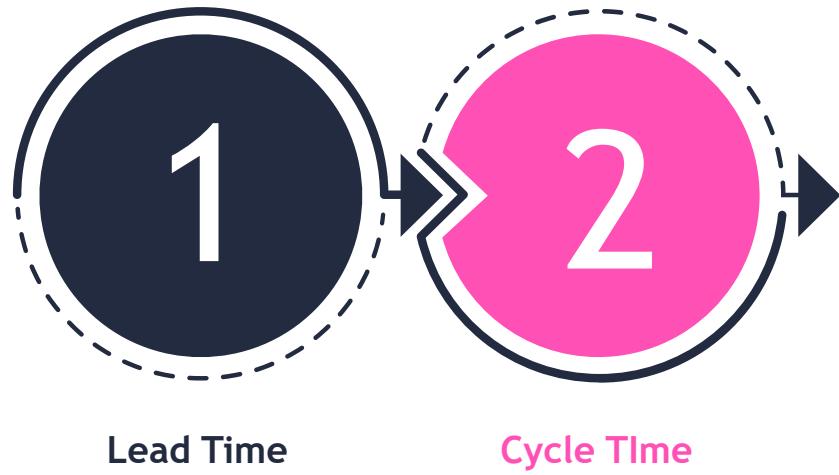
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Soft Skills: Which is the most important?					
#4	LF				
How to be an inspirational leader?					
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Project management in small teams					
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#9					
Project Management 80/20					
#17					
3 steps to overcome shyness					



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1		1-jan	2-jan	3-jan	4-jan	5-jan	6-jan	7-jan	8-jan	9-jan	10-jan	11-jan	12-jan	13-jan	14-jan	15-jan								
2																								
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5 Key Kanban Metrics

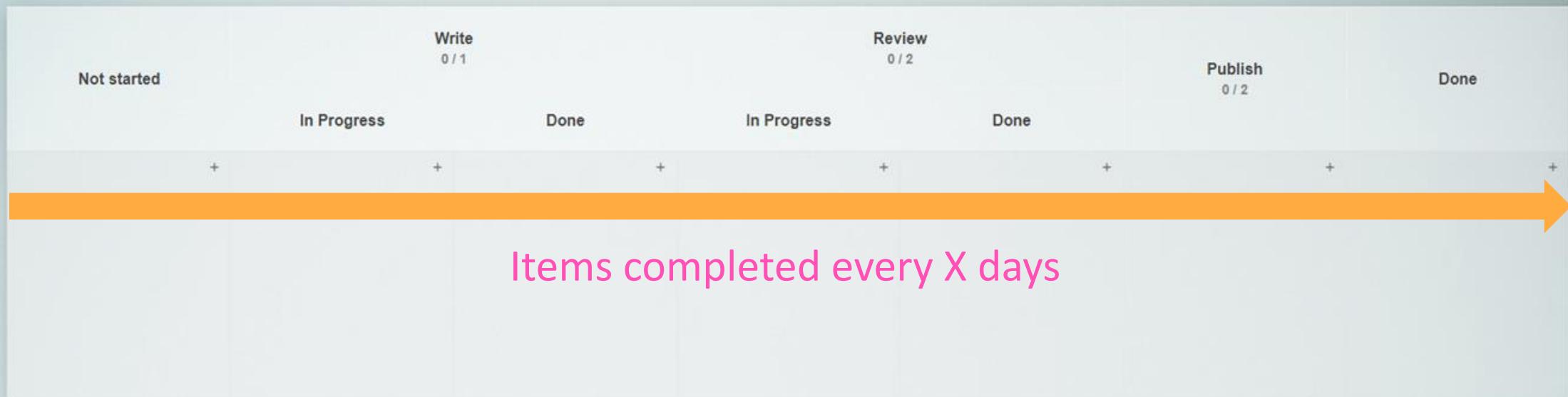


5 Key Kanban Metrics





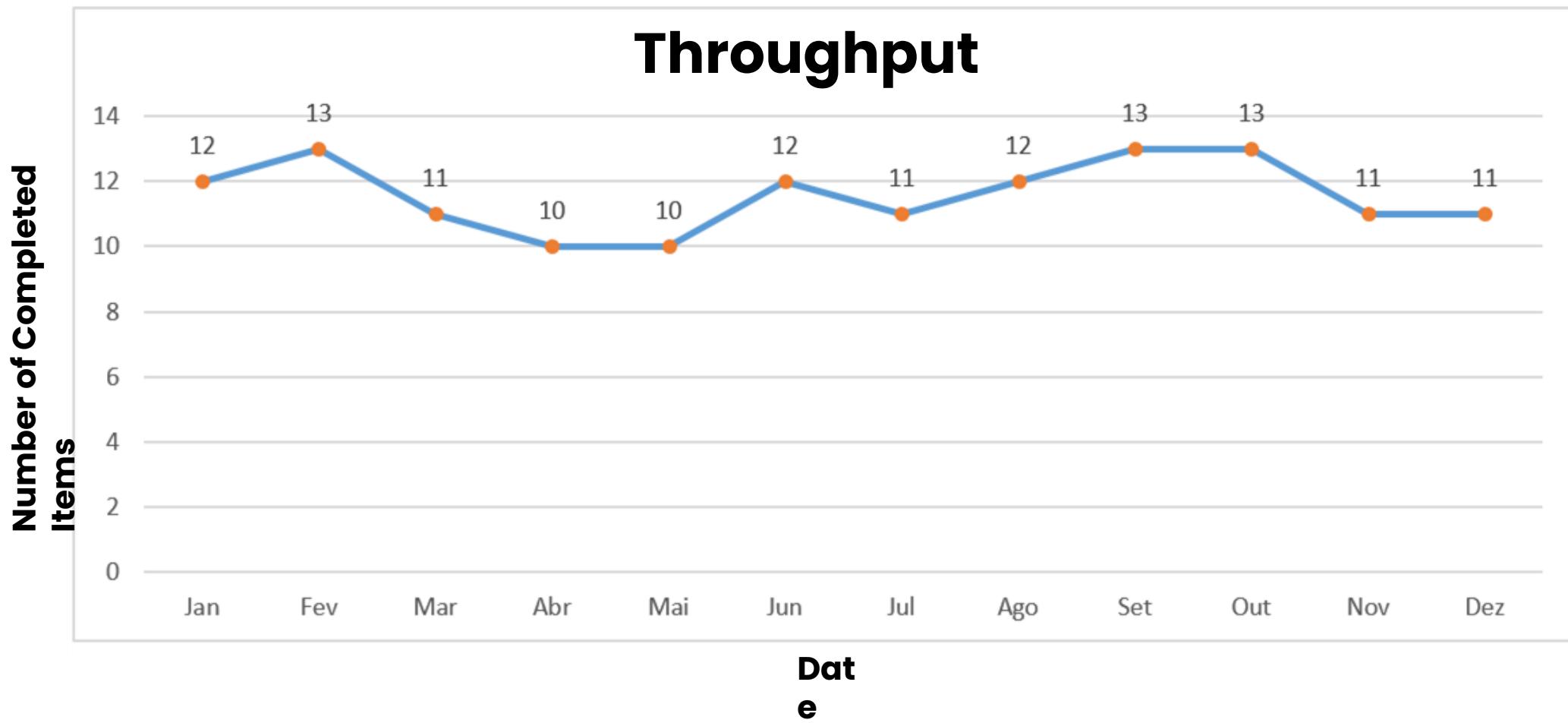
THROUGHPUT



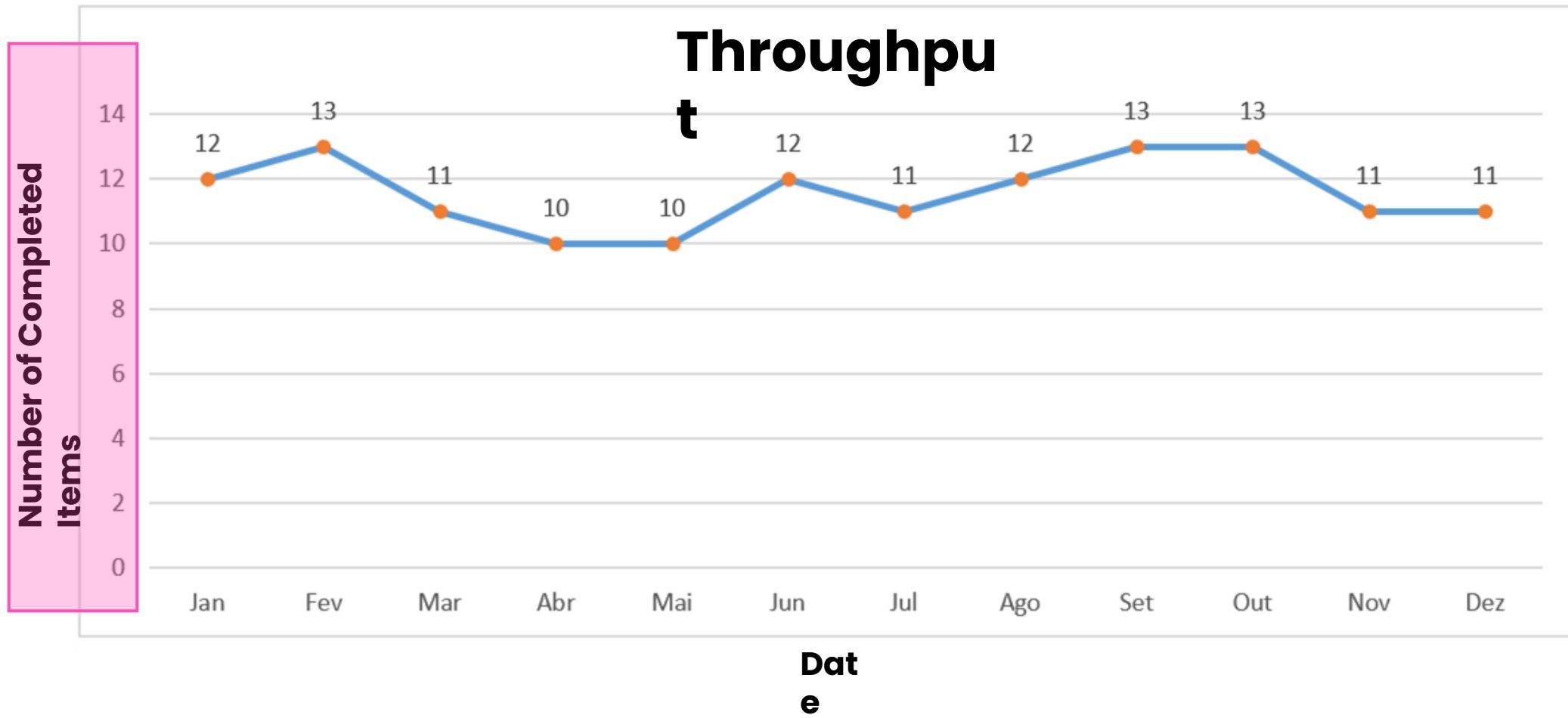
Items completed every X days



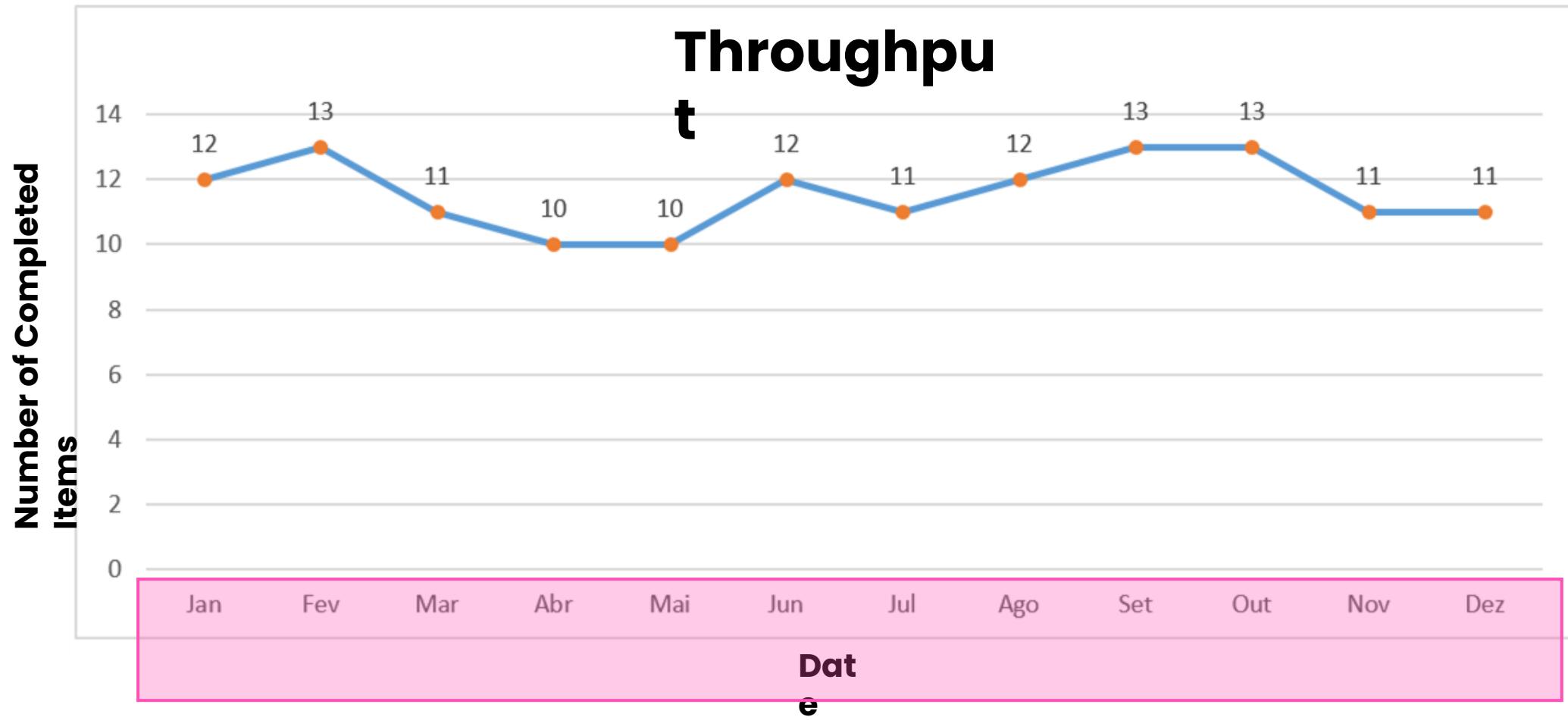
Throughput



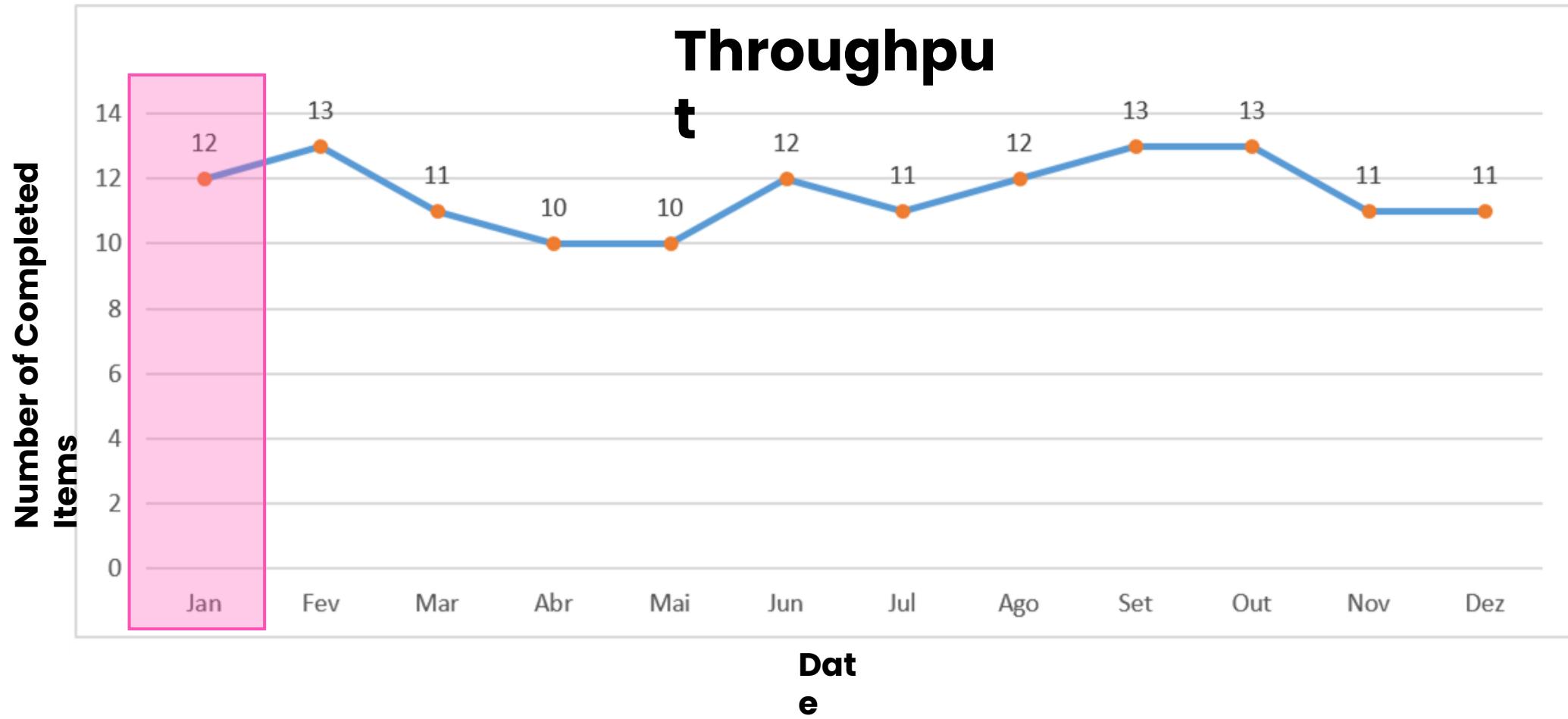
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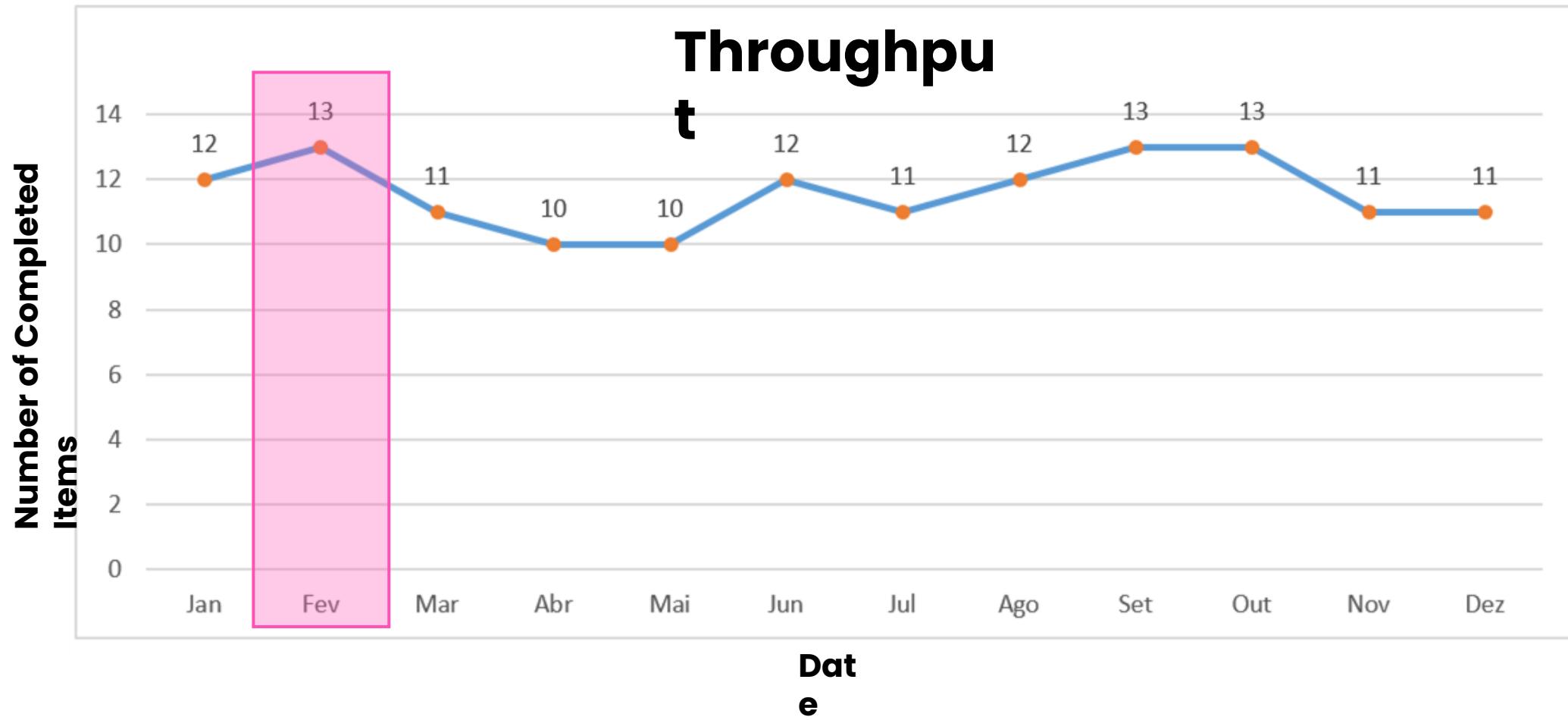
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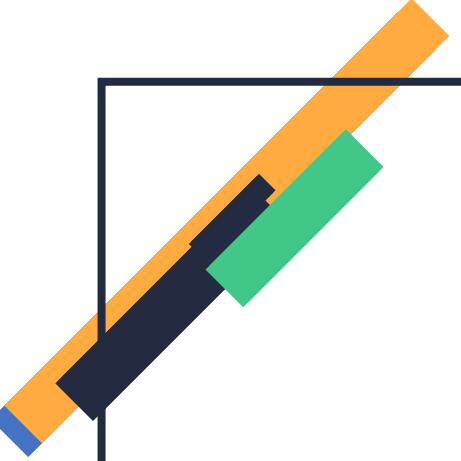


Throughput



Throughput

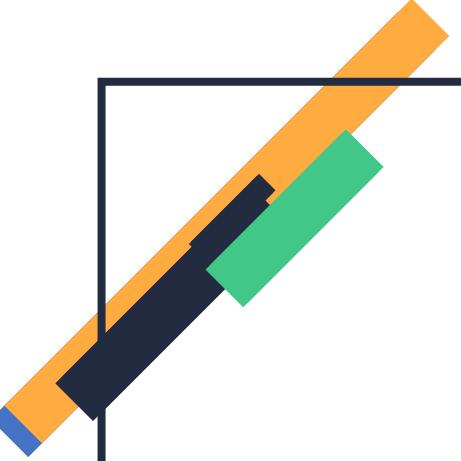




WHY MEASURE THROUGHPUT?

1

UNDERSTAND PAST
PERFORMANCE



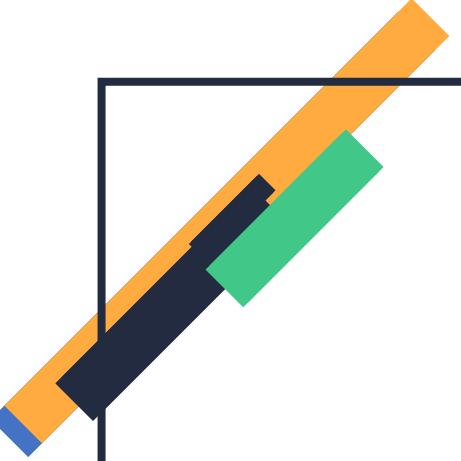
WHY MEASURE THROUGHPUT?

1

UNDERSTAND PAST
PERFORMANCE

2

PREDICT FUTURE
PERFORMANCE



WHY MEASURE THROUGHPUT?

1

UNDERSTAND PAST
PERFORMANCE

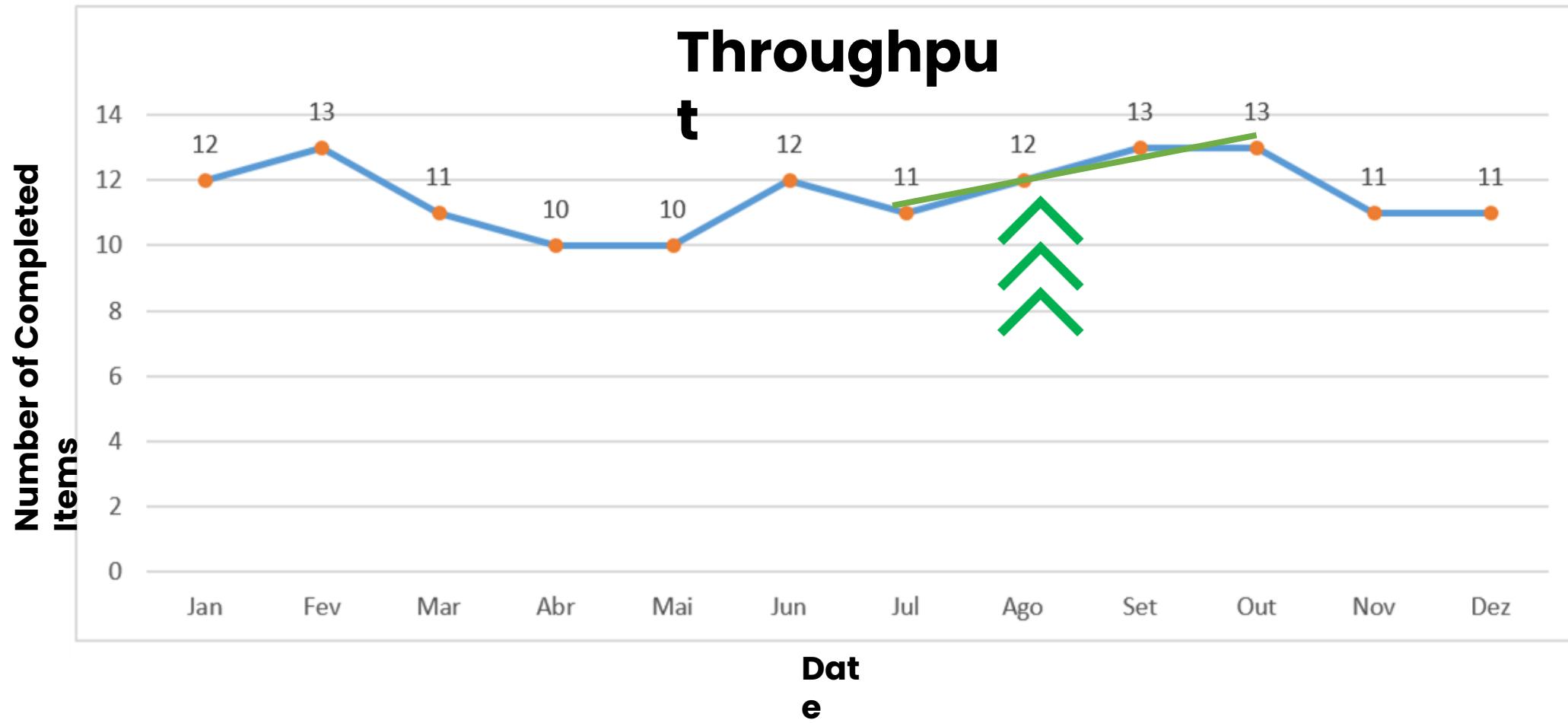
2

PREDICT FUTURE
PERFORMANCE

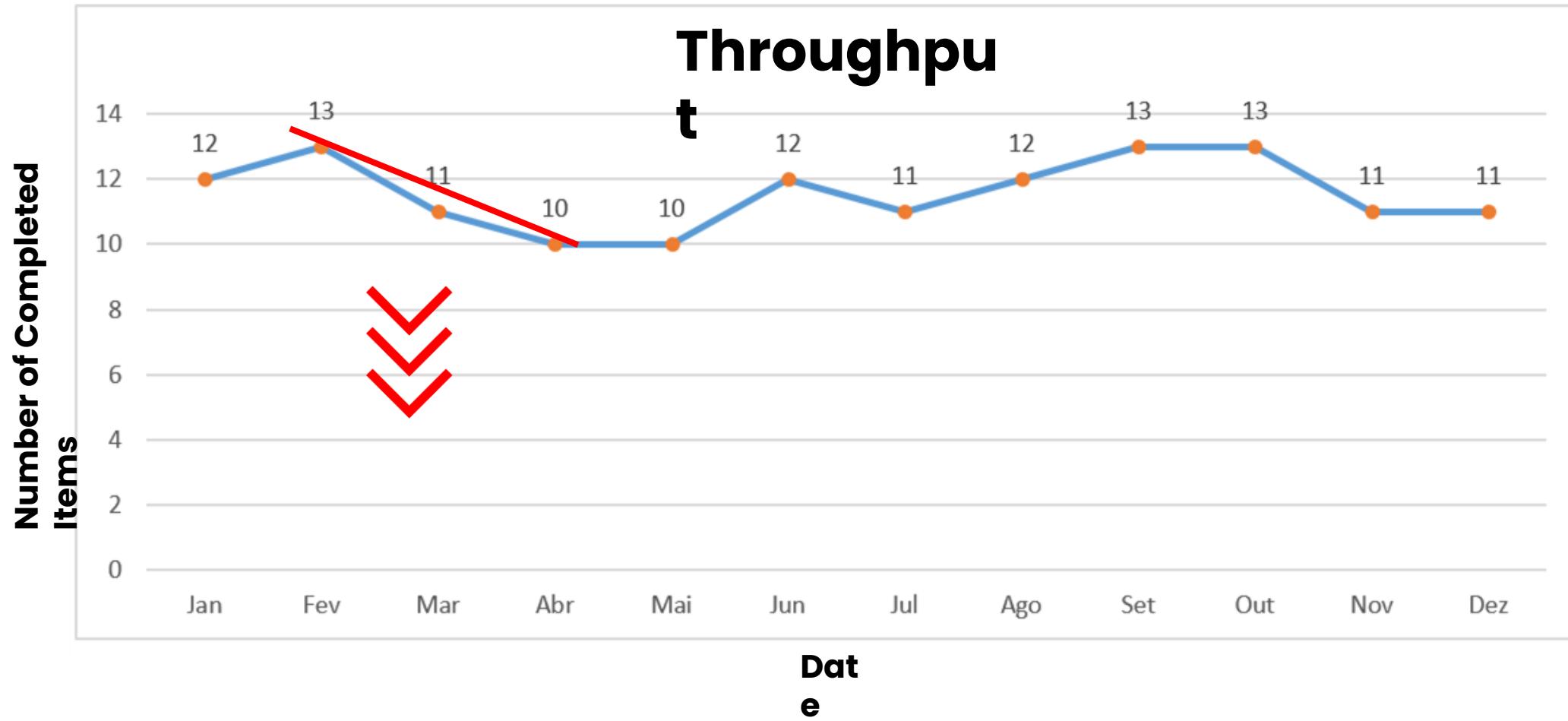
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DIAGNOSE WORKFLOW

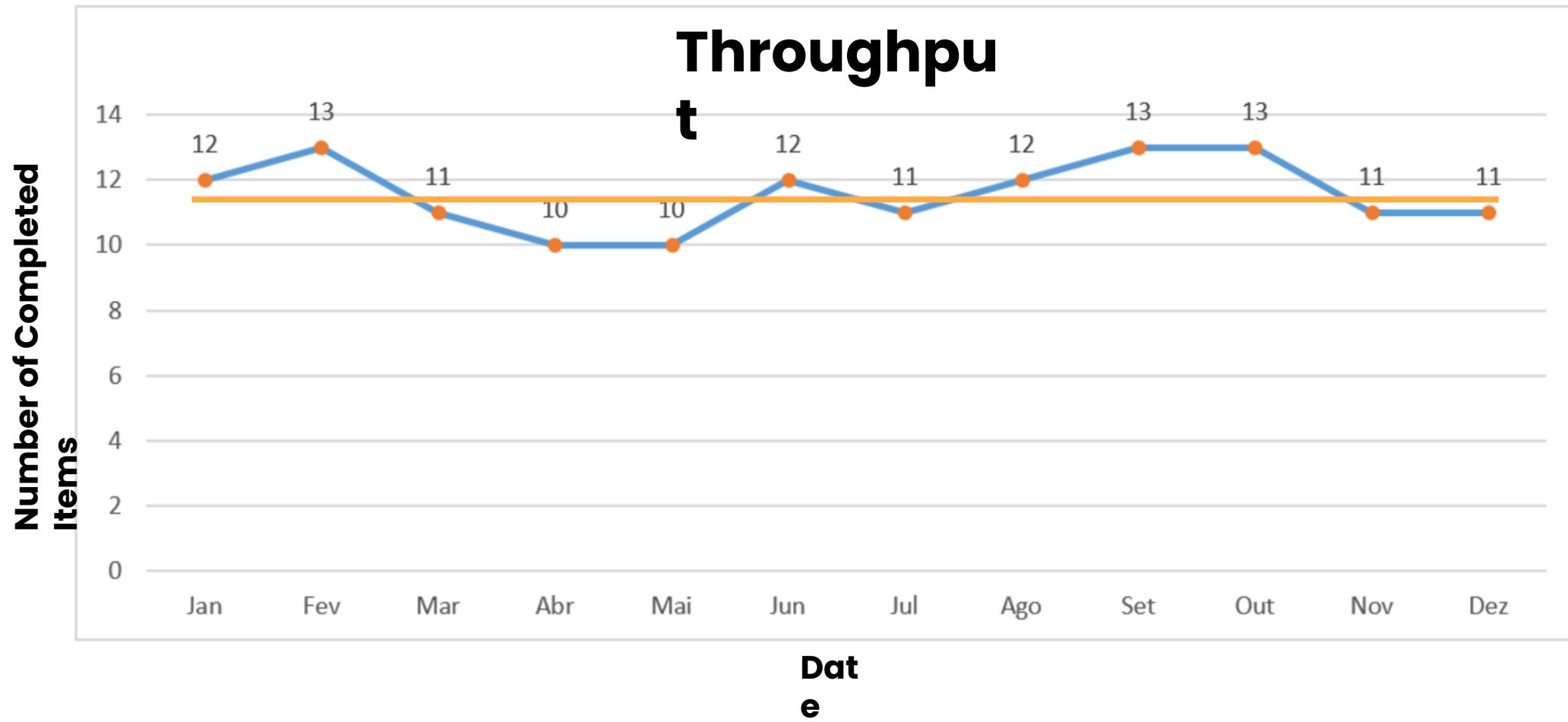
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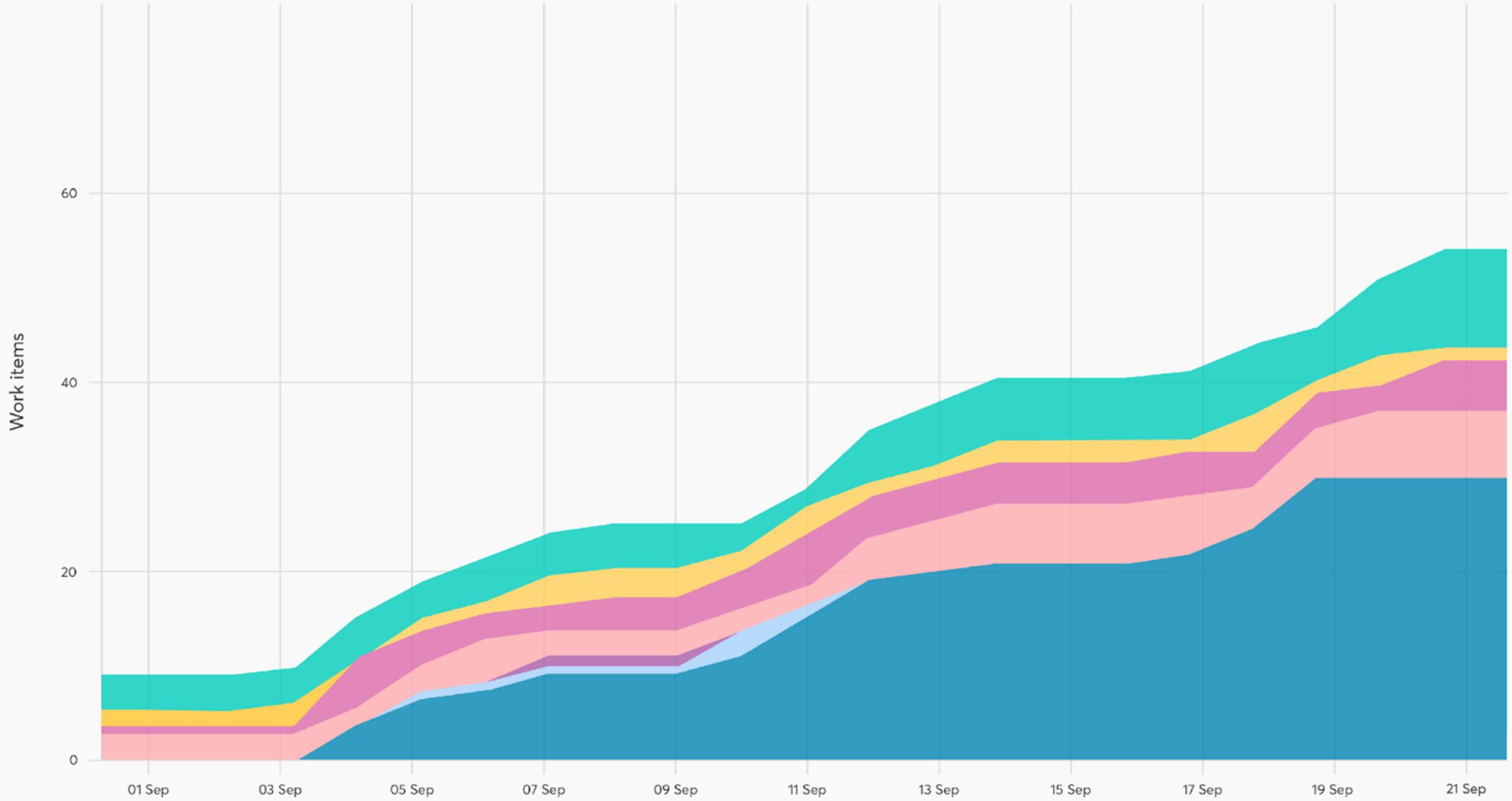
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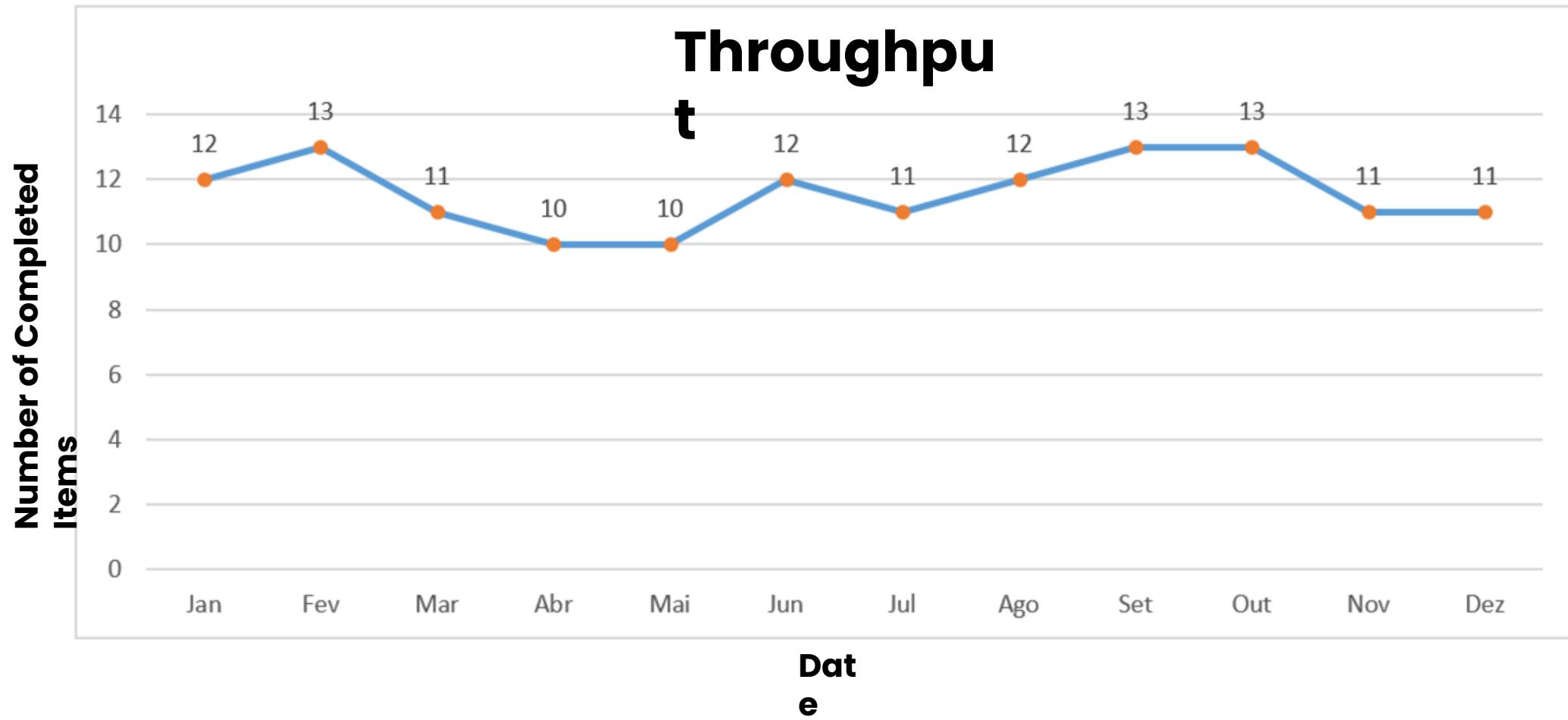
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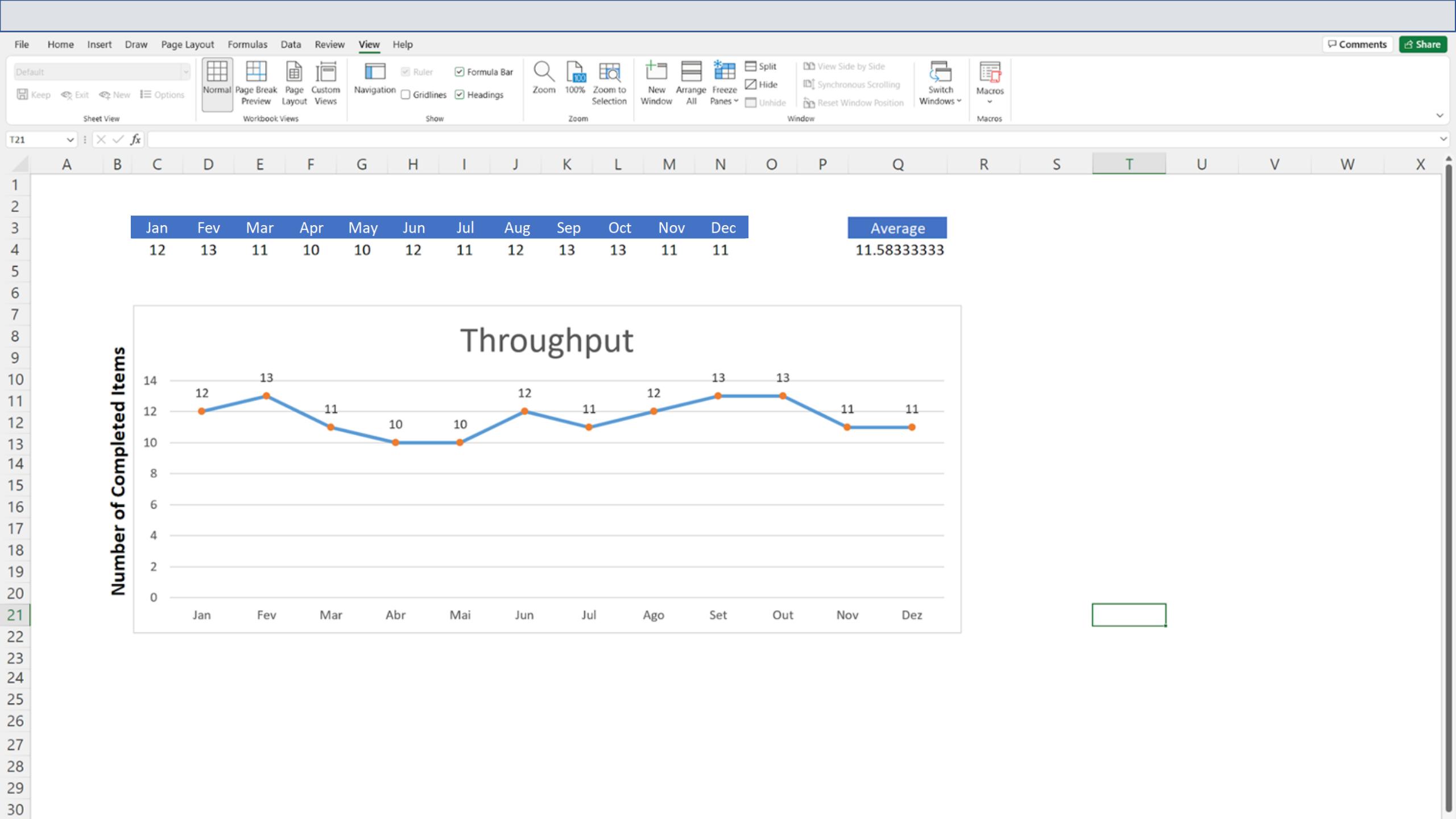


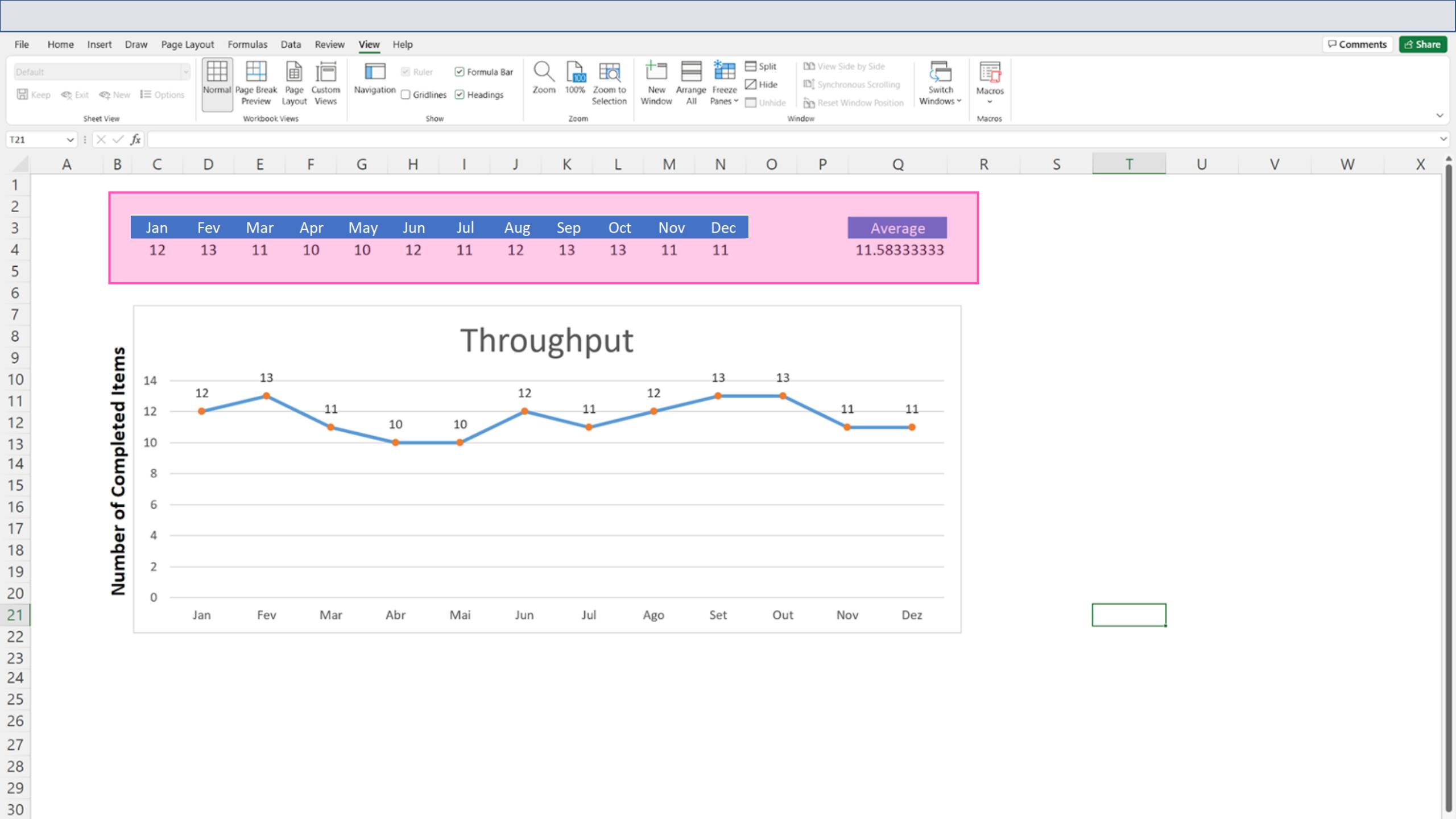
Cumulative Flow Diagram



Throughput







5 Key Kanban Metrics



5 Key Kanban Metrics



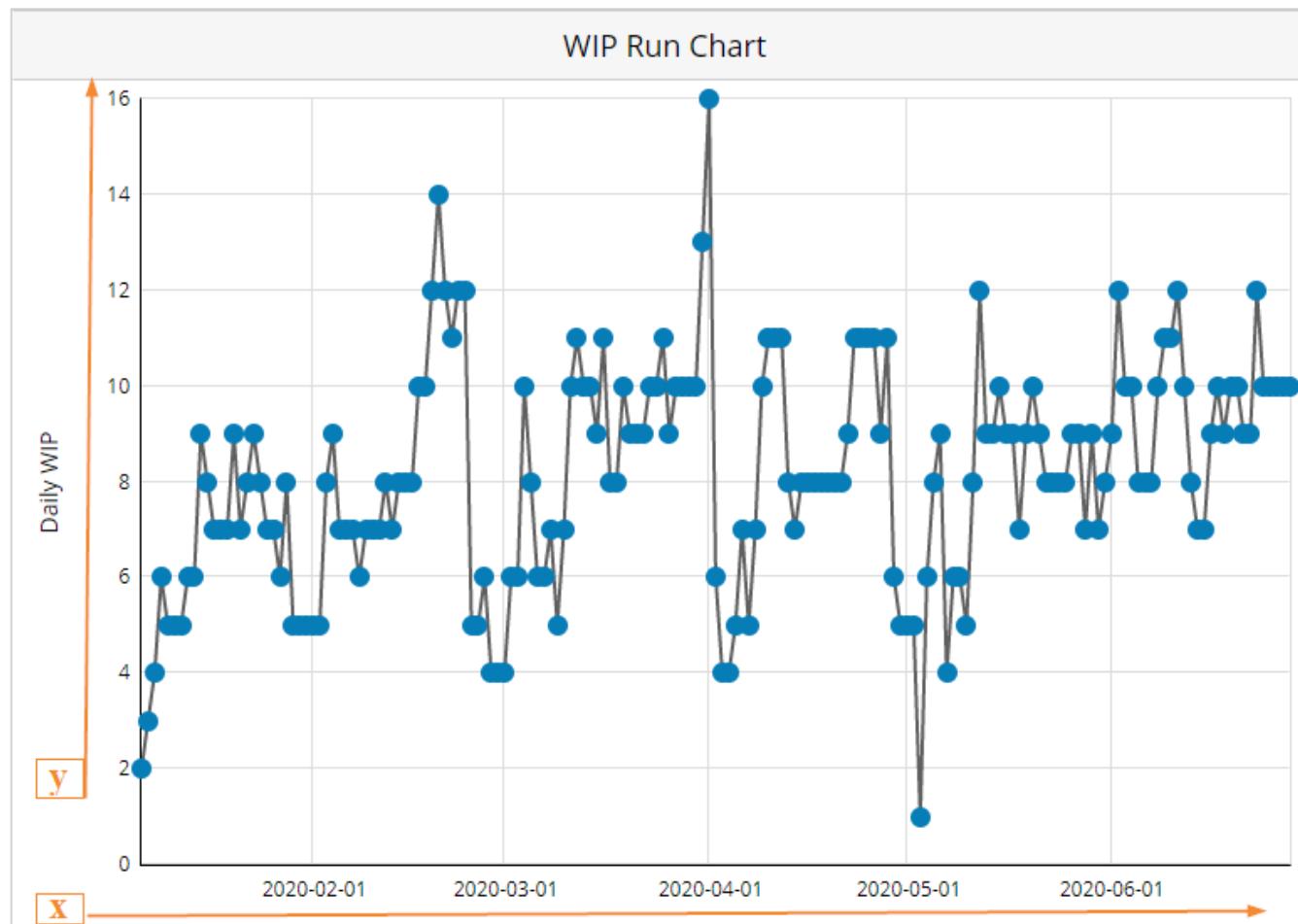


WORK IN PROGRESS &

WORK ITEM AGE

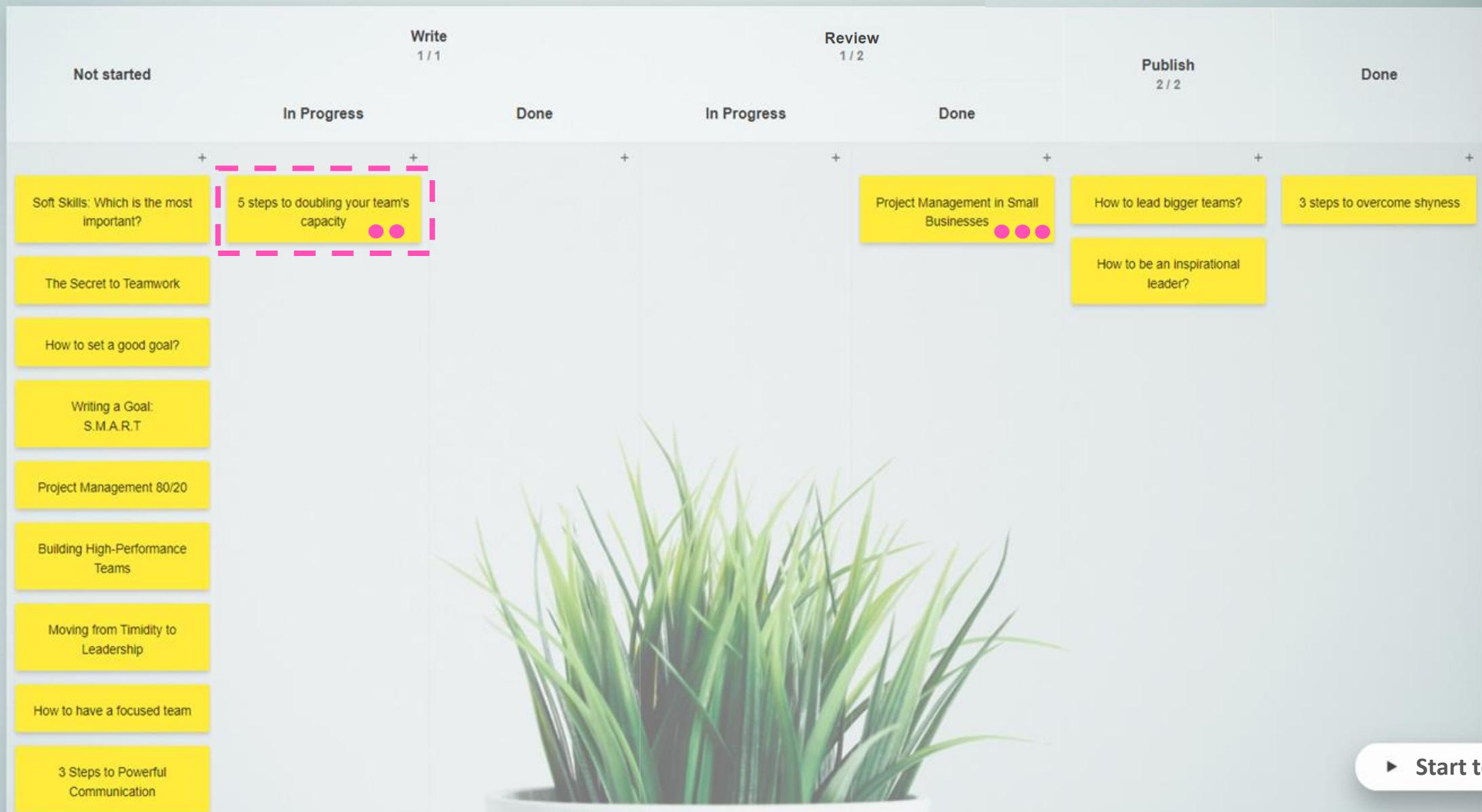
Work In Progress

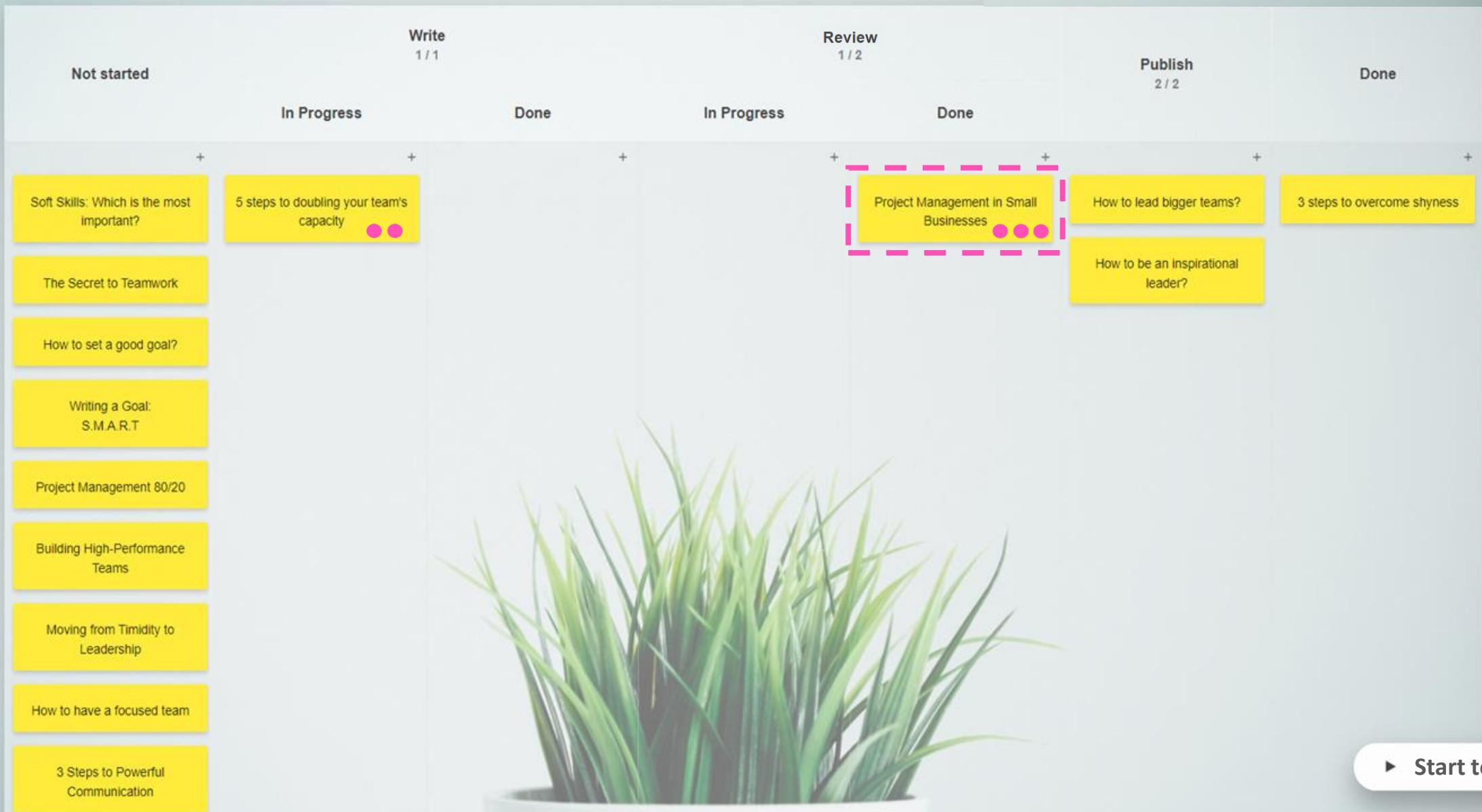
“ The number of work items started but not finished. ”

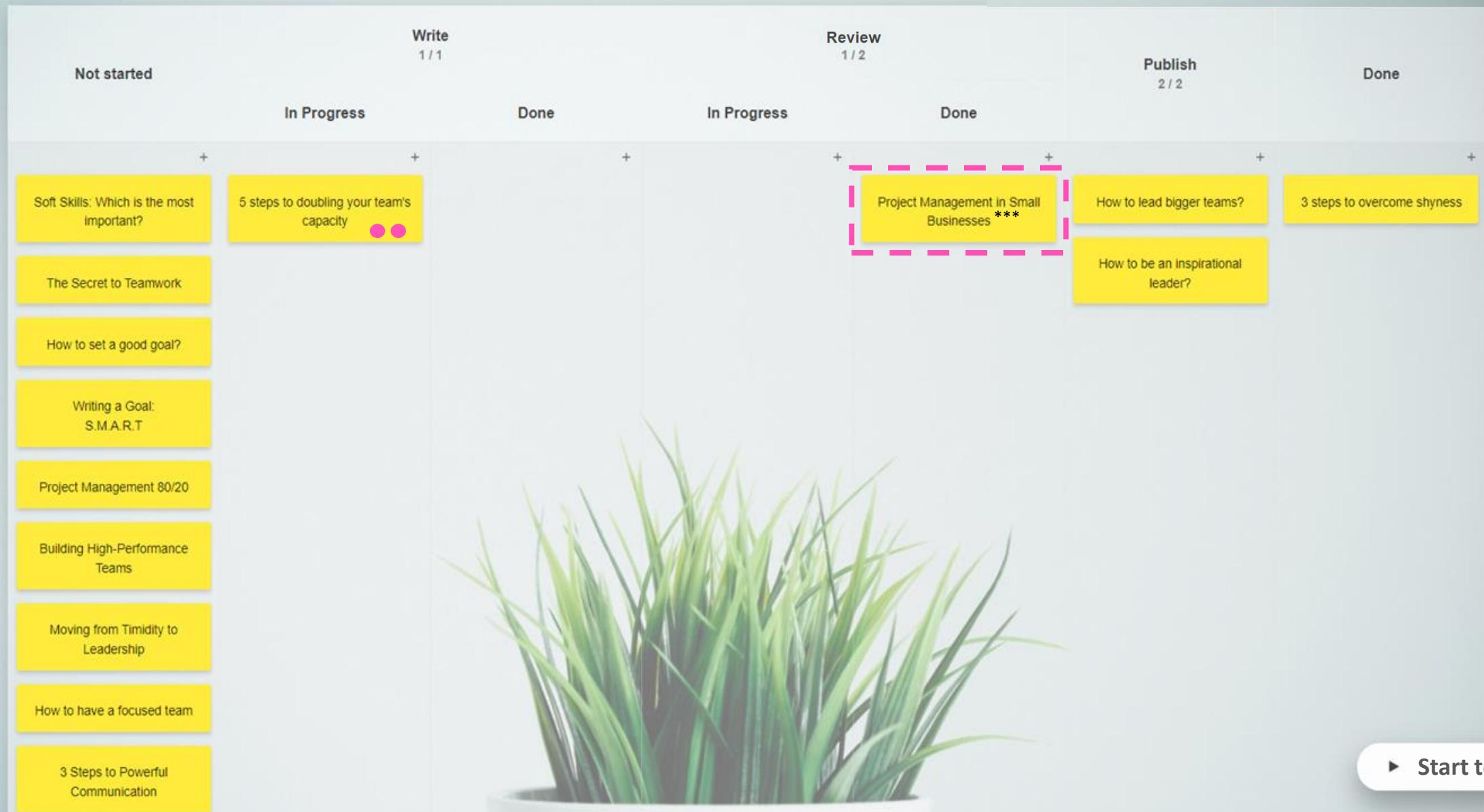


Work Item Age

“The amount of time between when a work item started and the current time.”







WHY USE IT?



WHY USE IT?

1
IDENTIFY
TASKS
THAT
REQUIRE
ATTENTIO
N

WHY USE IT?

1
IDENTIFY
TASKS
THAT
REQUIRE
ATTENTIO
N

2
PRIORITY
WORK

5 Key Kanban Metrics





KANBAN METRICS

WRAP UP



3 KEY ASPECTS



3 KEY ASPECTS

1

START SIMPLE



3 KEY ASPECTS

1

START SIMPLE

2

LITTLE'S LAW

Little's Law

$$\text{Average Cycle Time} = \frac{\text{Average WIP}}{\text{Average Throughput}}$$

Little's Law

“

$$\text{Average Cycle Time} = \frac{\text{Average WIP}}{\text{Average Throughput}}$$

constant”

Little's Law

“

$$\text{Average Cycle Time} = \frac{\text{Average WIP}}{\text{Average Throughput}}$$

constant

”

Little's Law

$$\text{Average Cycle Time} = \frac{\text{Average WIP}}{\text{Average Throughput}}$$

constant

Little's Law

“
Average Cycle Time = $\frac{\text{Average WIP}}{\text{Average Throughput}}$ constant
”

Little's Law

“

“

Average Cycle Time = $\frac{\text{Average WIP}}{\text{Average Throughput}}$ constant

”

”

Little's Law

“

$$\text{Average Cycle Time} = \frac{\text{Average WIP}}{\text{Average Throughput}}$$

”



3 KEY ASPECTS

1

START SIMPLE

2

LITTLE'S LAW

3

BE CAREFUL
WITH
PREDICTIONS

Little's Law

$$\text{Average Cycle Time} = \frac{\text{Average WIP}}{\text{Average Throughput}}$$

Little's Law

Average Cycle Time = $\frac{\text{Average WIP}}{\text{Average Throughput}}$

5 20
 Average WIP Average Throughput 4

Little's Law

Average Cycle Time = $\frac{\text{Average WIP}}{\text{Average Throughput}}$

5 40
Average WIP Average Throughput

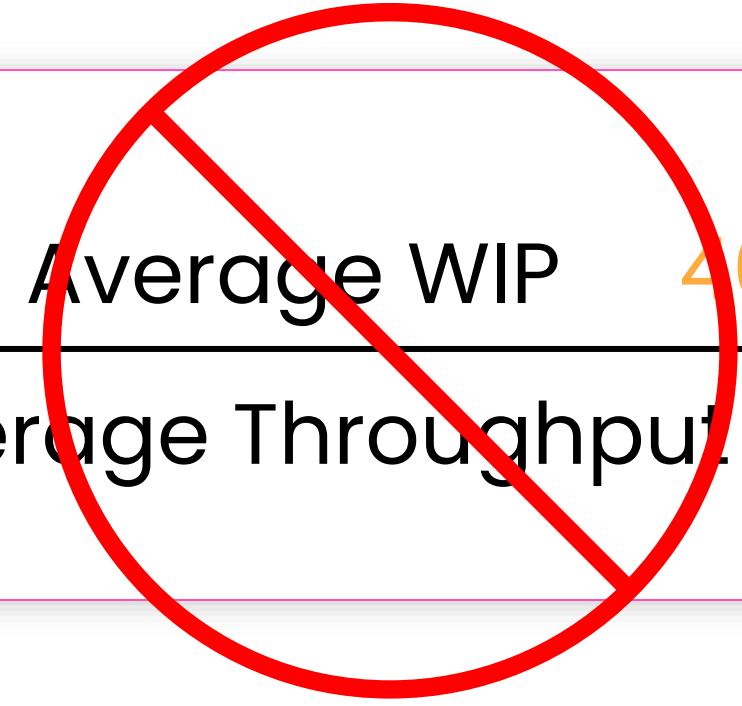
8

Little's Law

“

$$\text{Average Cycle Time} = \frac{\text{Average WIP}}{\text{Average Throughput}}$$

”



The equation illustrates Little's Law, which states that Average Cycle Time is equal to the ratio of Average WIP (Work In Progress) to Average Throughput. The formula is presented as a fraction: Average Cycle Time is on the left, followed by an equals sign, then a horizontal line with two terms above it. The top term is Average WIP, and the bottom term is Average Throughput. A large red circle with a diagonal slash through it is drawn over the bottom term, indicating that Average Throughput is the variable being optimized.

Types of Indicators

01 **#One** — Leading

02 **#Two** — Lagging

Types of Indicators

01 **#One** — Leading

Allow us to make predictions: **Work In Progress** and **Work Item Age**.

02 **#Two** — Lagging

Types of Indicators

01

#One

— Leading

Allow us to make predictions: **Work In Progress** and **Work Item Age**.

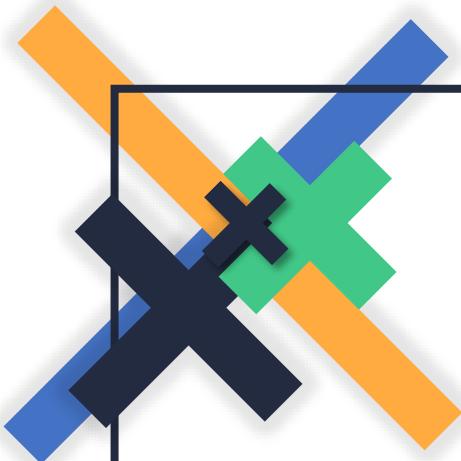
02

#Two

— Lagging

Look at the past: **Lead Time**, **Cycle Time**, and **Throughput**.

Be **careful** when creating **forecasts**



3 KEY ASPECTS

1

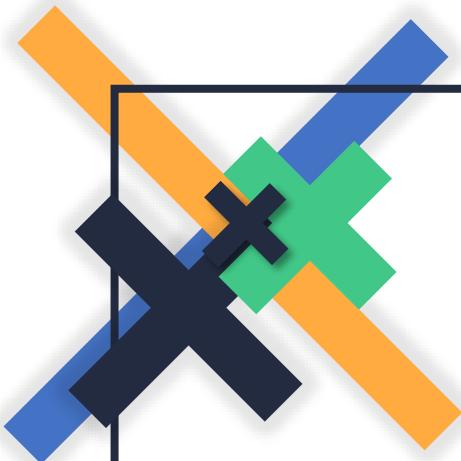
START SIMPLE

2

LITTLE'S LAW

3

BE CAREFUL
WITH
PREDICTIONS



3 KEY ASPECTS

1

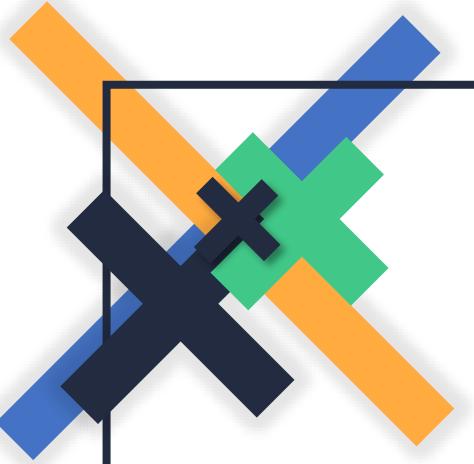
START SIMPLE

2

LITTLE'S LAW

3

BE CAREFUL
WITH
PREDICTIONS



3 KEY ASPECTS

1

START SIMPLE

2

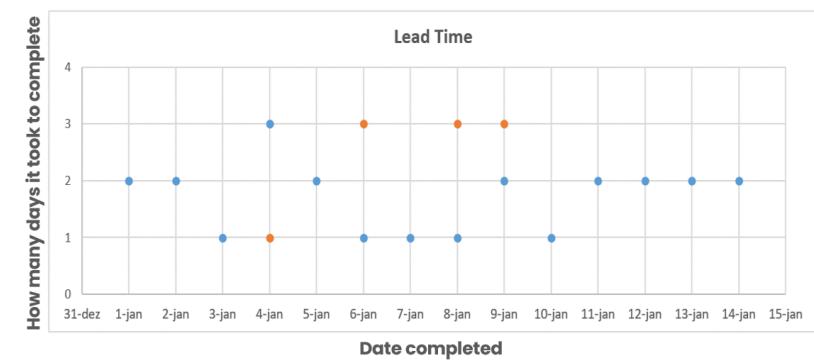
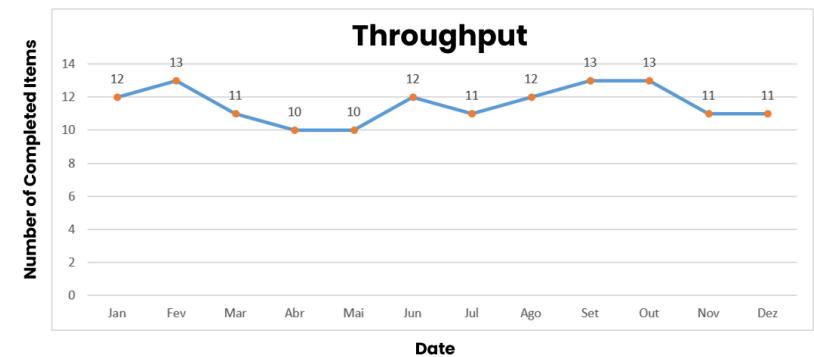
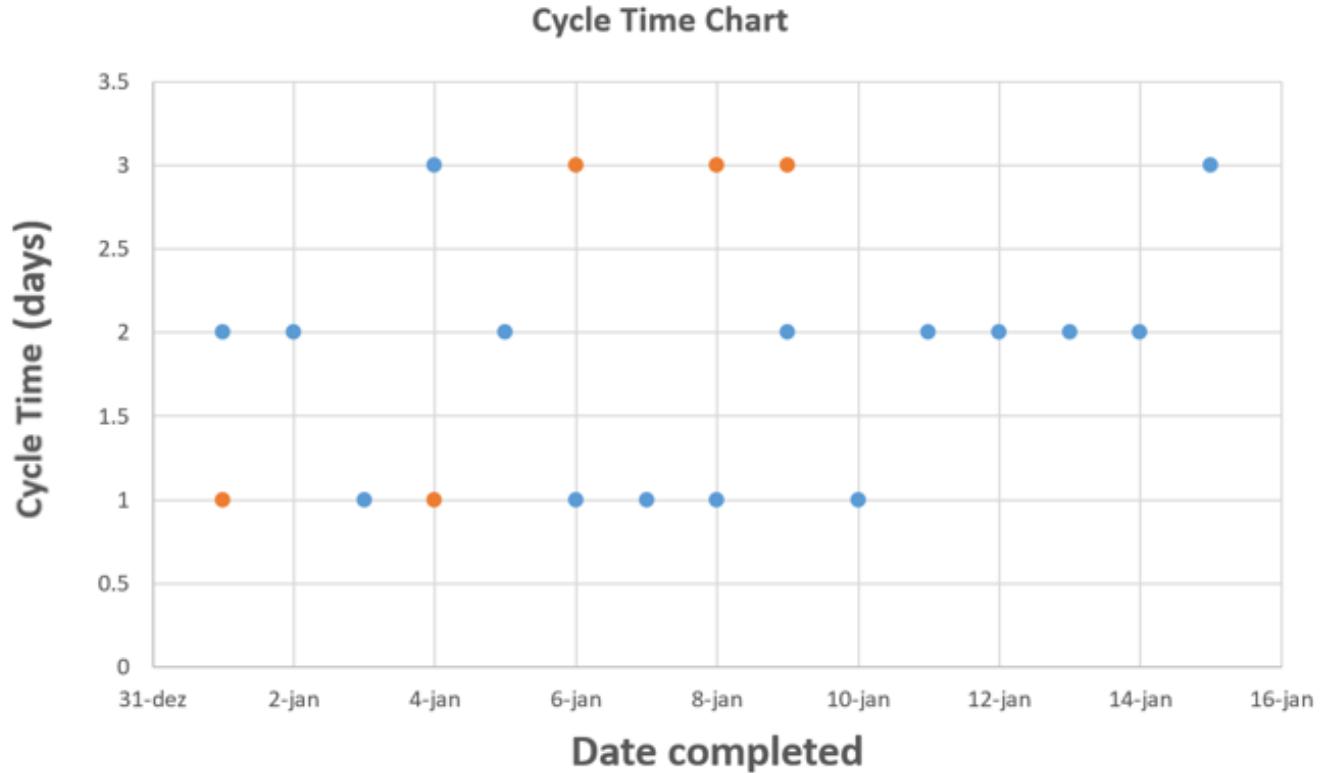
LITTLE'S LAW

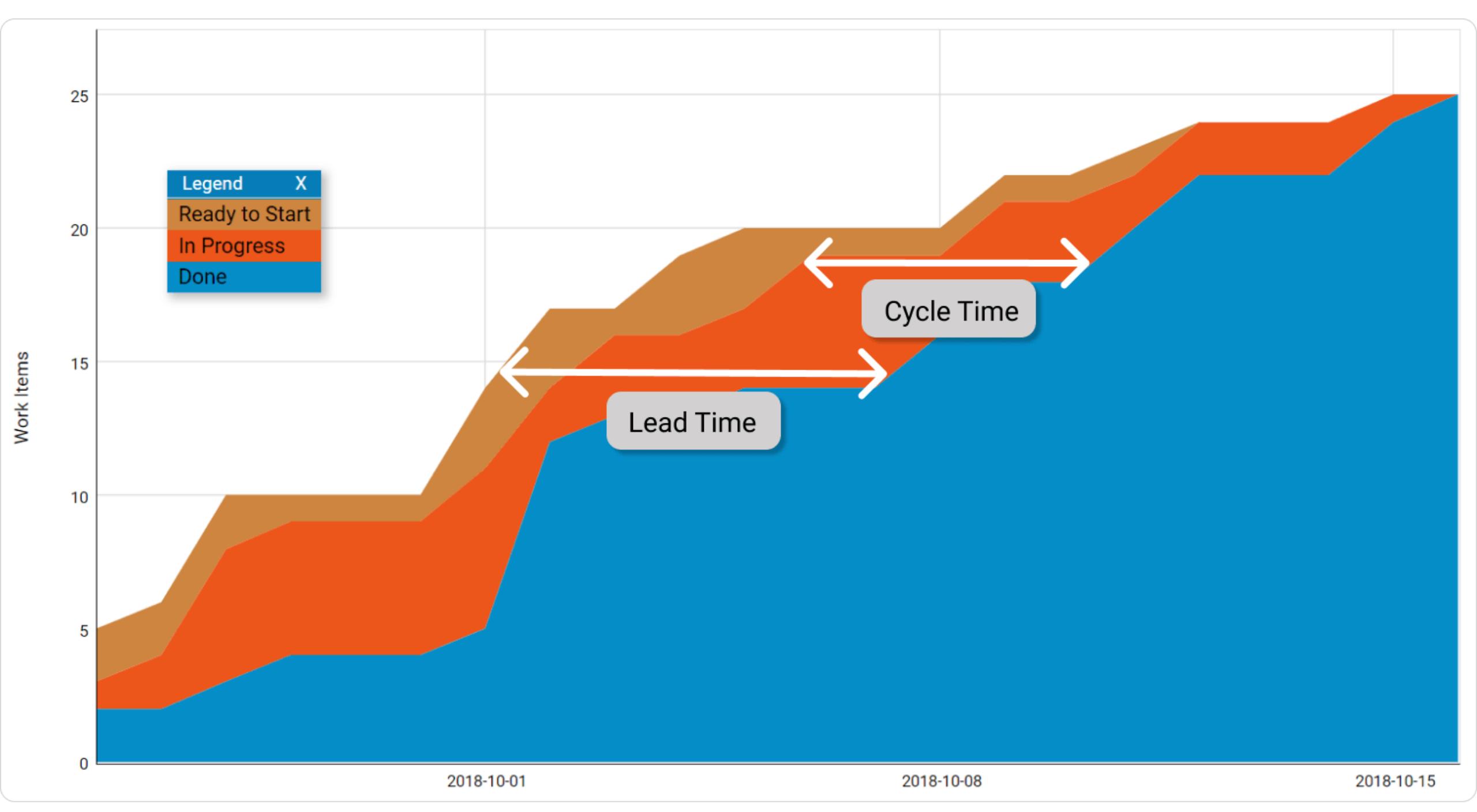
3

BE CAREFUL
WITH
PREDICTIONS



CUMULATIVE FLOW DIAGRAM





Lecture Structure

Spreadsheet

Lecture Structure

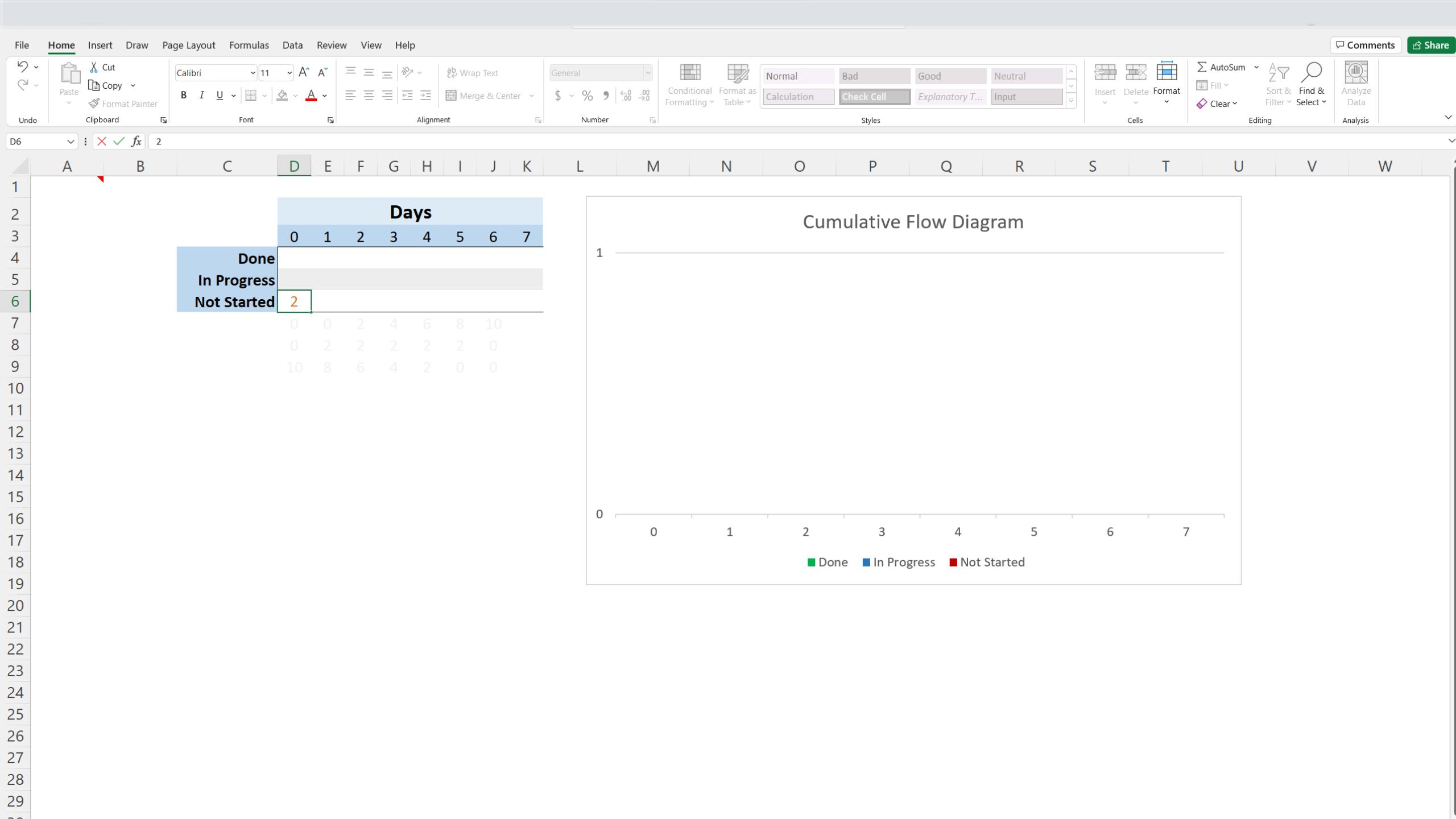
Spreadsheet

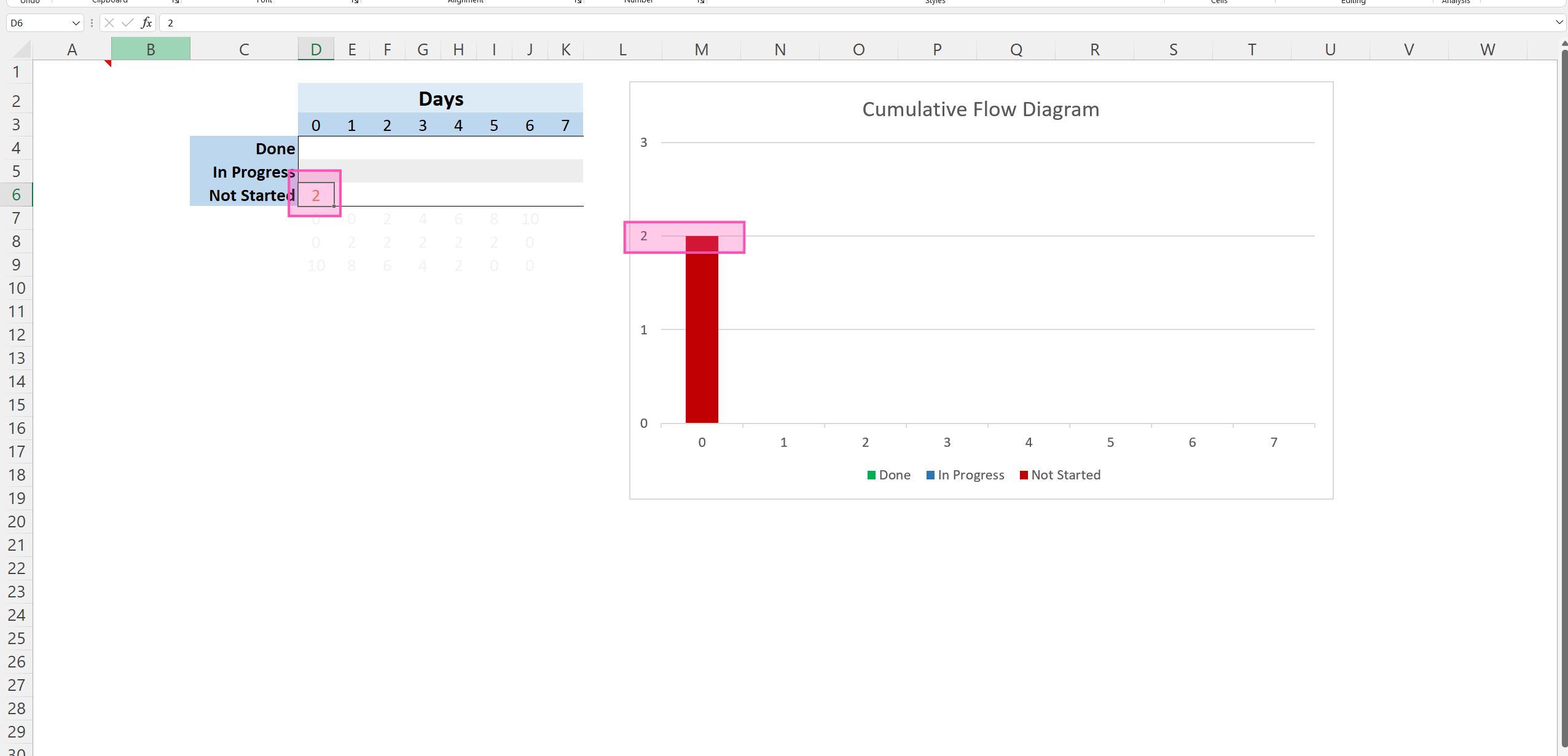
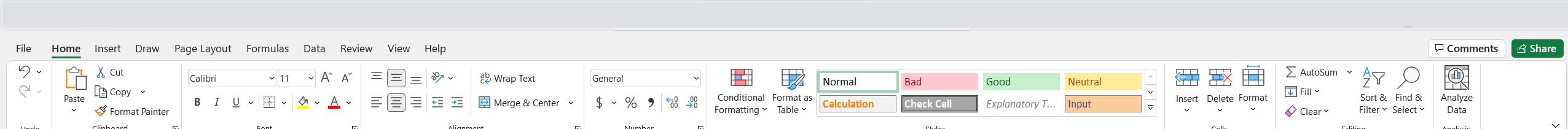
KanbanTool

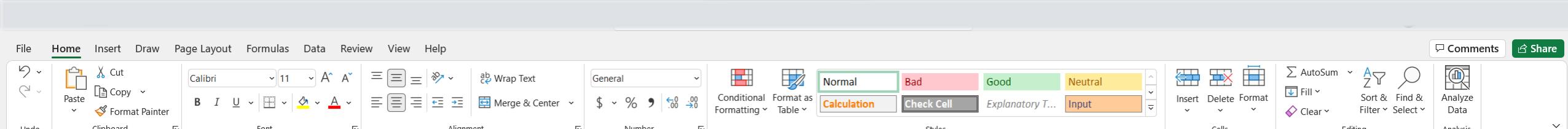
Lecture Structure

Spreadsheet

KanbanTool







W31 : fx

A B C D E F G H I J K L M N O P Q R S T U V W

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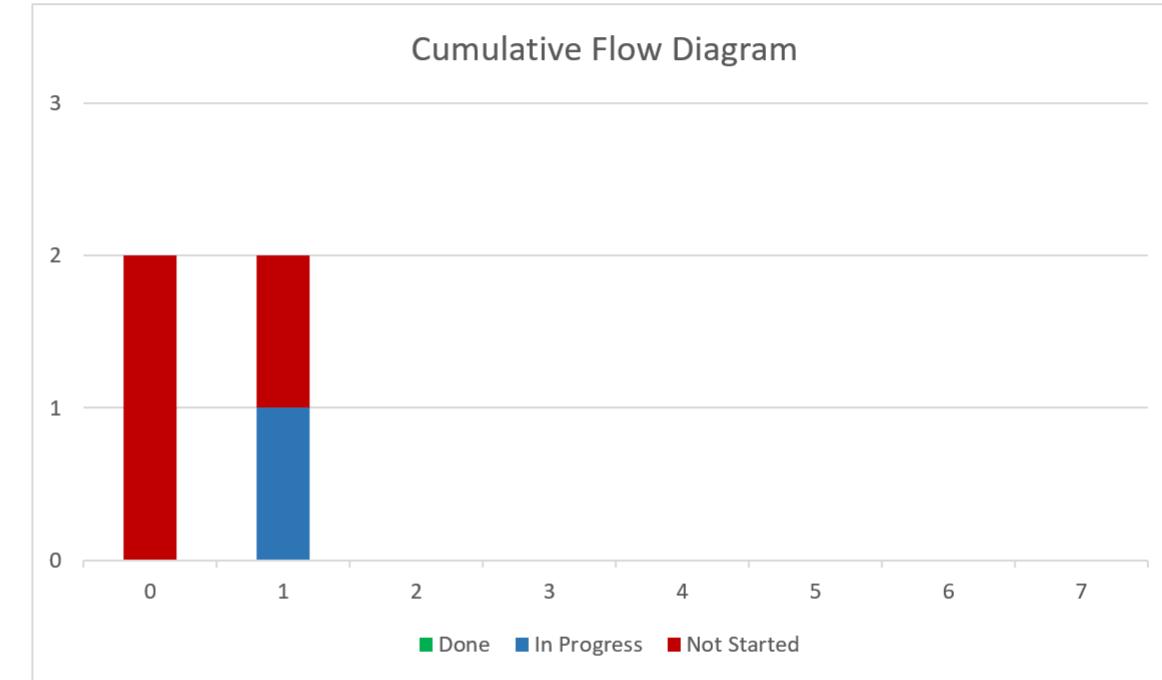
27

28

29

30

Days							
	0	1	2	3	4	5	6
Done							
In Progress		1					
Not Started	2	1					
	0	0	2	4	6	8	10
	0	2	2	2	2	2	0
	10	8	6	4	2	0	0



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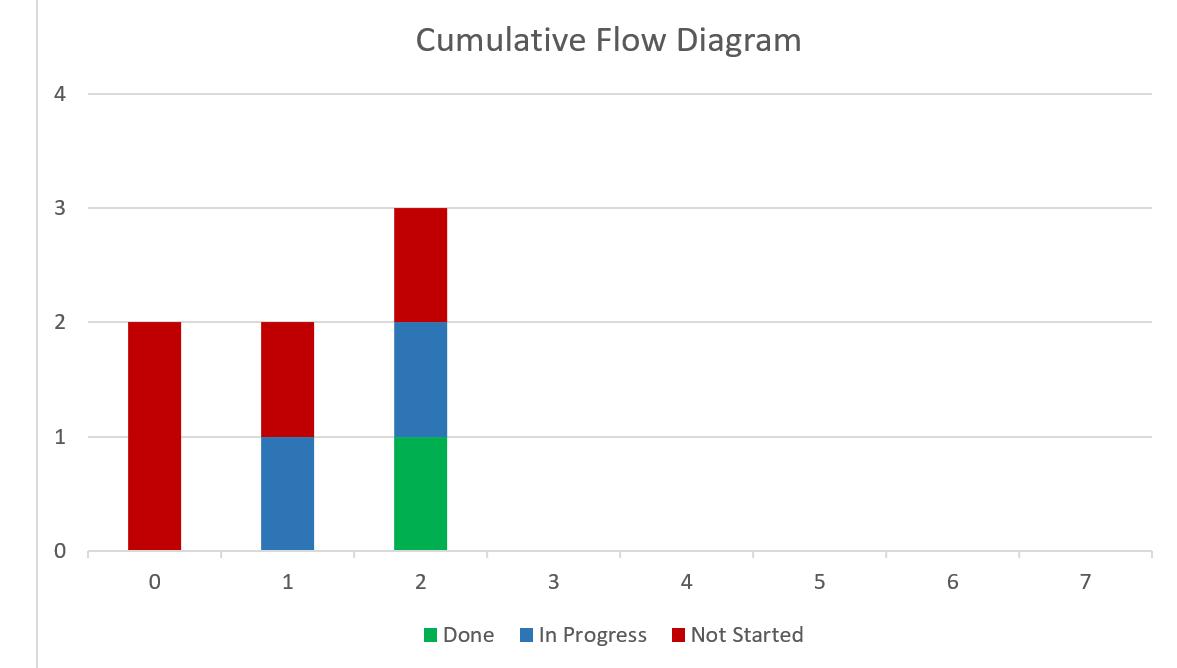
W31 : fx

A B C D E F G H I J K L M N O P Q R S T U V W

1

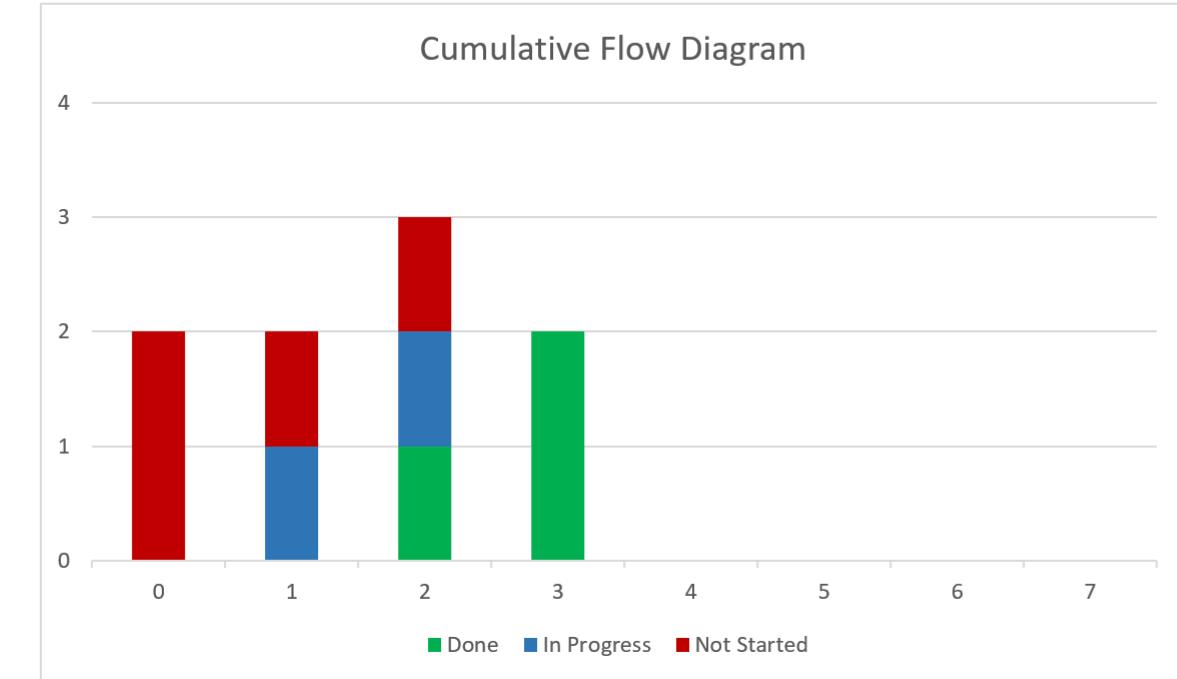
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Done				1				
In Progress		1	1					
Not Started	2	1	1					

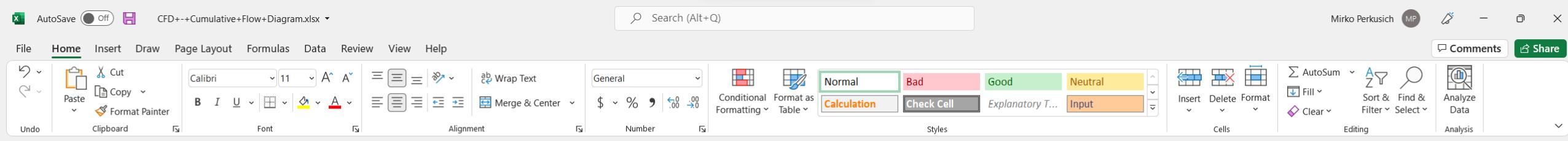
0 0 2 4 6 8 10
0 2 2 2 2 2 0
10 8 6 4 2 0 0



The image shows the Microsoft Excel ribbon at the top of a worksheet. The 'Home' tab is currently selected, indicated by a green underline. Other tabs include File, Insert, Draw, Page Layout, Formulas, Data, Review, View, and Help. On the far right, there are 'Comments' and 'Share' buttons. Below the ribbon, the 'Clipboard' section shows options for Paste, Cut, Copy, and Format Painter. The 'Font' section includes Calibri font, font size 11, bold (B), italic (I), underline (U), and font color (A). The 'Number' section shows General, Currency (\$), Percentage (%), and Number (,) formats. The 'Styles' section features the 'Normal' style (green bar) and other conditional formats like 'Bad' (red), 'Good' (green), 'Neutral' (yellow), 'Calculation' (orange), 'Check Cell' (gray), 'Explanatory T...' (light blue), and 'Input' (orange). The 'Cells' section contains buttons for Insert, Delete, and Format, along with AutoSum, Fill, Sort & Filter, and Clear. The 'Editing' section includes Analyze Data and Analysis buttons. The 'Analysis' button is highlighted with a red box.

	Days						
	0	1	2	3	4	5	6
Done			1	2			
In Progress		1	1				
Not Started	2	1	1				
0	0	2	4	6	8	10	
0	2	2	2	2	2	0	
10	8	6	4	2	0	0	

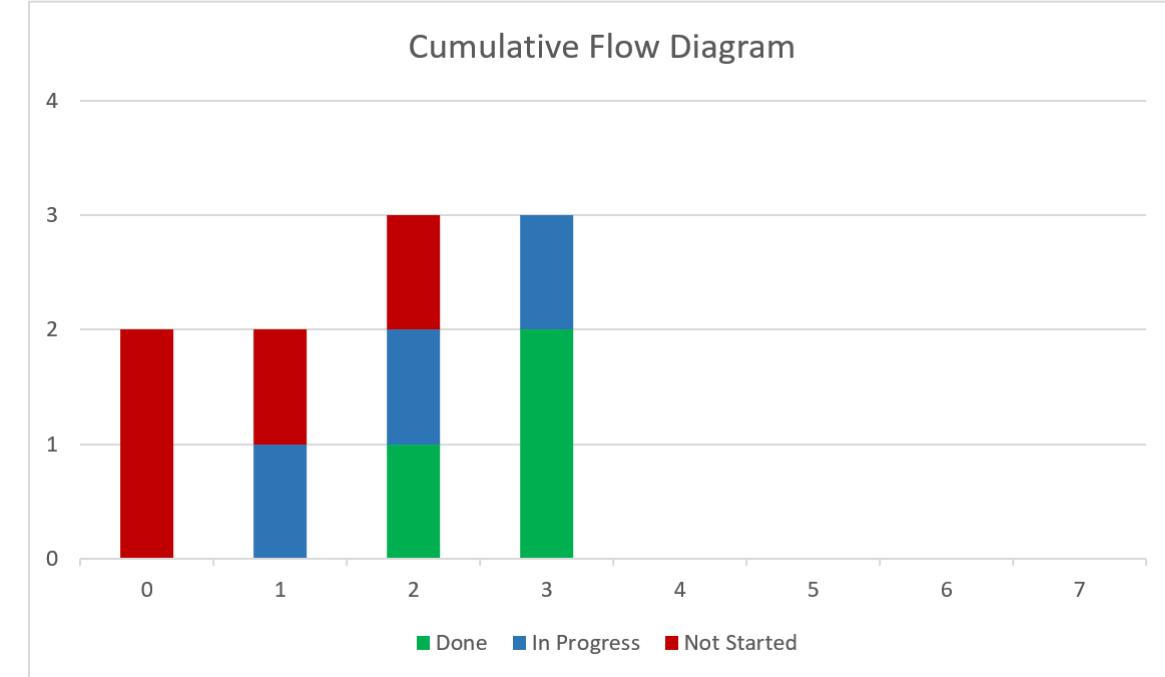




W31

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
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	Days							
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Done			1	2				
In Progress		1	1	1				
Not Started	2	1	1					
	0	0	2	4	6	8	10	
	0	2	2	2	2	2	0	
	10	8	6	4	2	0	0	



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W31 : fx

A B C D E F G H I J K L M N O P Q R S T U V W

1

Days

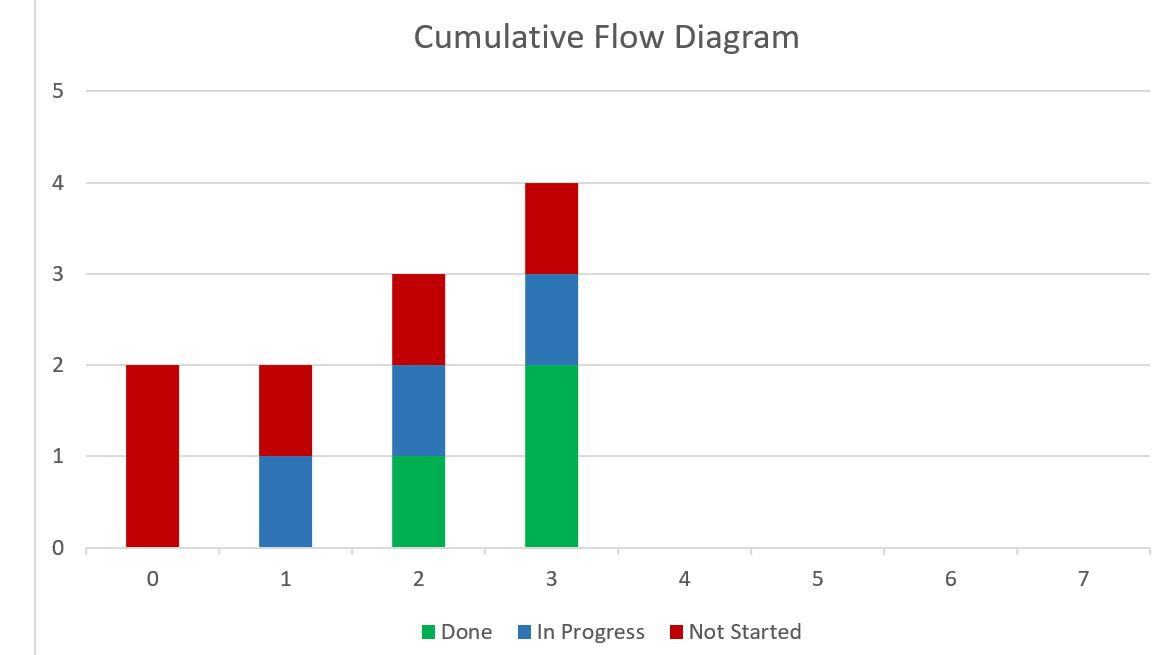
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Done		1	2					
In Progress		1	1	1				
Not Started	2	1	1	1				

0 0 2 4 6 8 10

0 2 2 2 2 2 0

10 8 6 4 2 0 0

Cumulative Flow Diagram

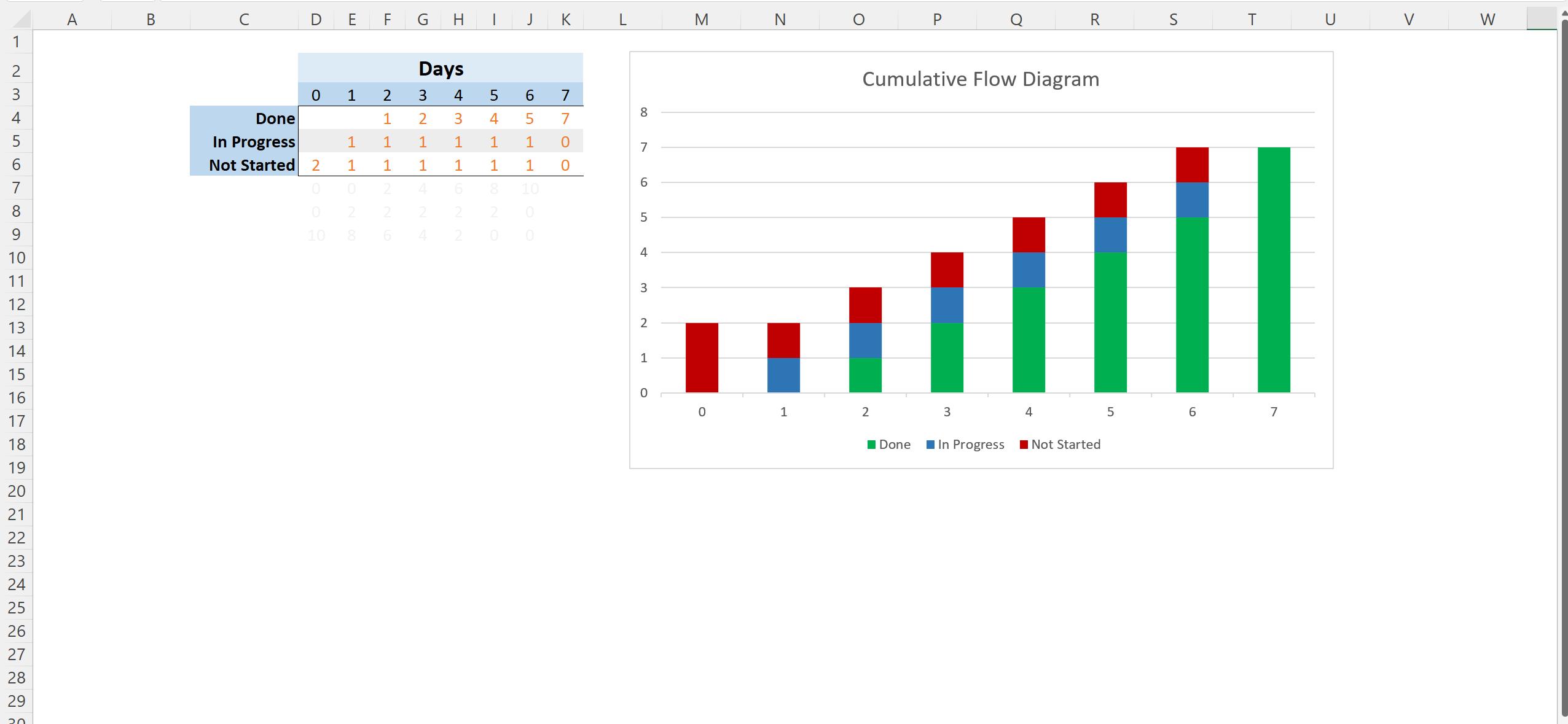


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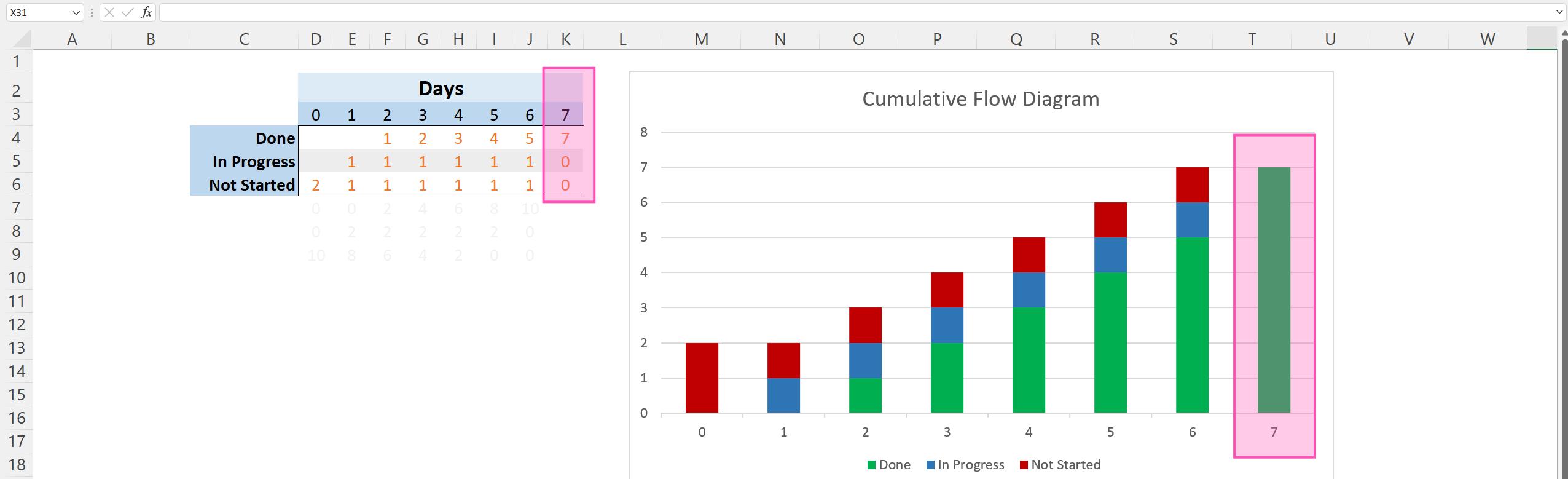
X31 : fx



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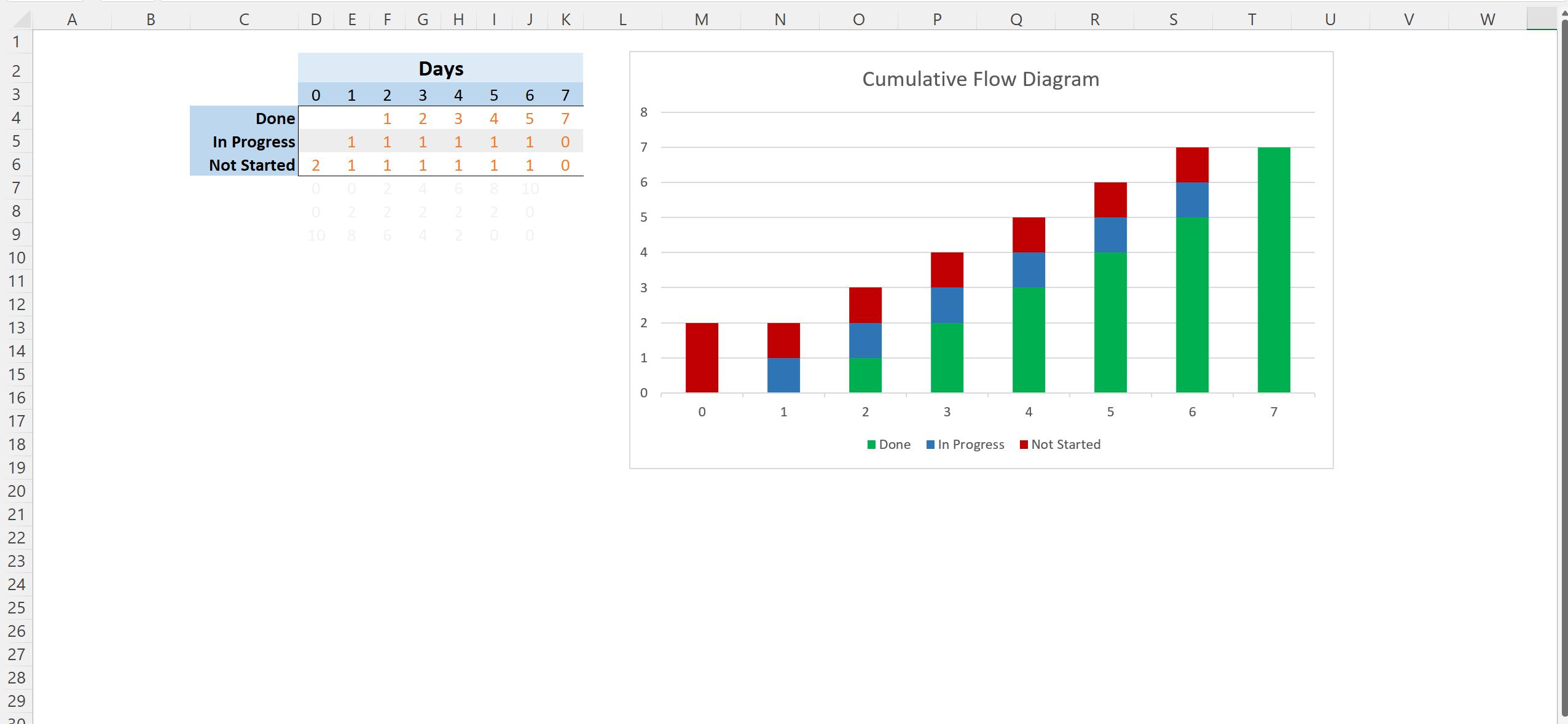


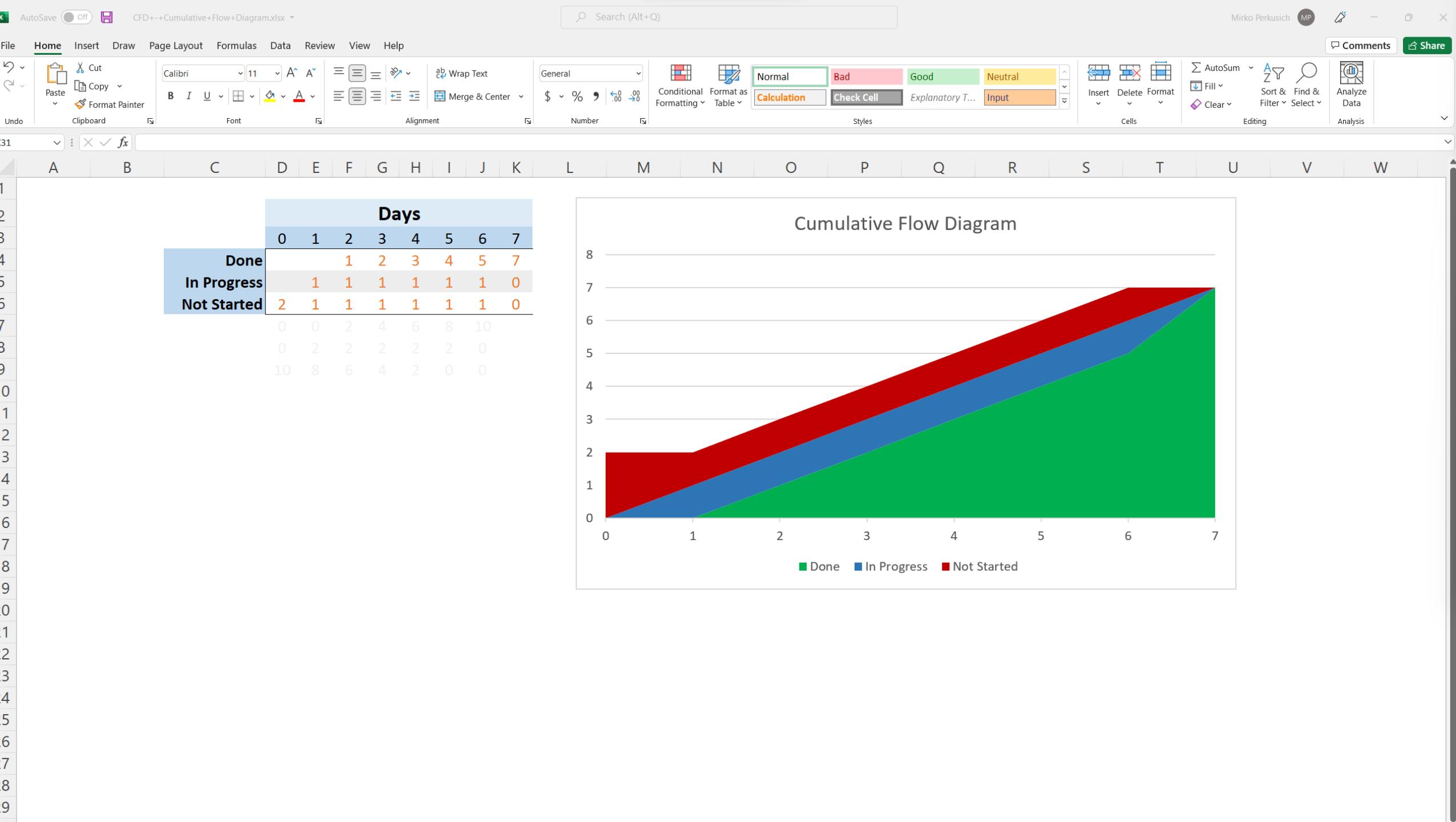
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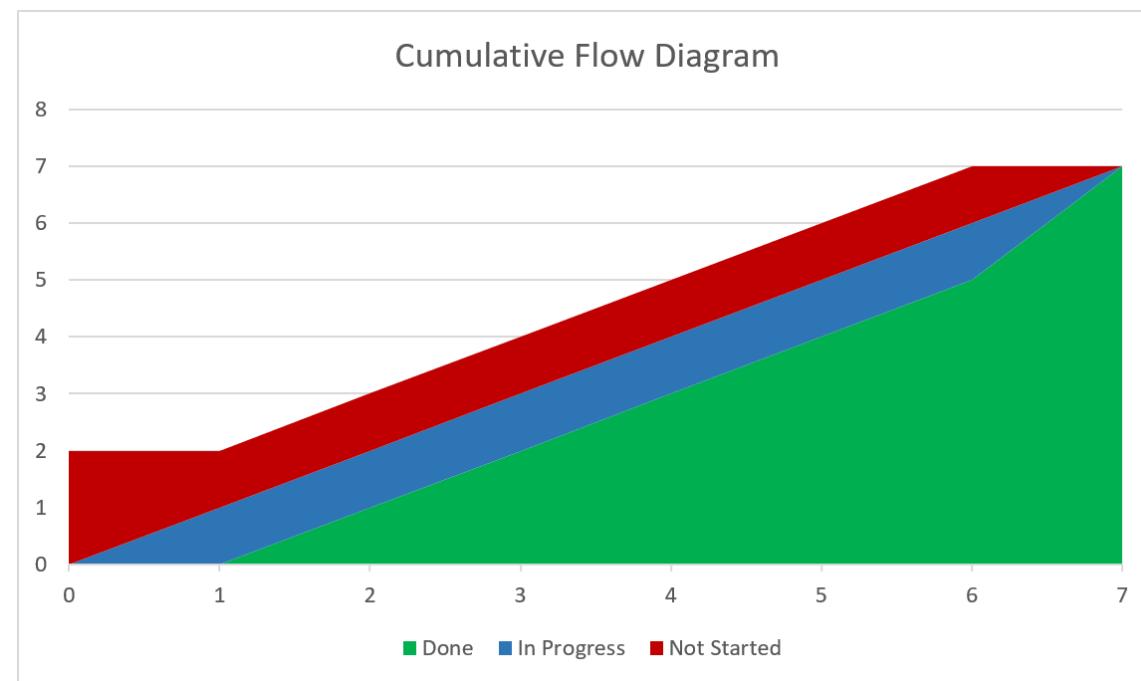
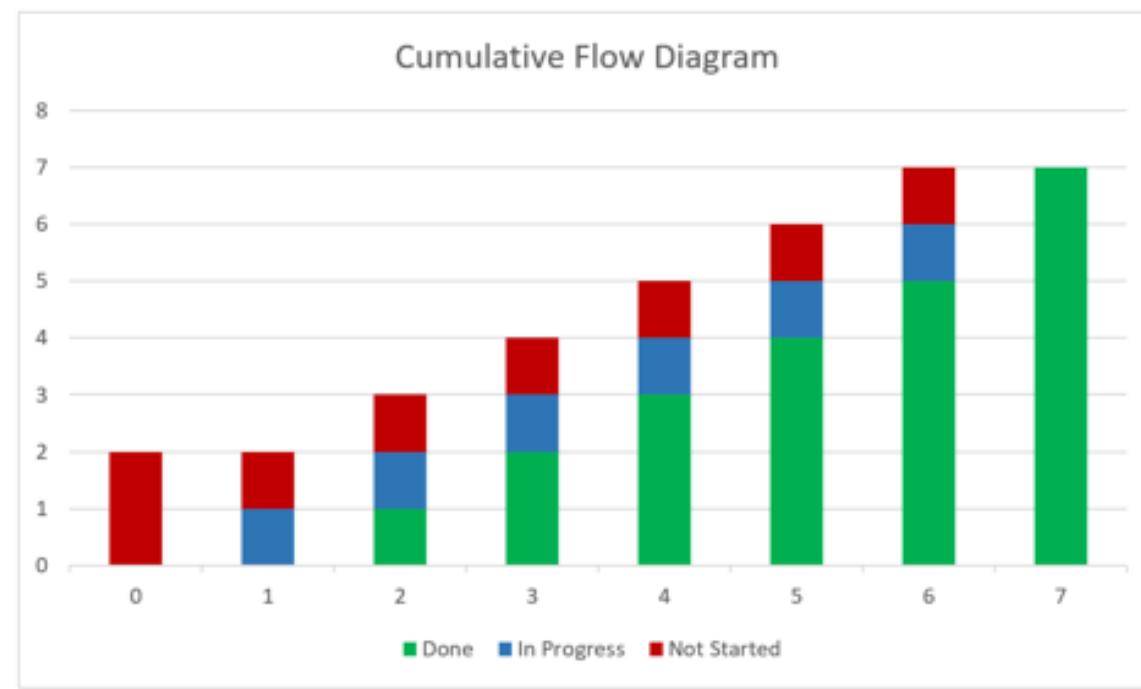
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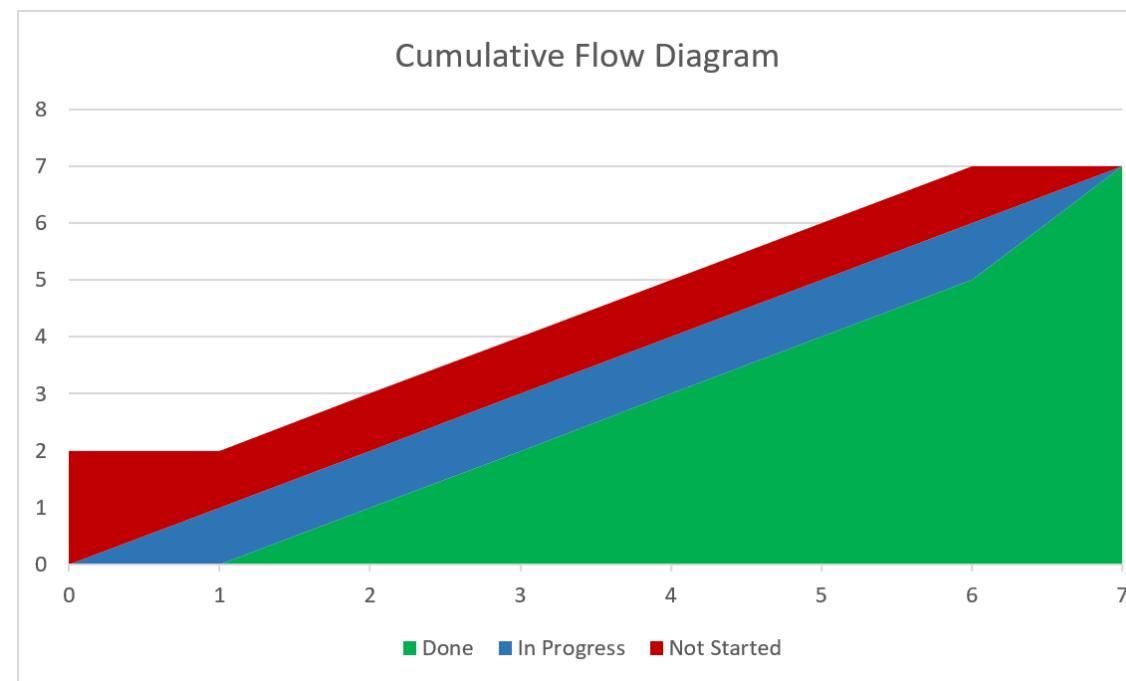
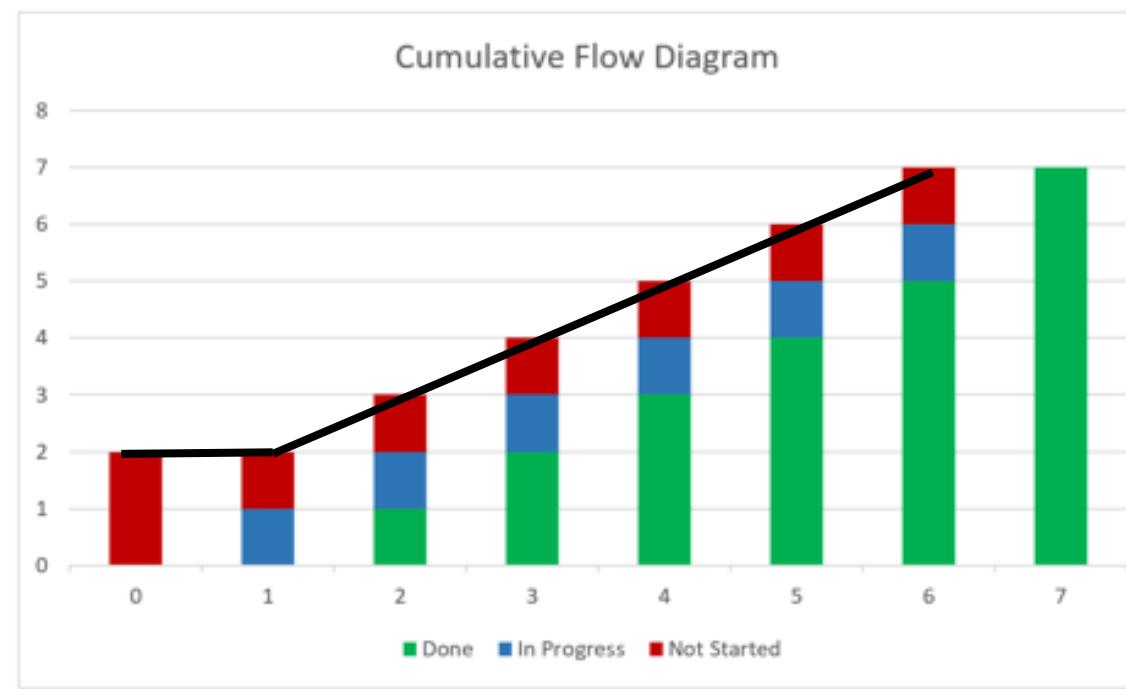
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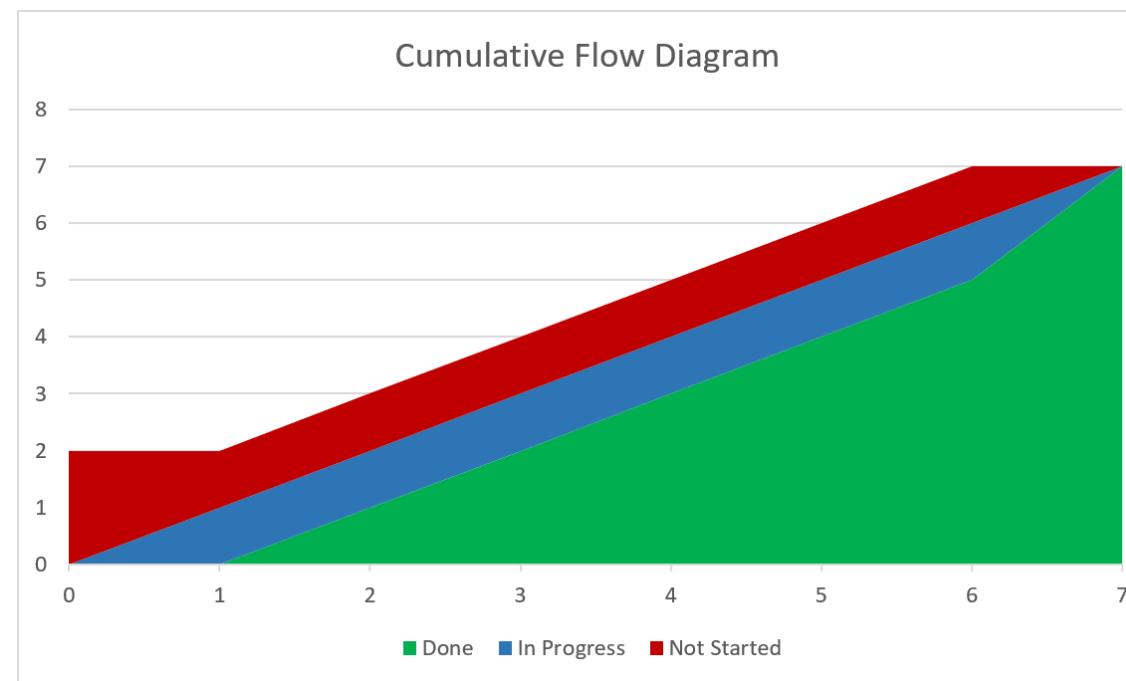
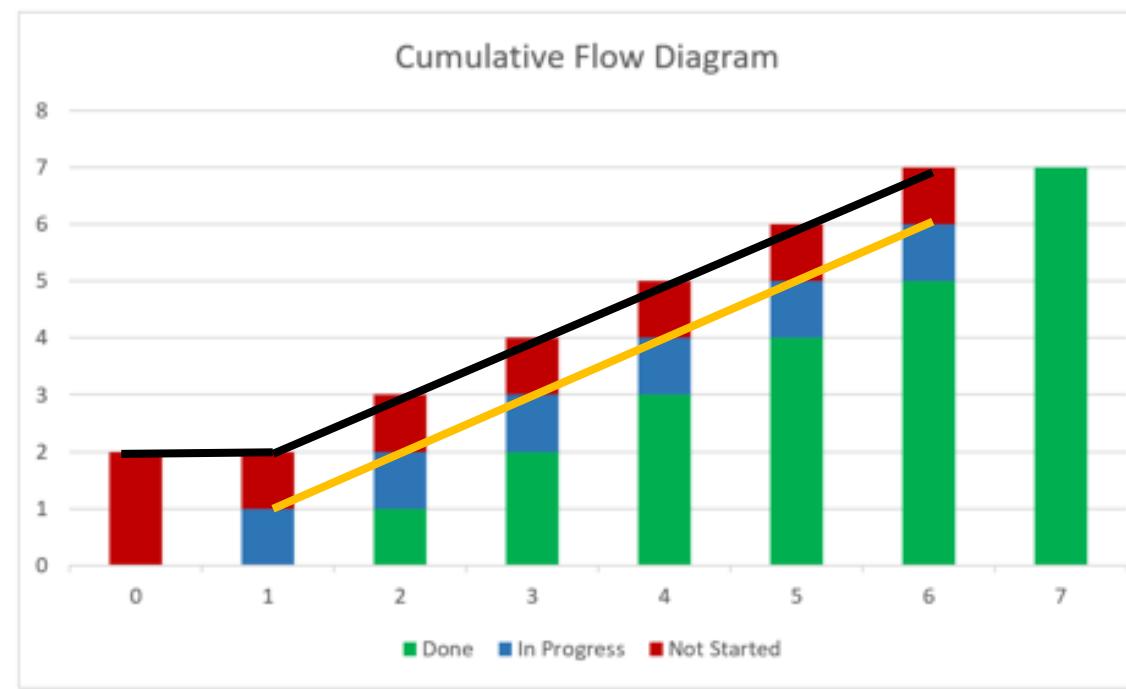
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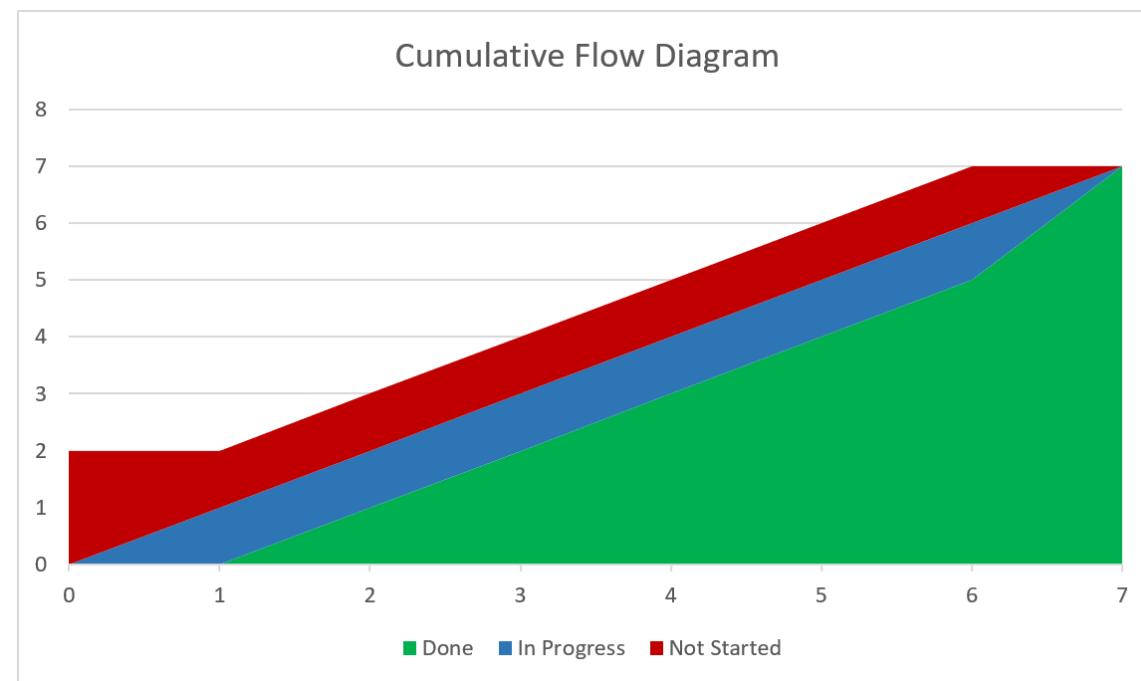
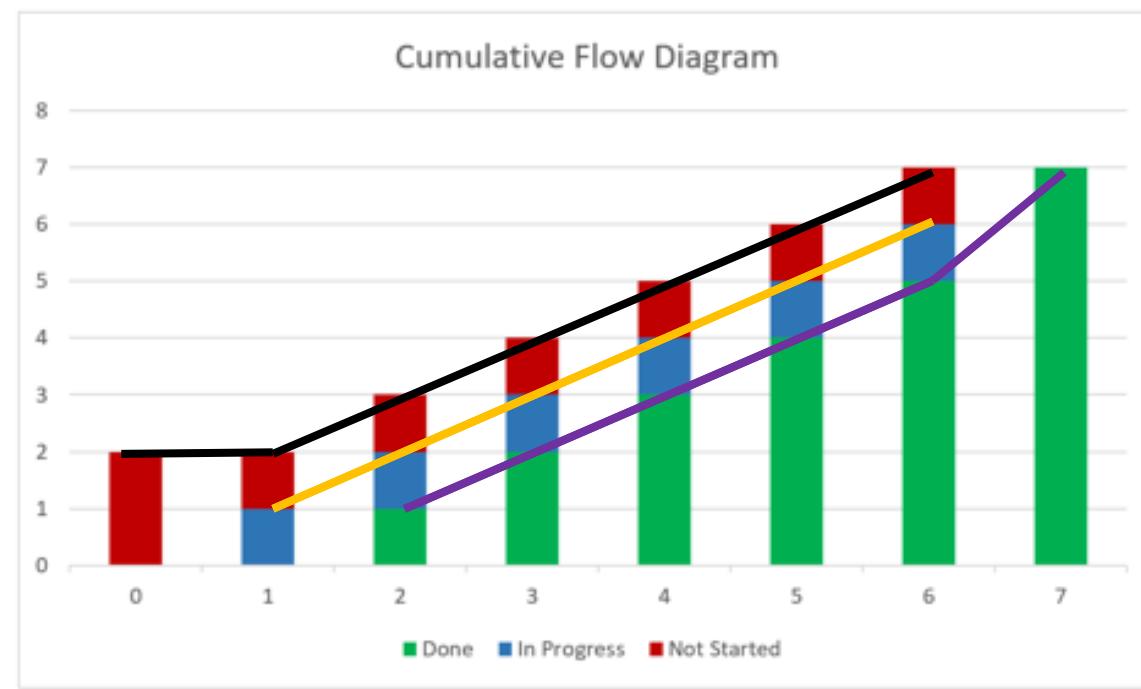


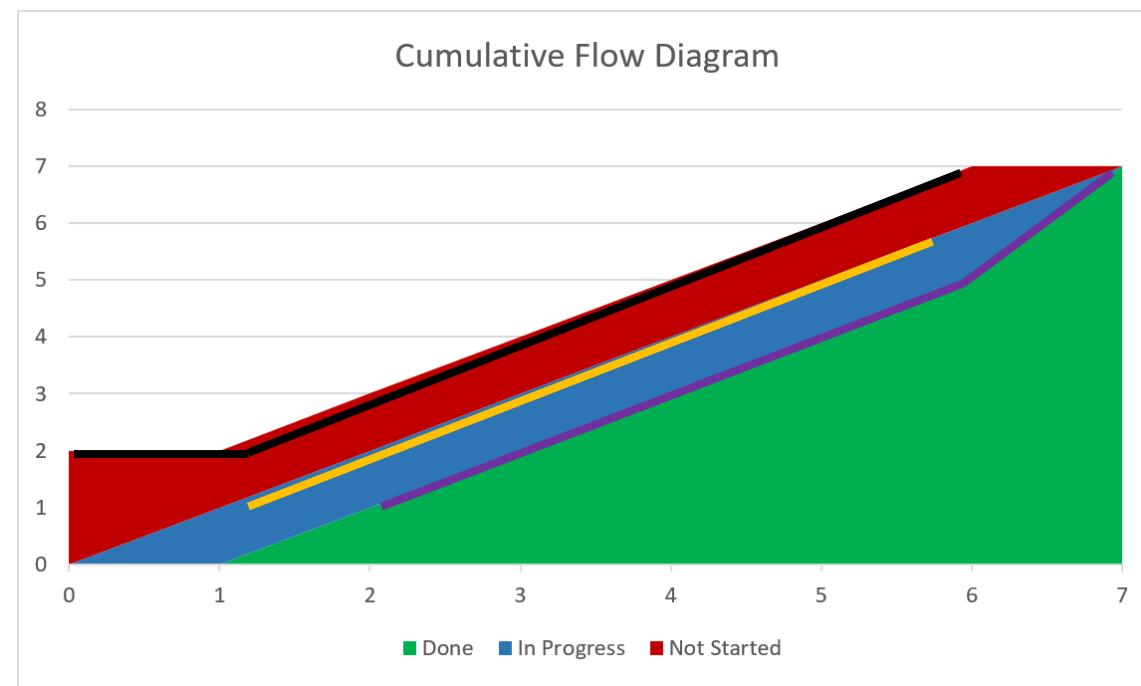
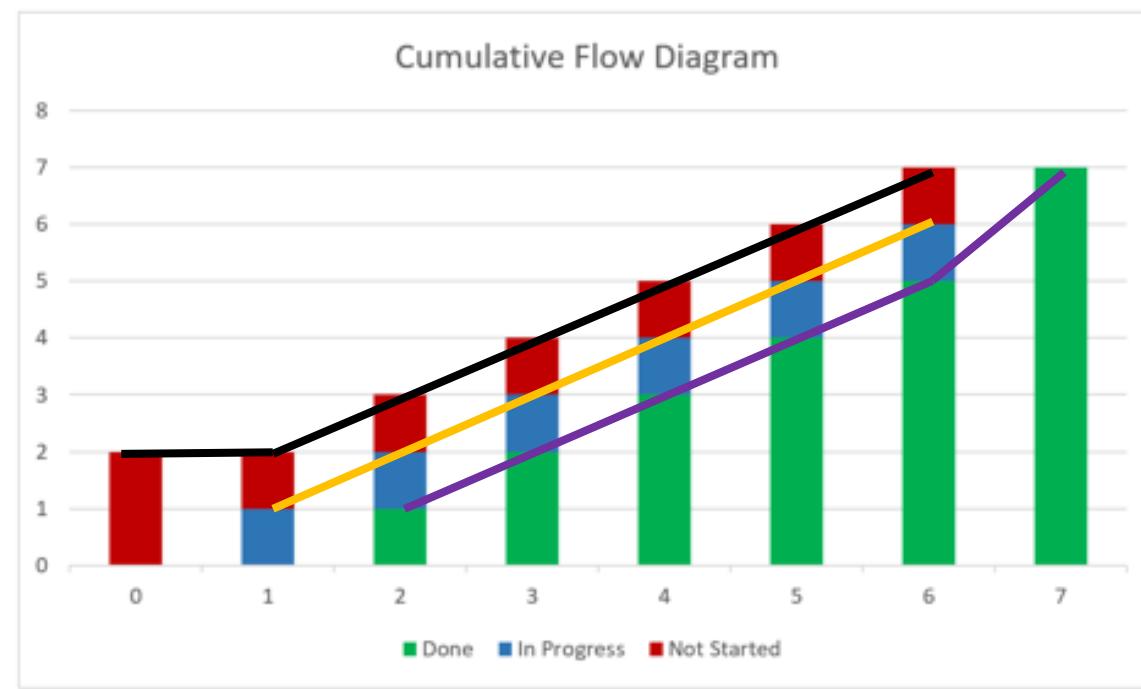


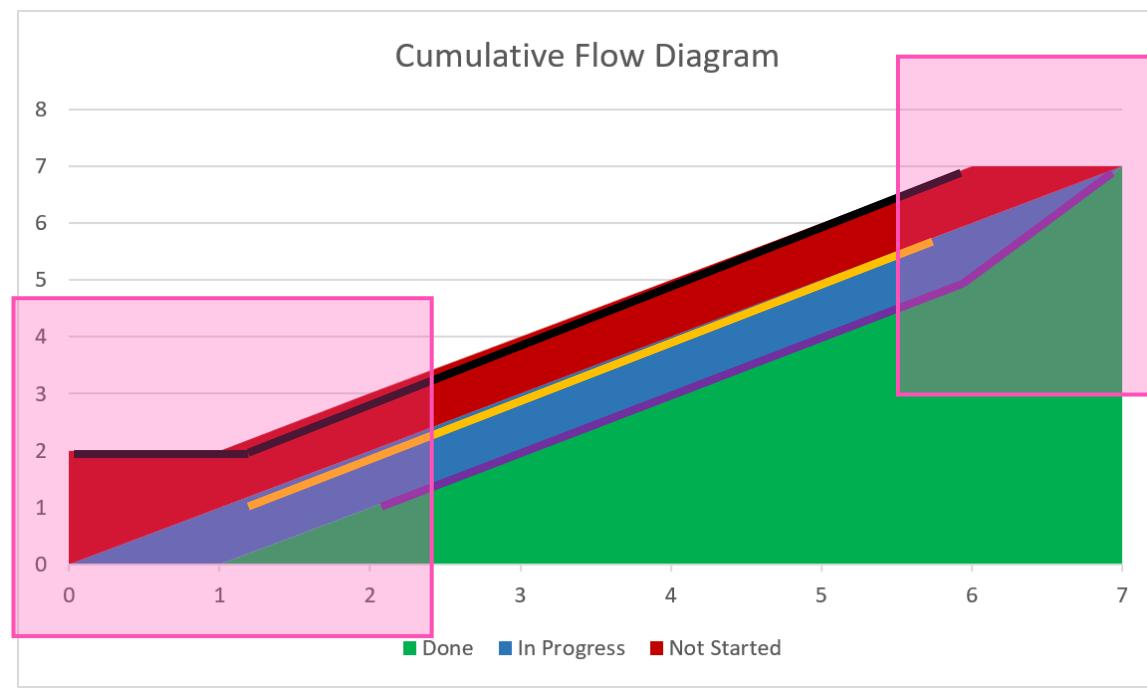
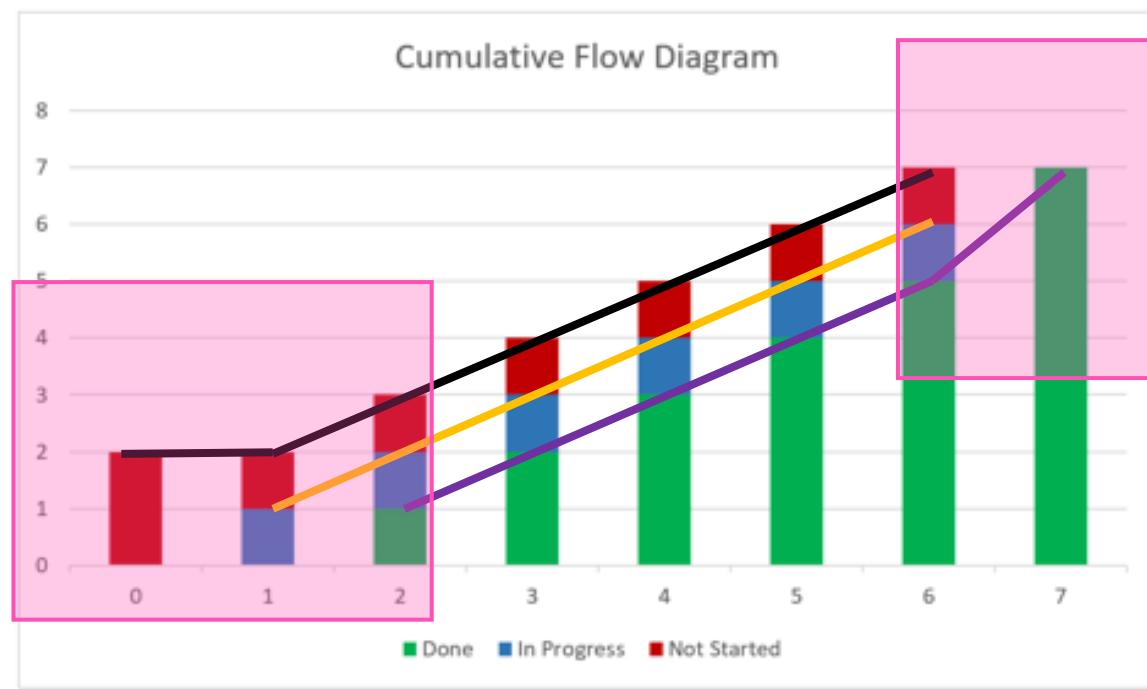


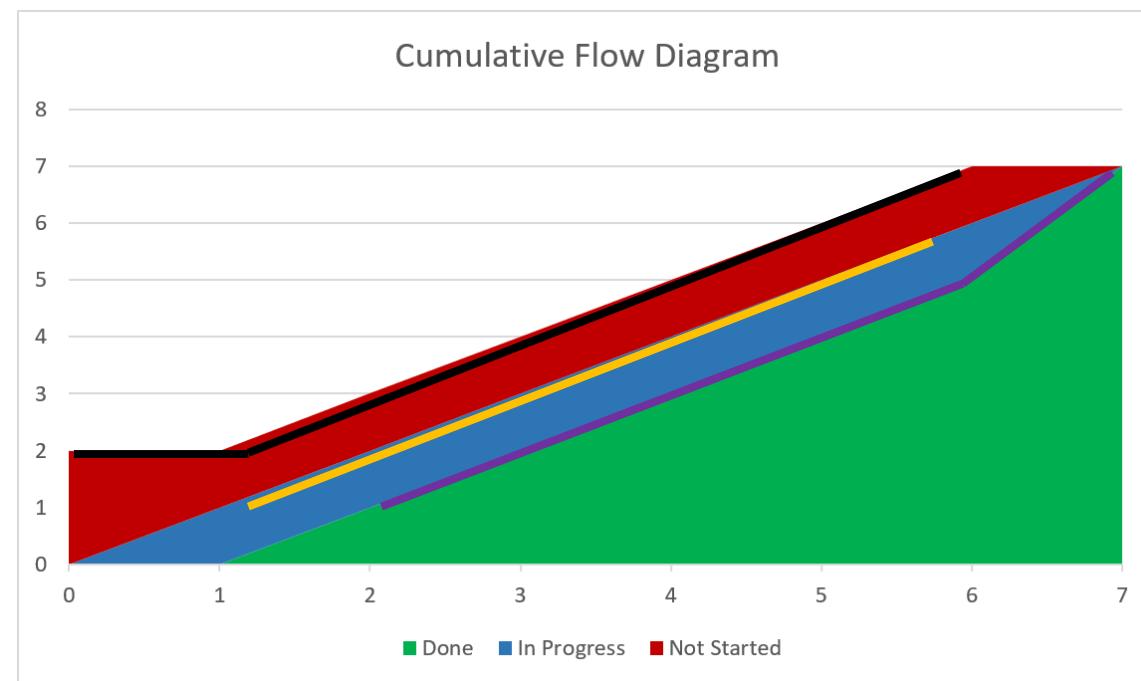
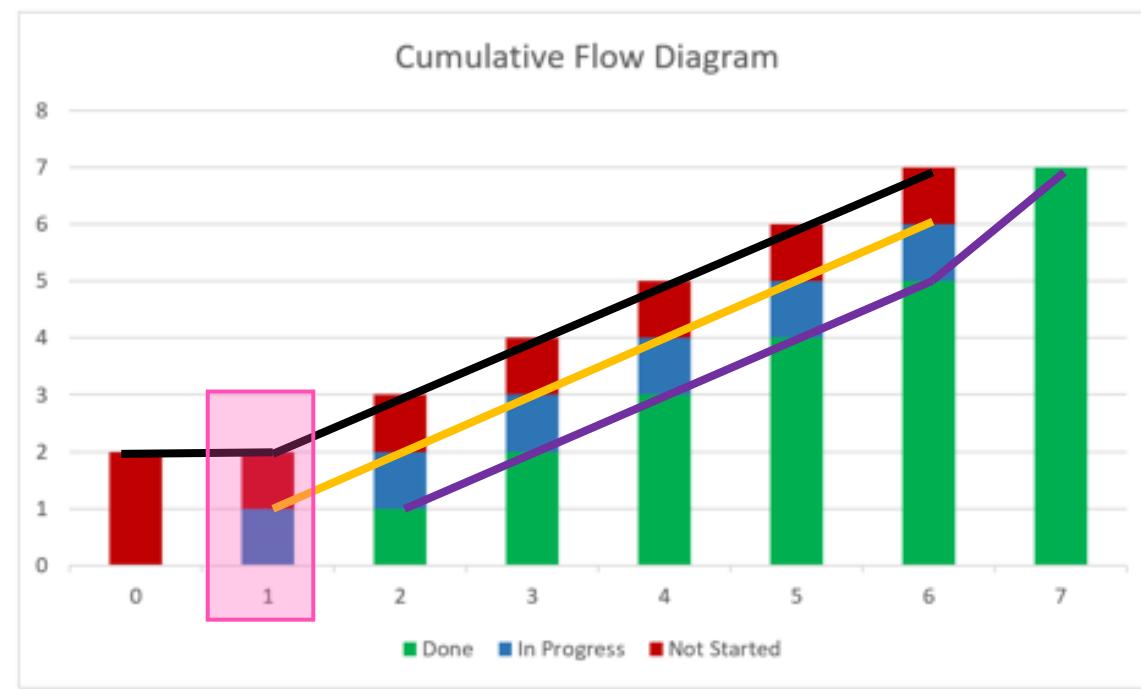


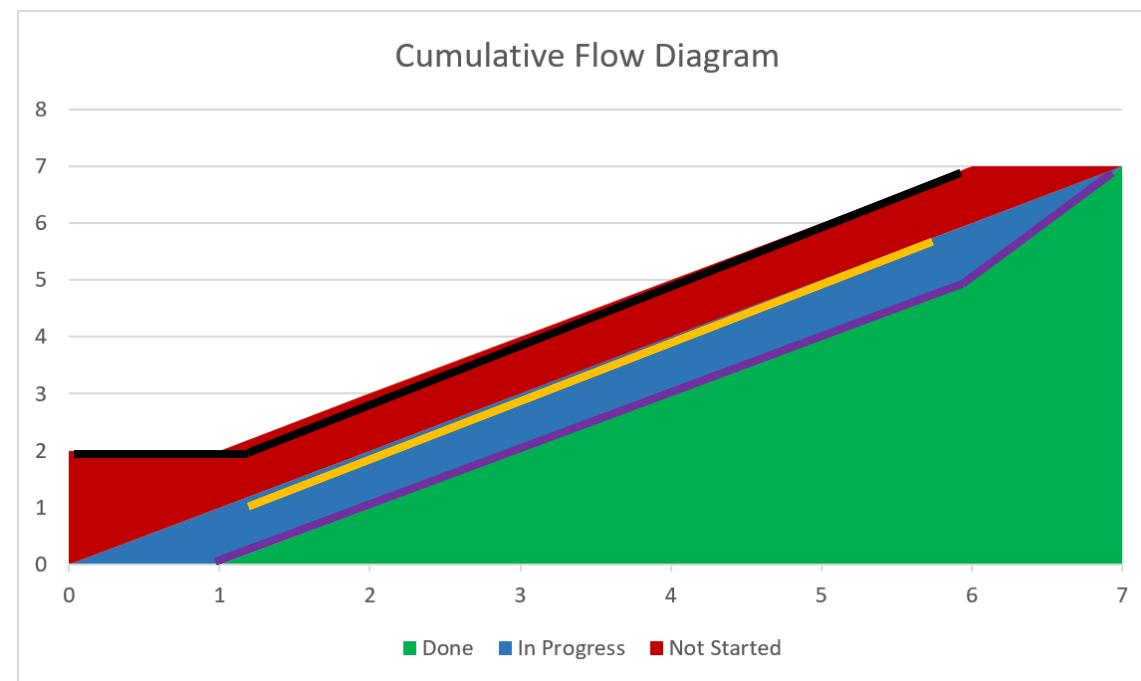
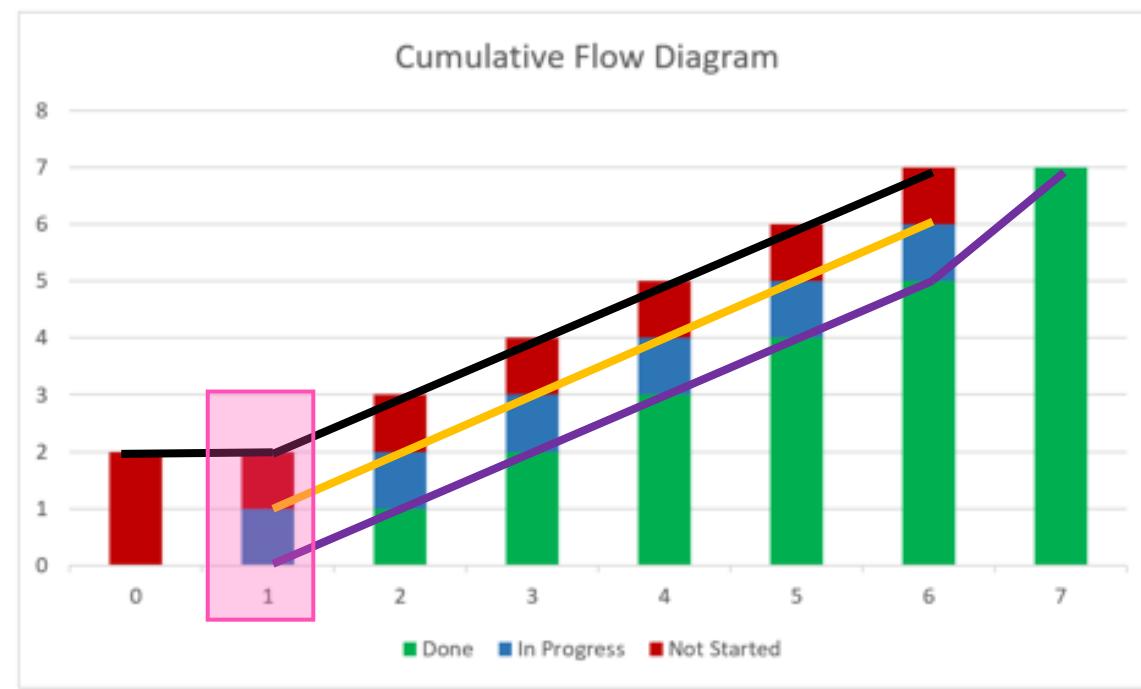


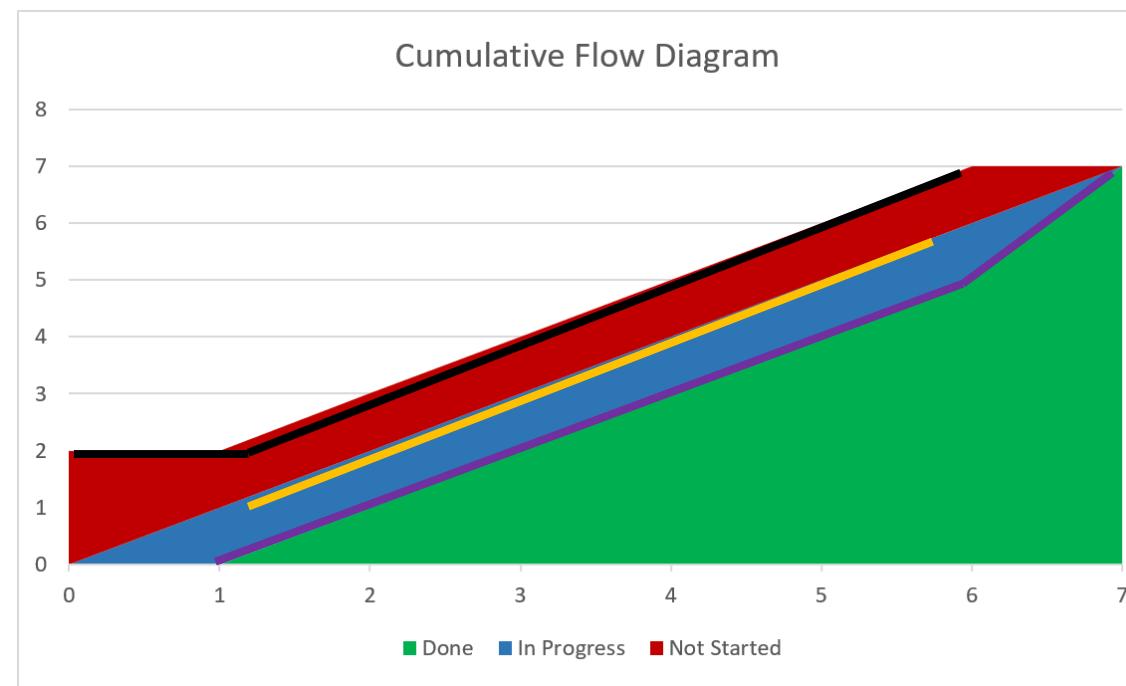
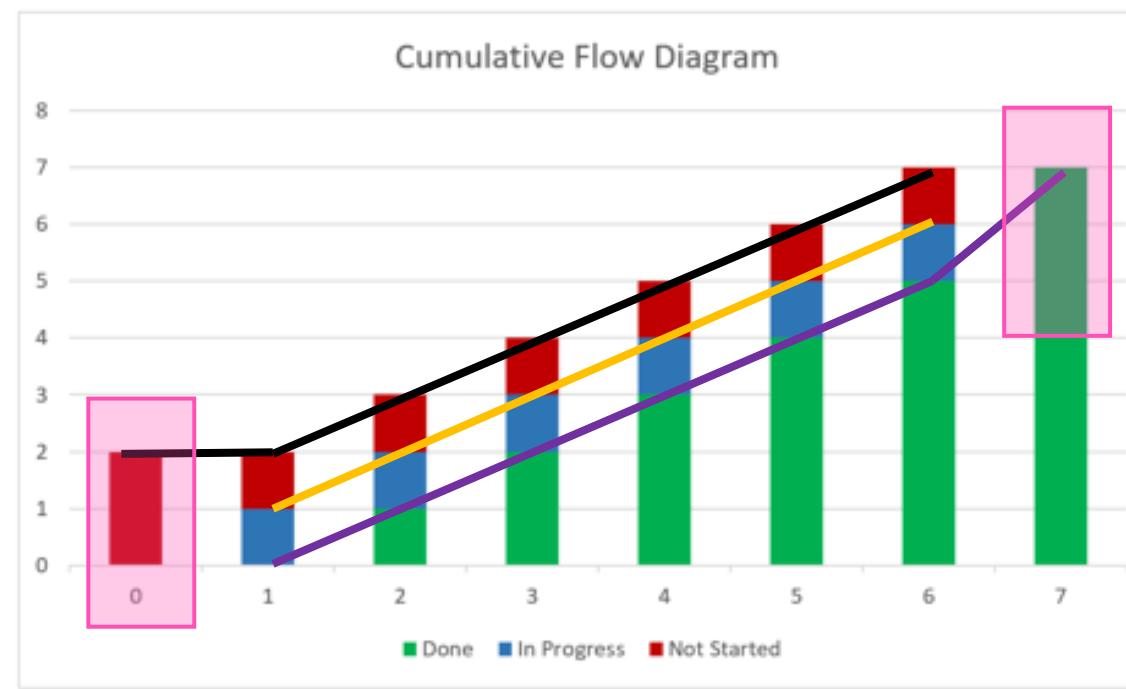


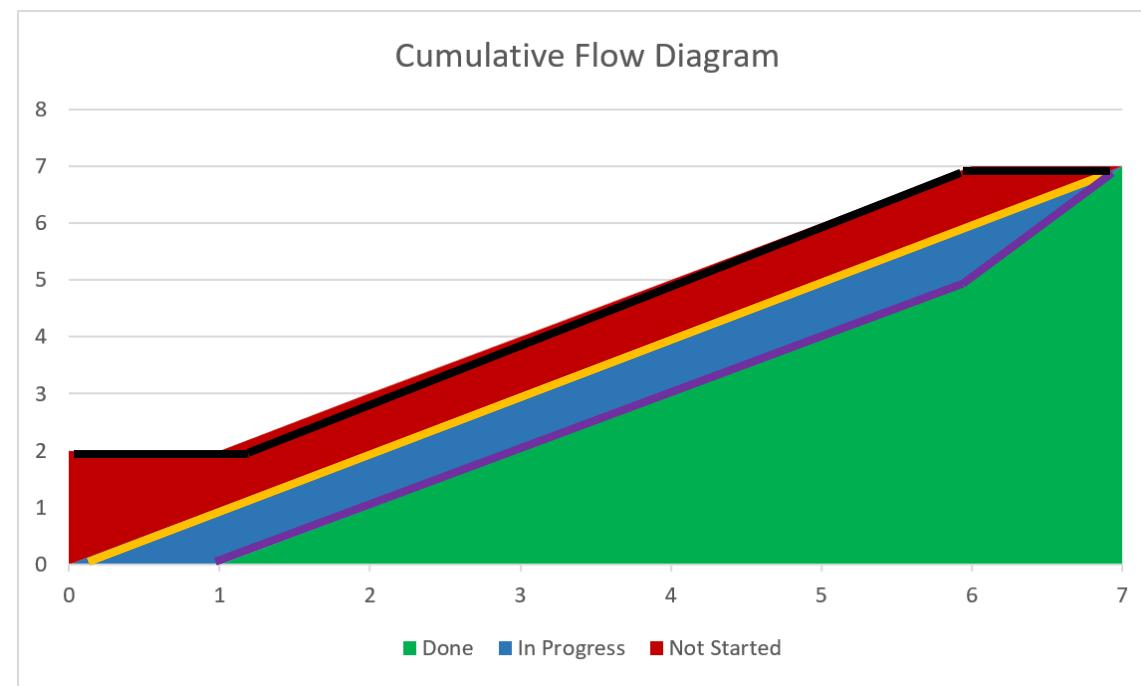
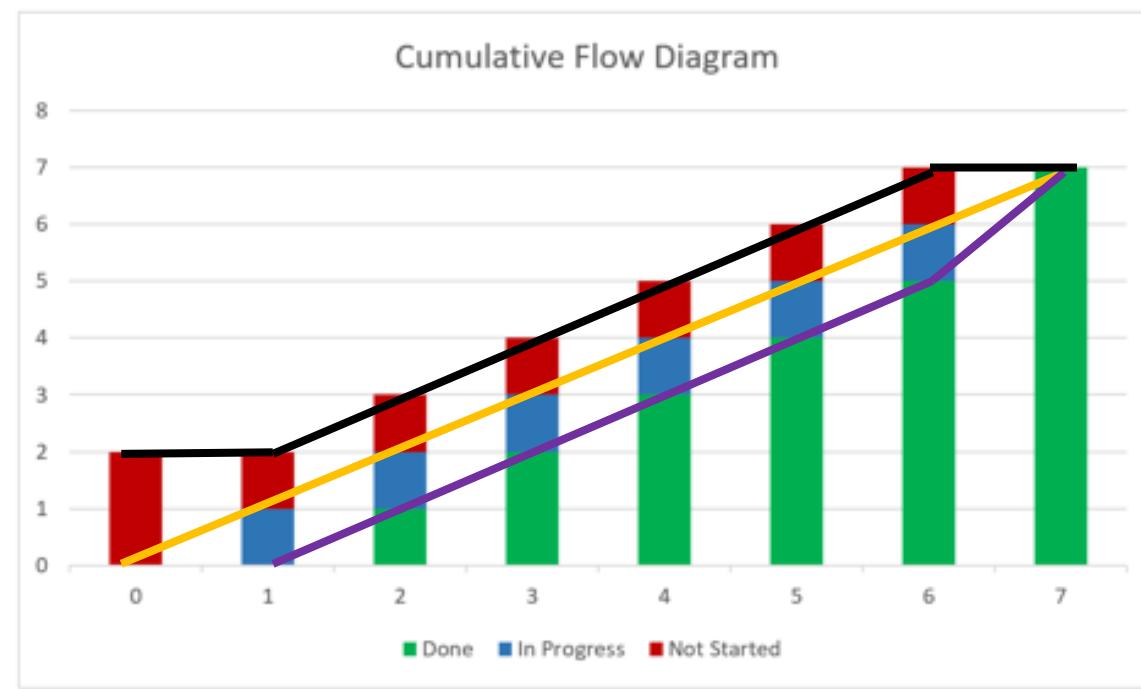


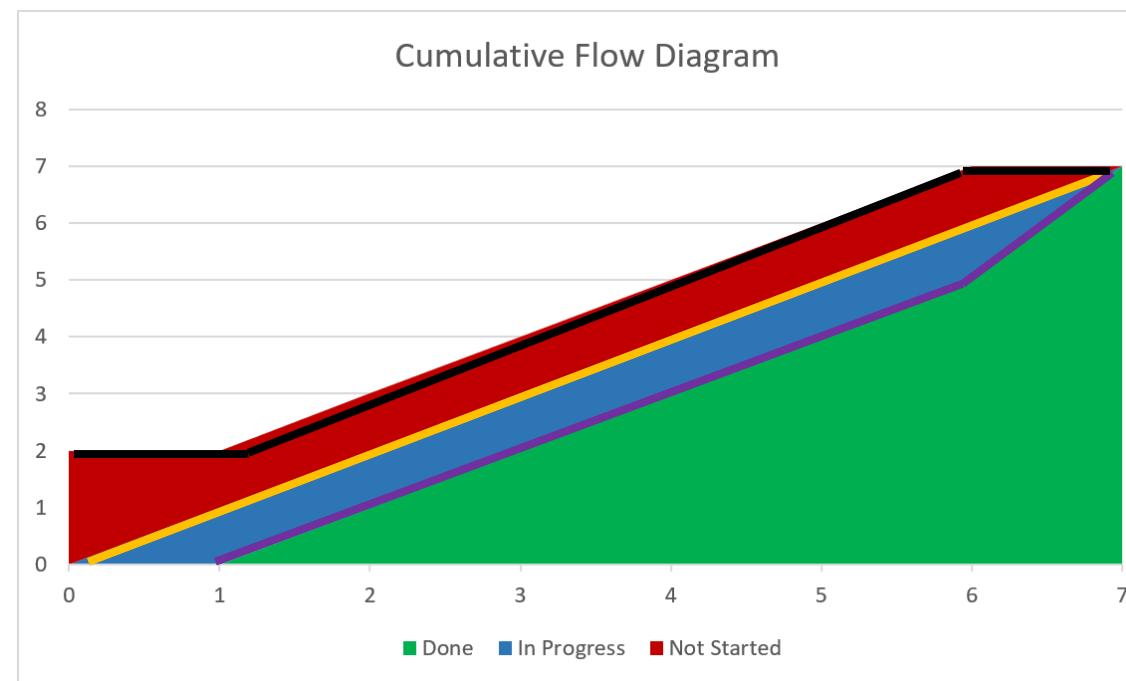
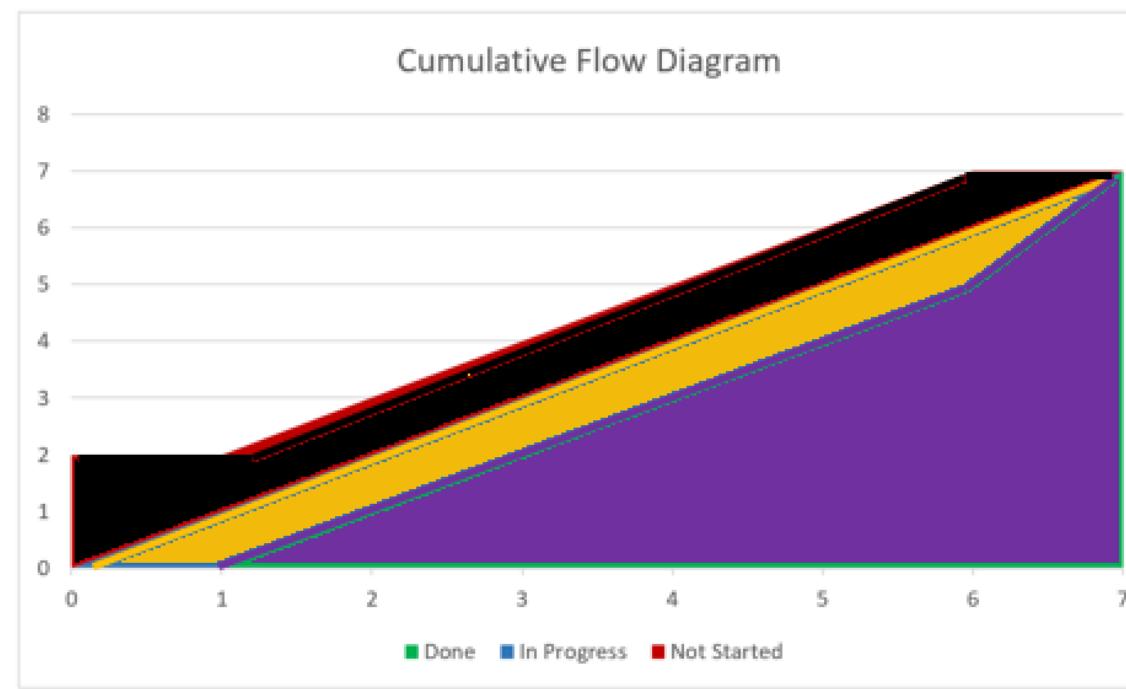












Lecture Structure

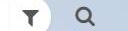
Spreadsheet

KanbanTool

Lecture Structure

Spreadsheet

KanbanTool



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	0 / 1		0 / 2		0 / 2	
	In Progress	Done	In Progress	Done		
	+	+	+	+	+	+
#1 G						
Soft Skills: Which is the most important?						
#4 LF						
How to be an inspirational leader?						
#2 LM						
Project management in small teams						
#5 LM						
The Secret to teamwork						
#3 RA						
How to lead larger teams?						
#7 RA						
5 steps to doubling your team's capacity						
#8						
Writing a S.M.A.R.T goal						
#9						
Project Management 80/20						
#17						
3 steps to overcome shyness						

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		Write		Review	
		Not started	In Progress	Done	In Progress
#1	G				
Soft Skills: Which is the most important?					
#4	LF				
How to be an inspirational leader?					
#2	LM				
Project management in small teams					
#5	LM				
The Secret to teamwork					
#3	RA				
How to lead larger teams?					
#7	RA				
5 steps to doubling your team's capacity					
#8					
Writing a S.M.A.R.T goal					
#9					
Project Management 80/20					
#17					
3 steps to overcome shyness					

Analytics

Not started

Breakdown chart

Lead and Cycle Time

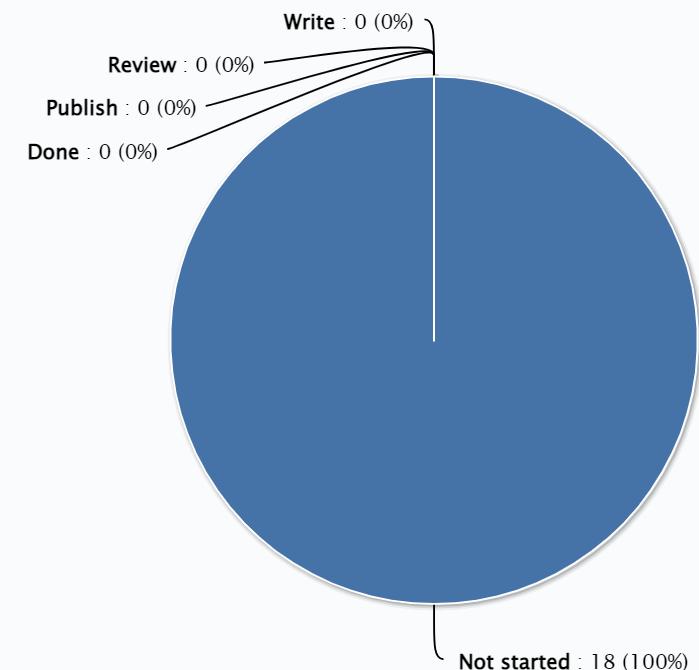
Cumulative Flow



Show breakdown of distribution by cards count all card types in whole board

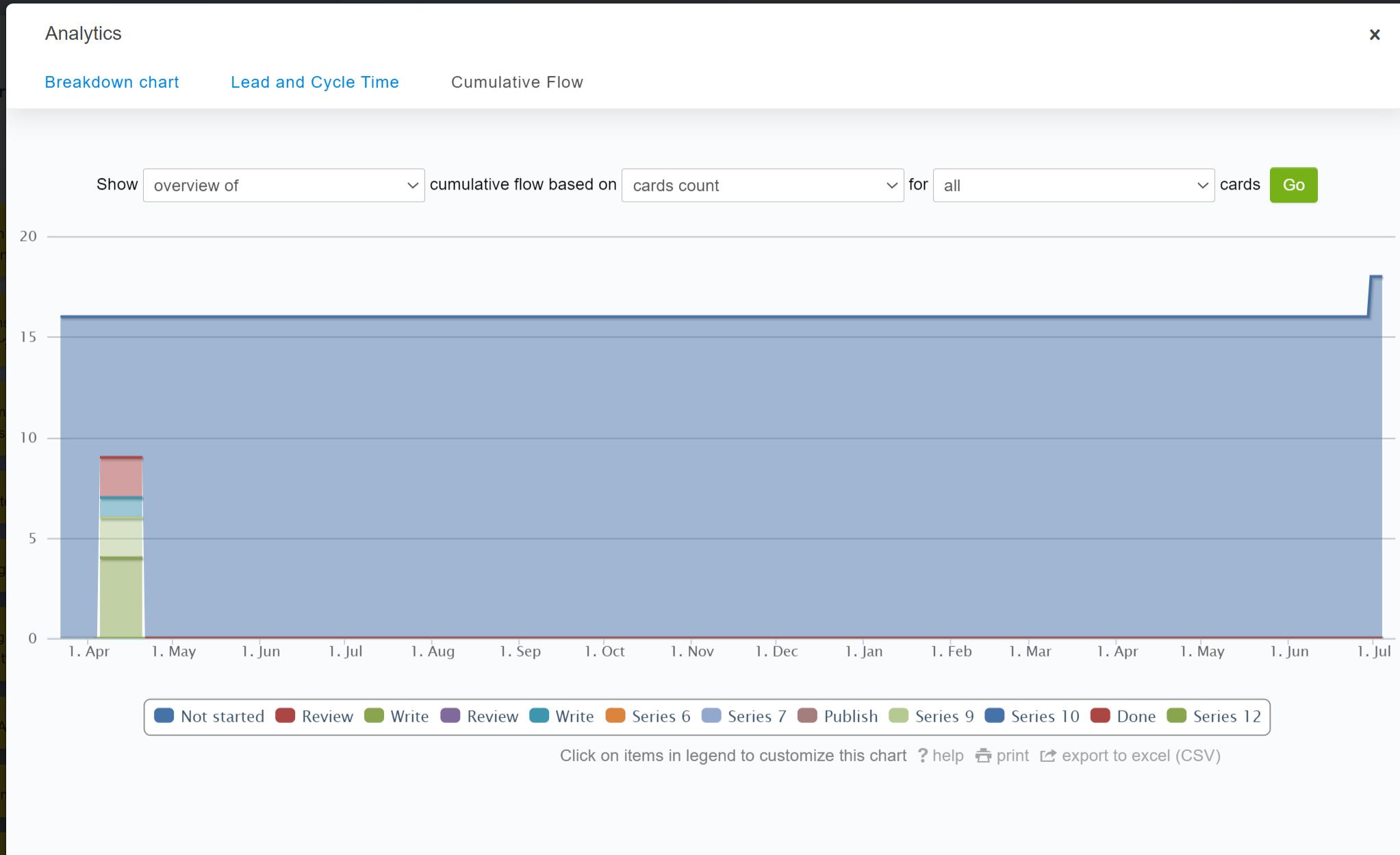
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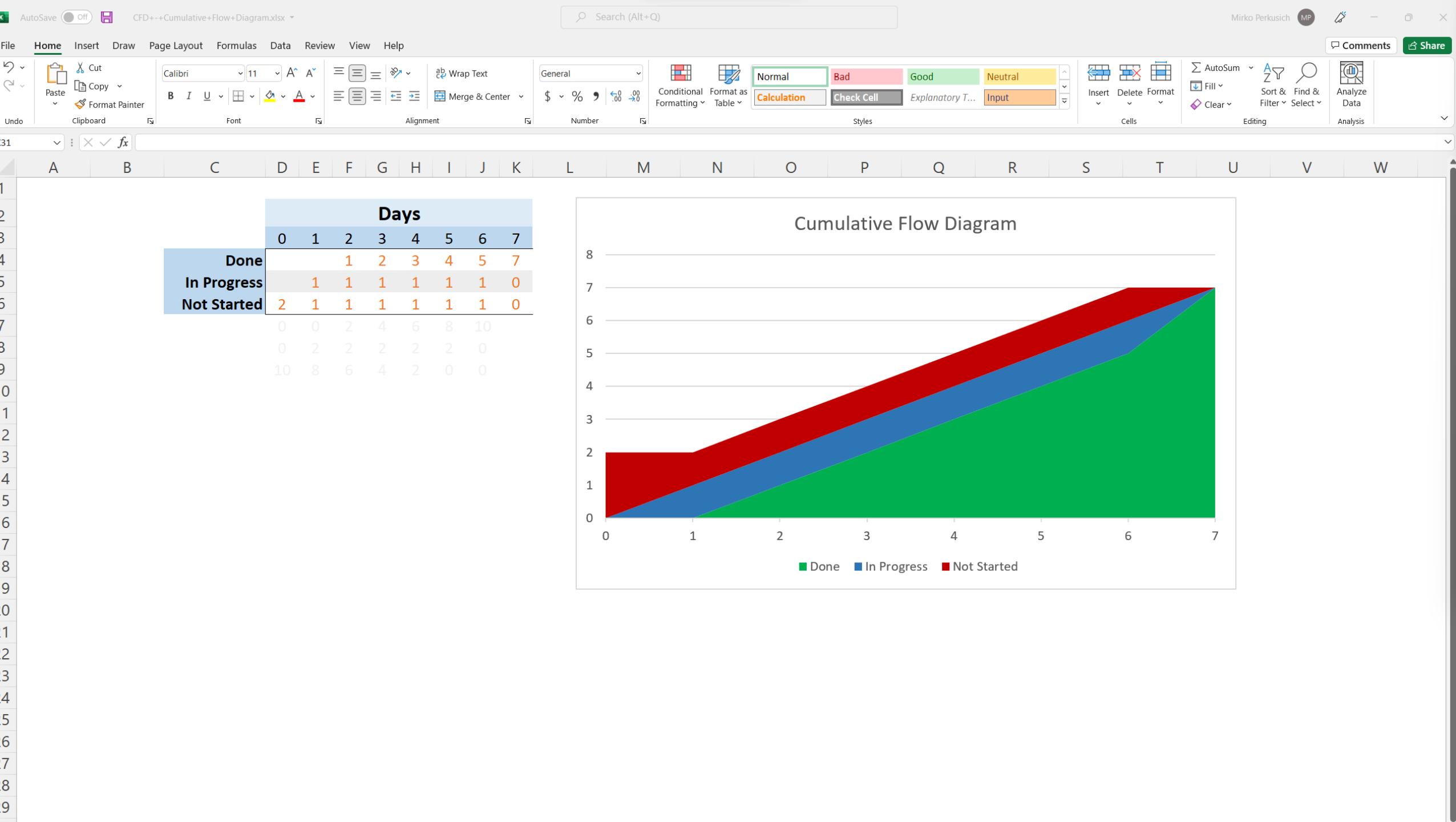
- #1 Soft Skills: Which important
- #4 How to be an int leader
- #2 Project managem teams
- #5 The Secret to h
- #3 How to lead larg
- #7 5 steps to doubling capaci
- #8 Writing a S.M.A
- #9 Project Manager
- #17 3 steps to overcome anyt





Overview

The CFD **tracks the tasks** and shows how they **accumulated** in the Kanban board's columns for a given period.

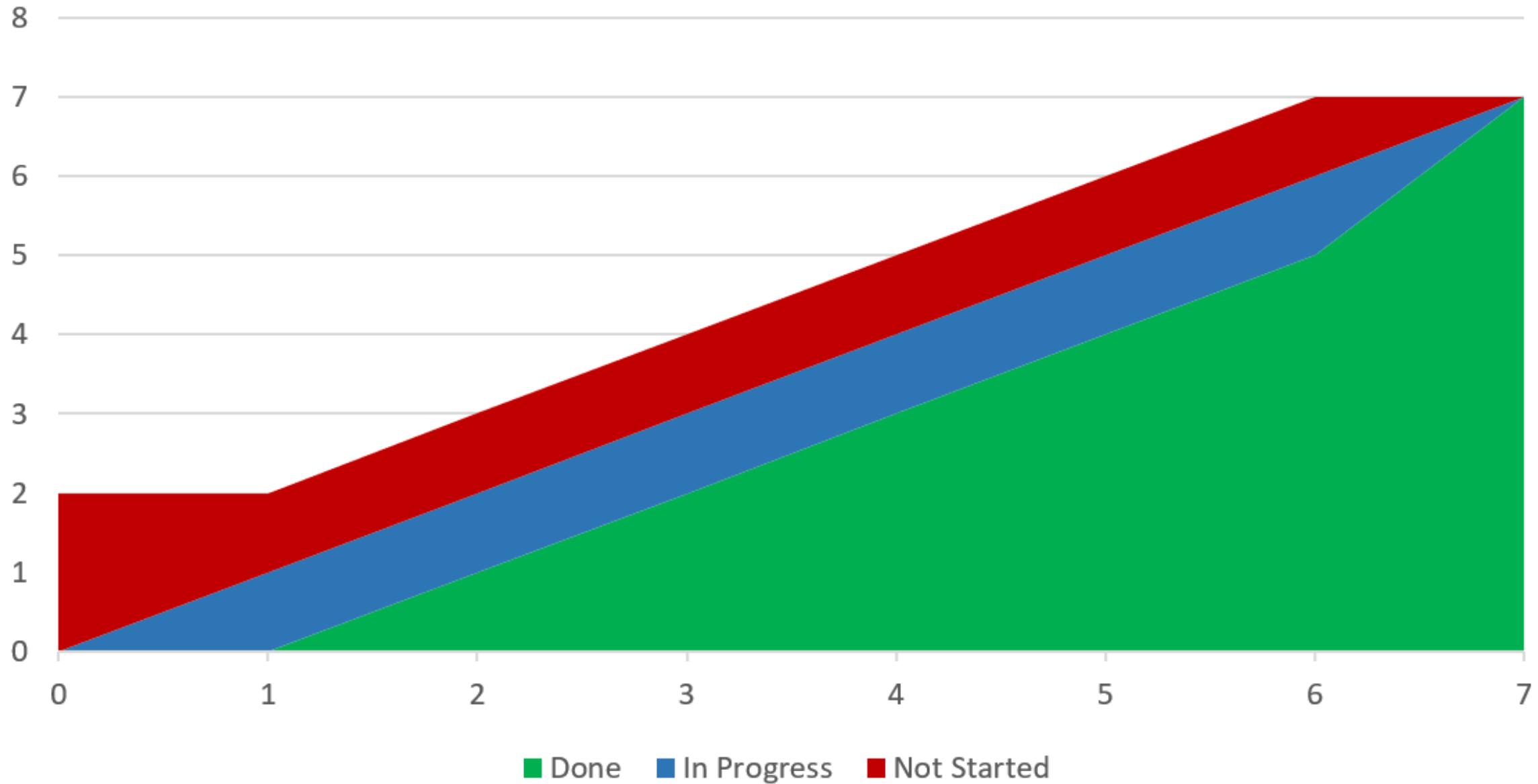




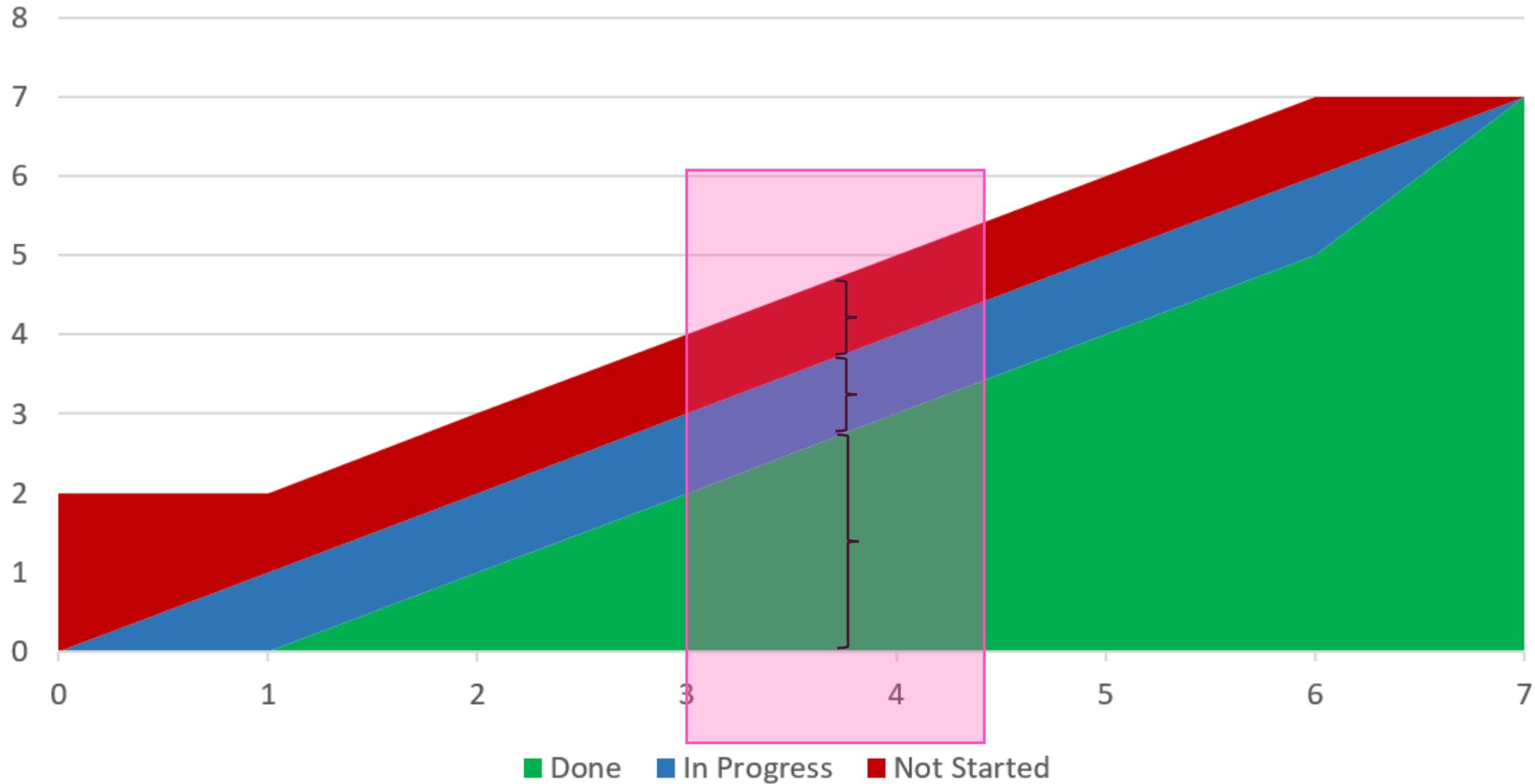
CUMULATIVE FLOW DIAGRAM

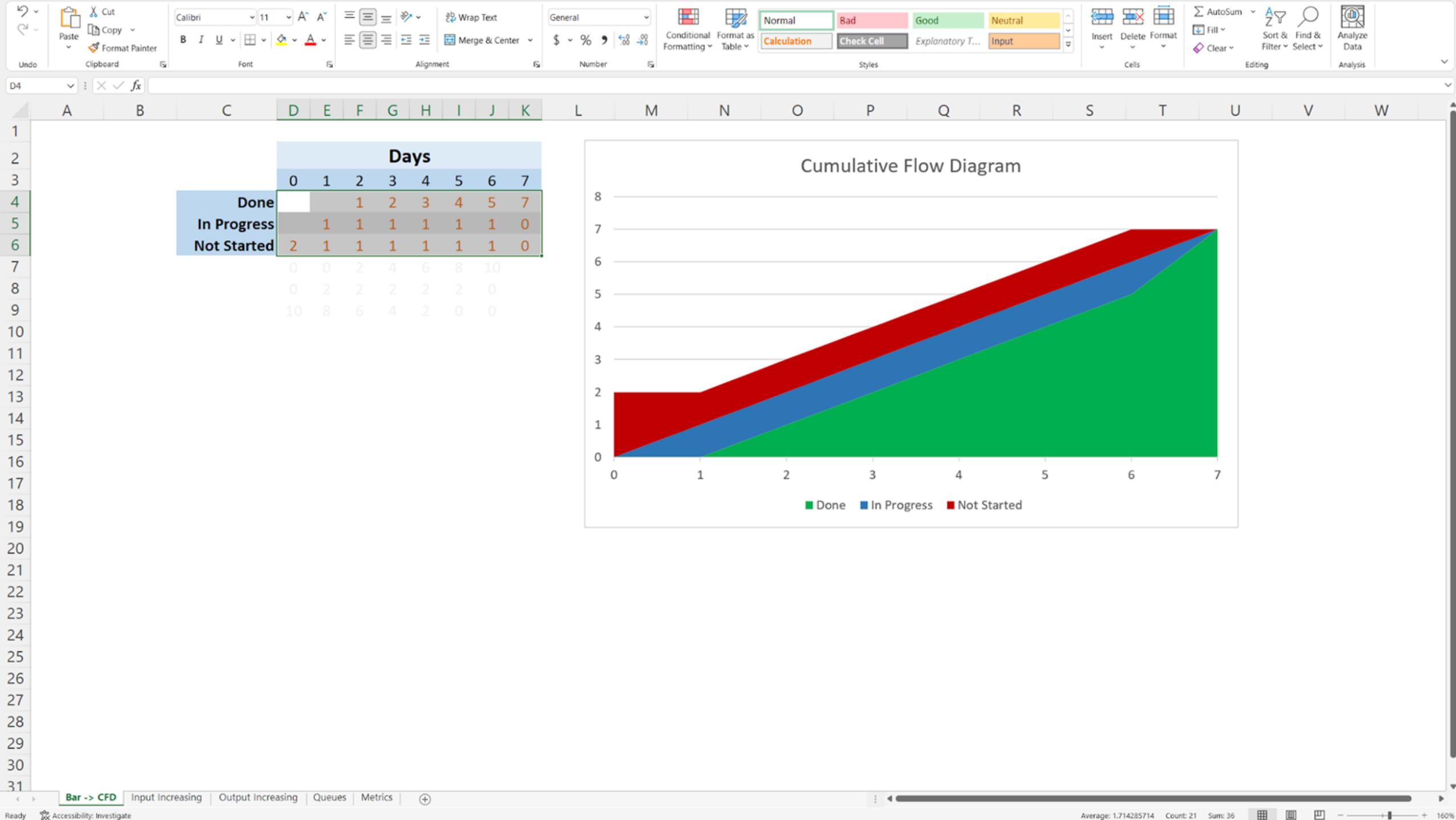
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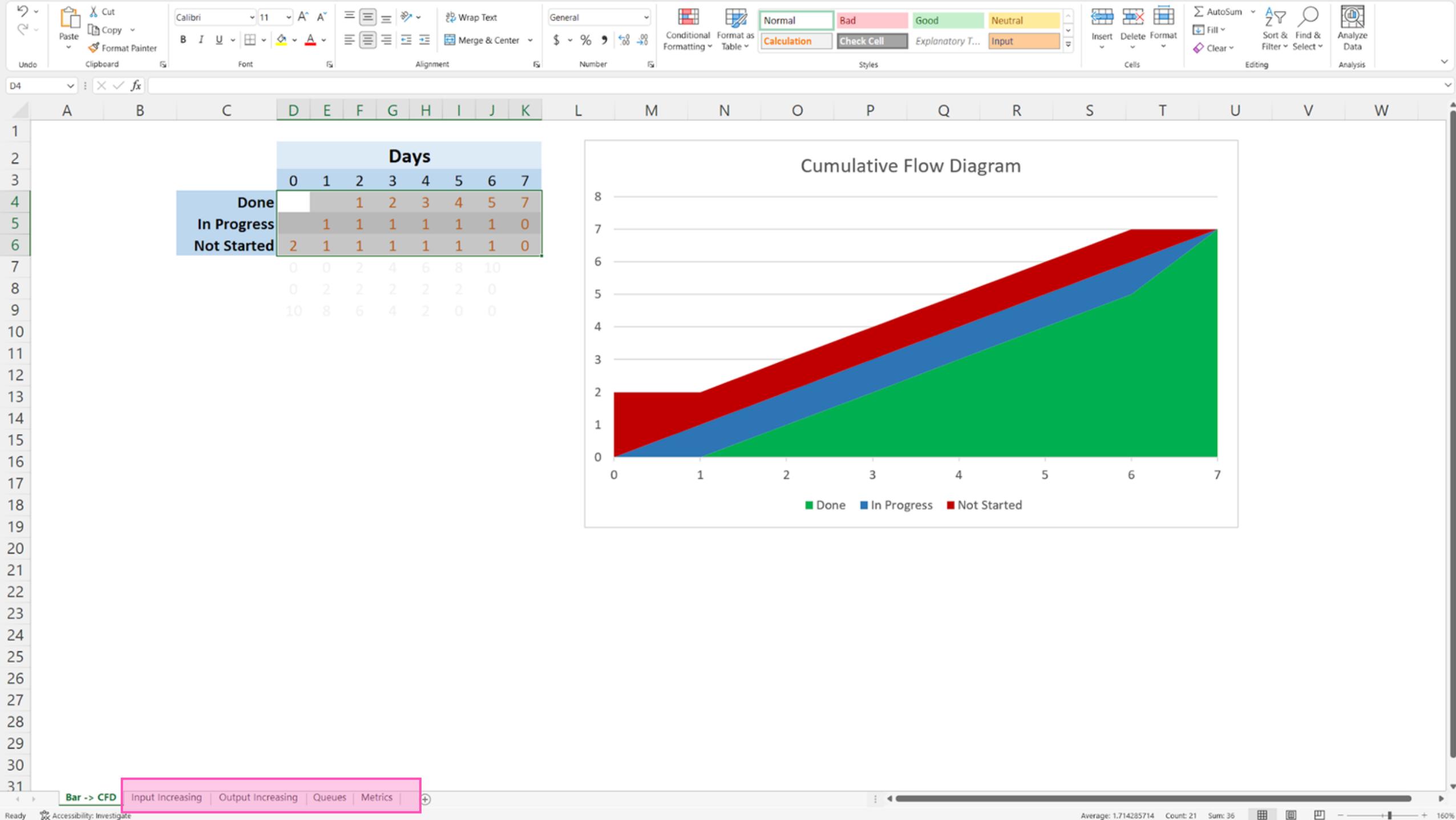
Cumulative Flow Diagram

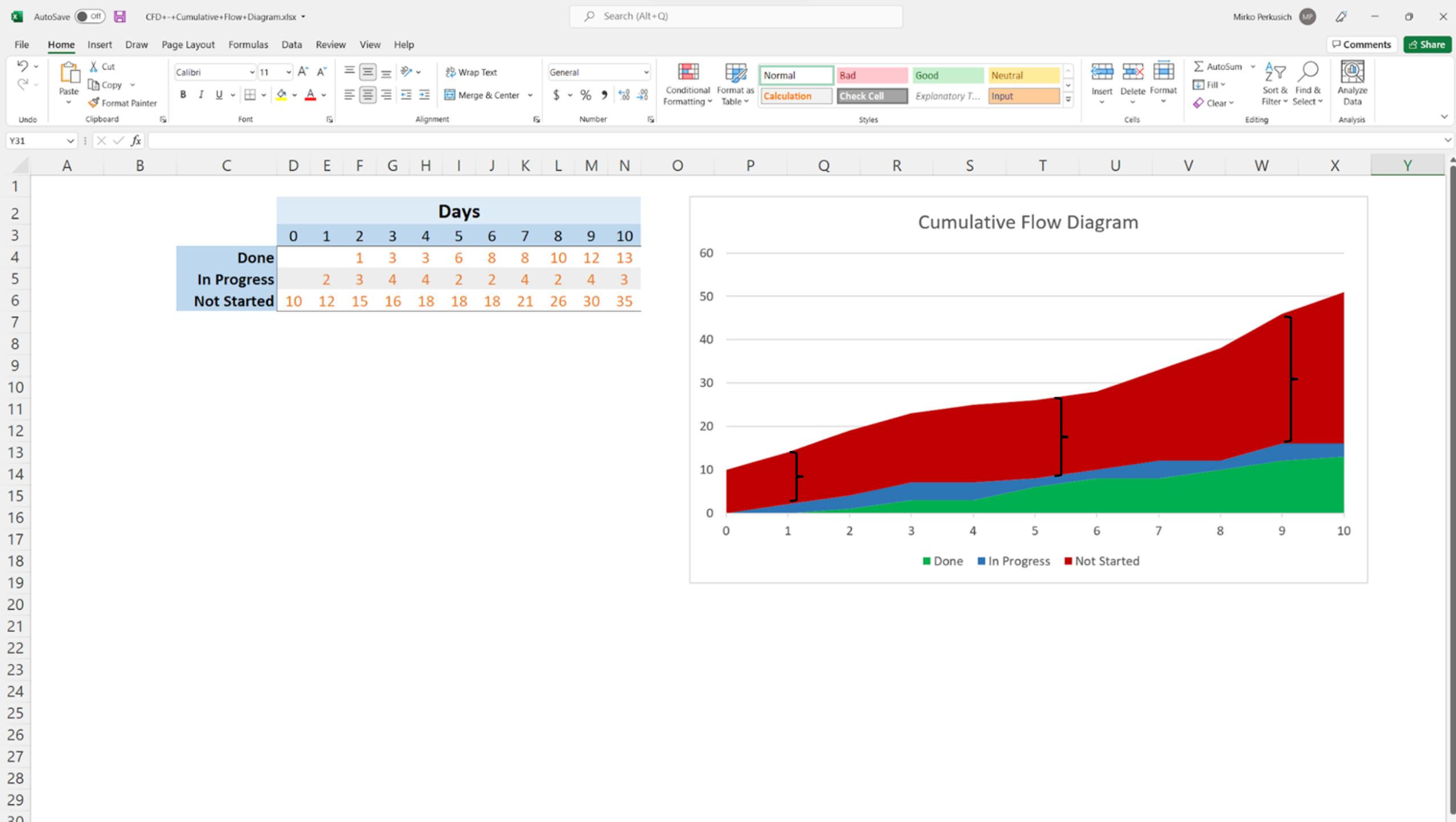


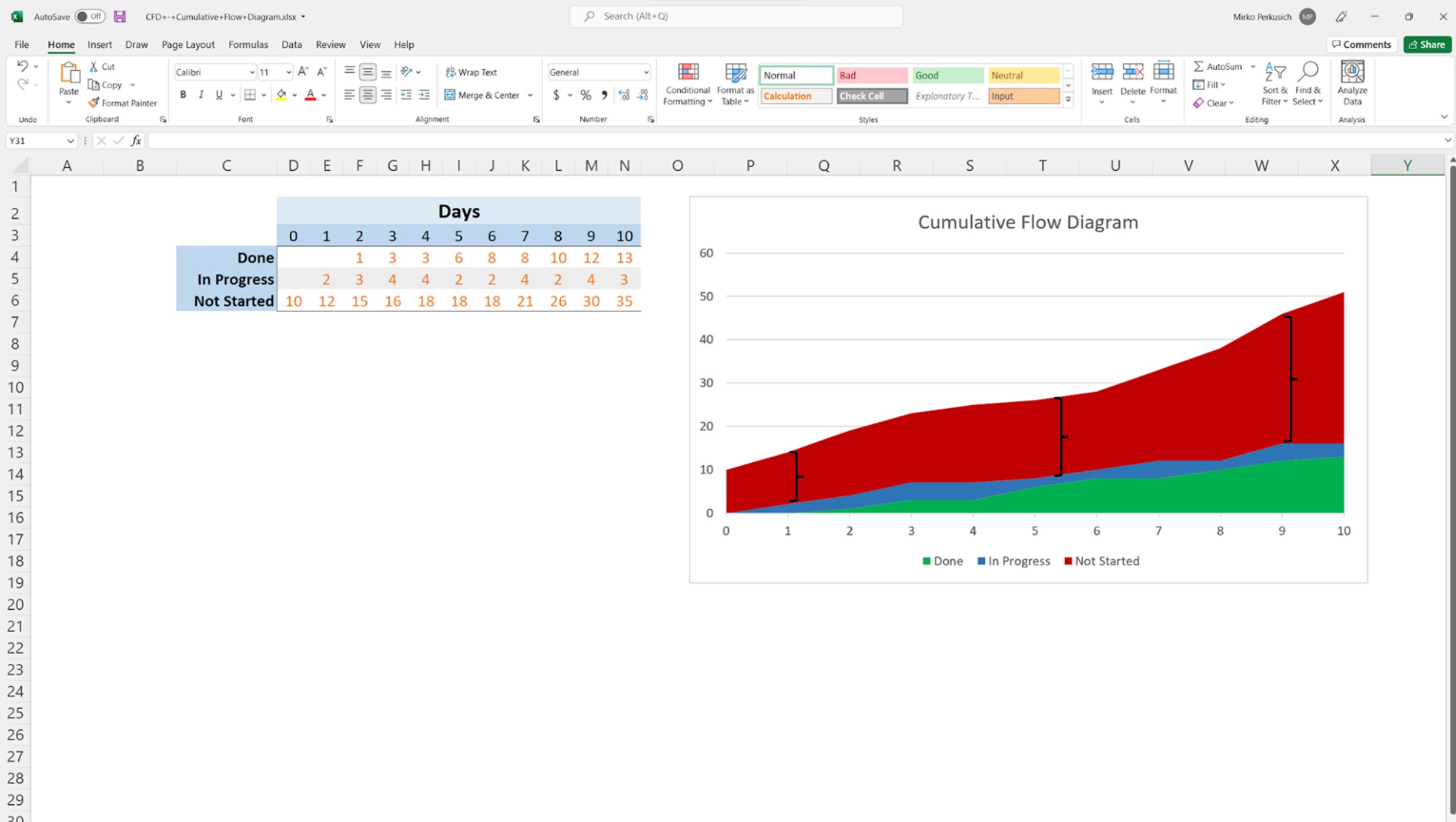
Cumulative Flow Diagram

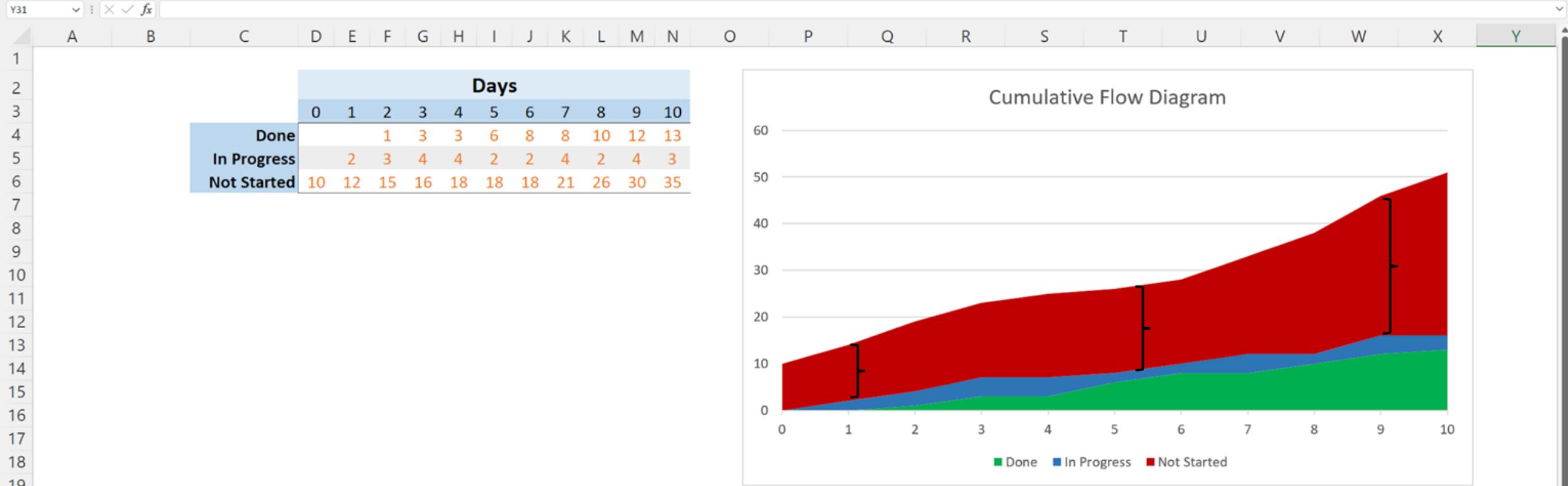
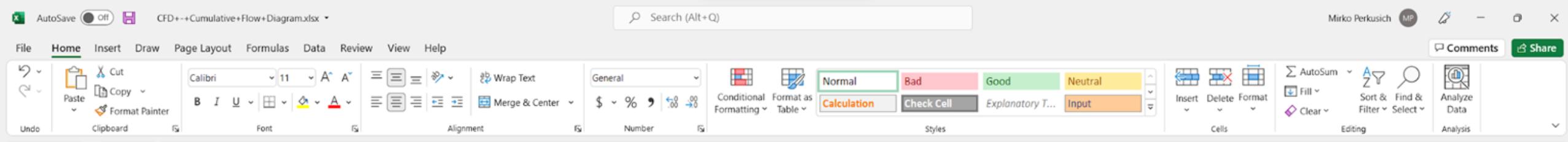






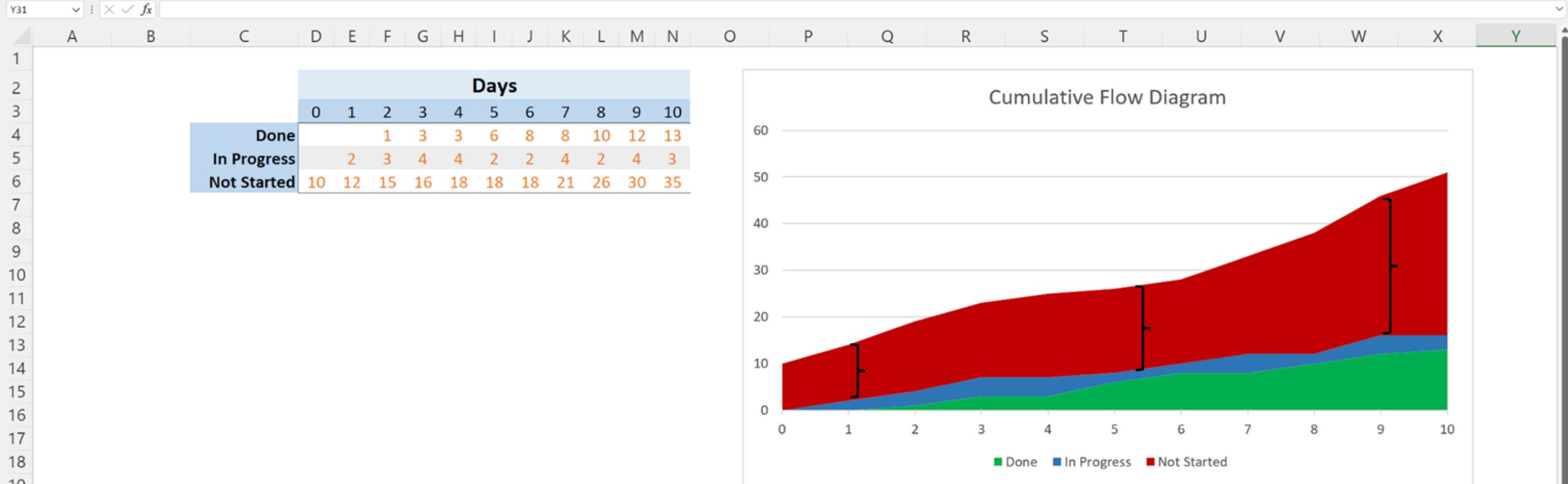
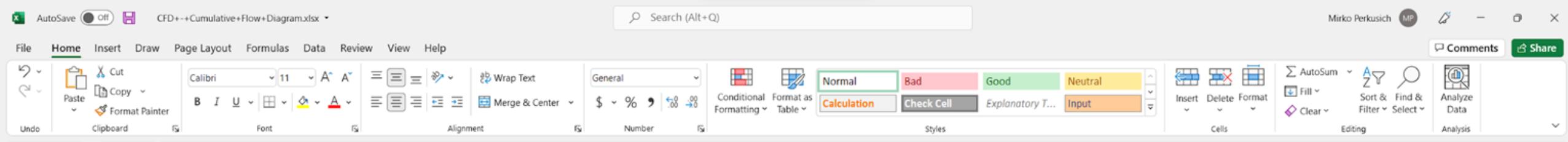






Causes

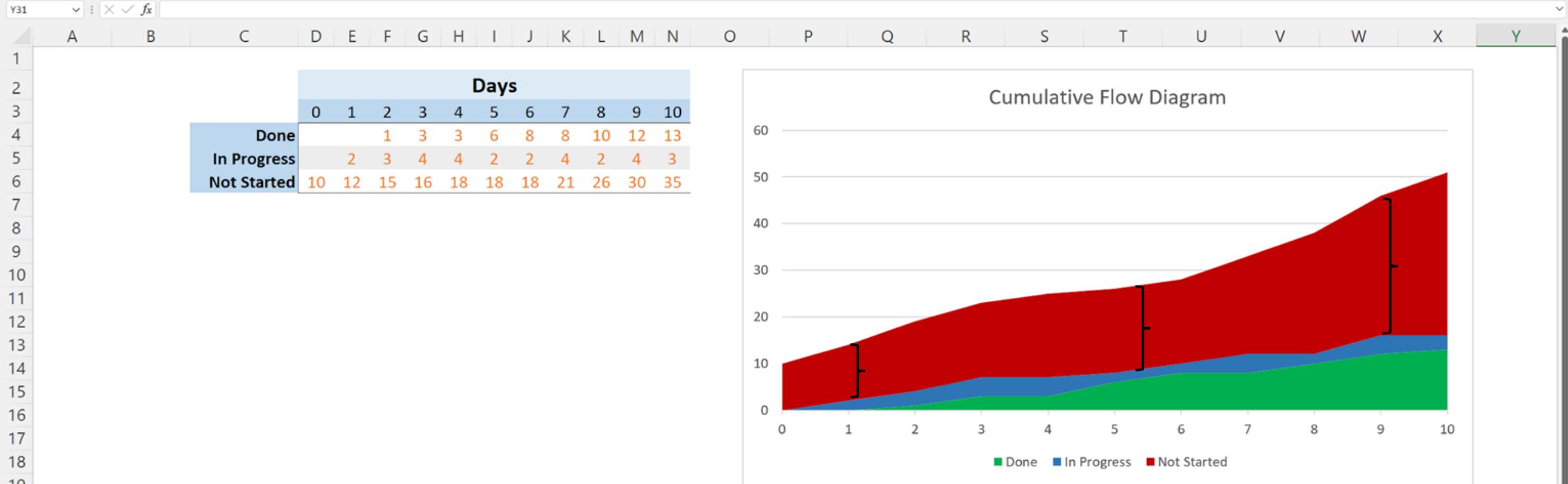
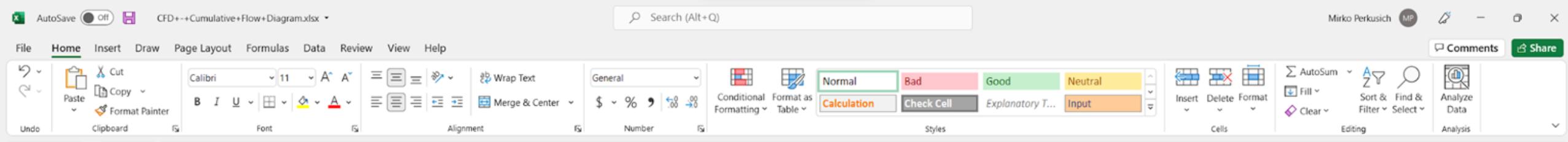
1. Team is too slow



Causes

1. Team is too slow
2. Too many tasks are being created

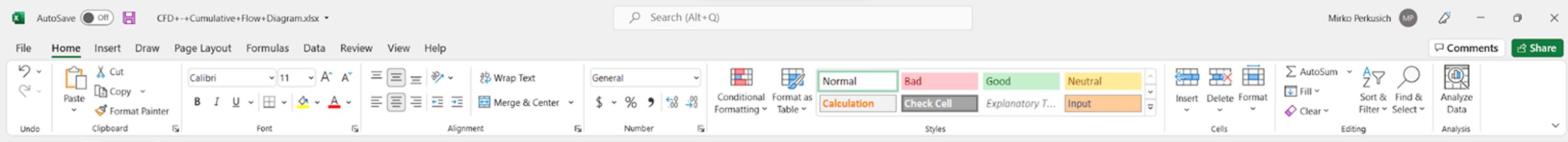
Add members



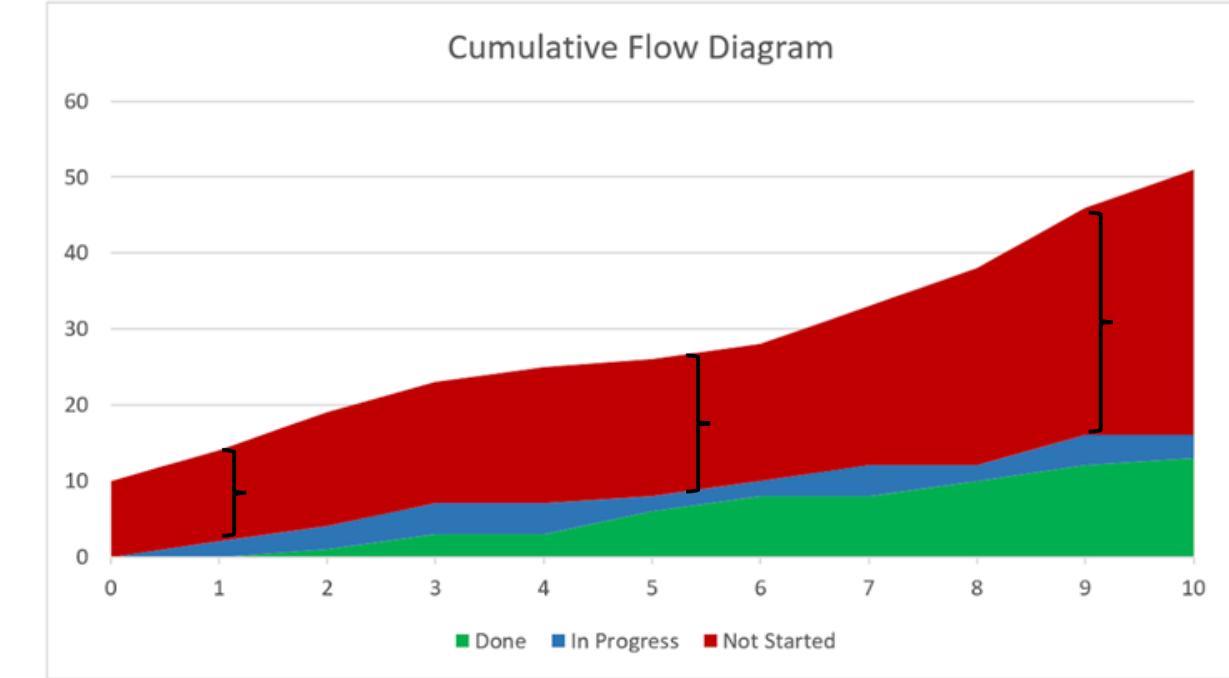
Causes

1. Team is too slow
2. Too many tasks are being created

Add members
Train members



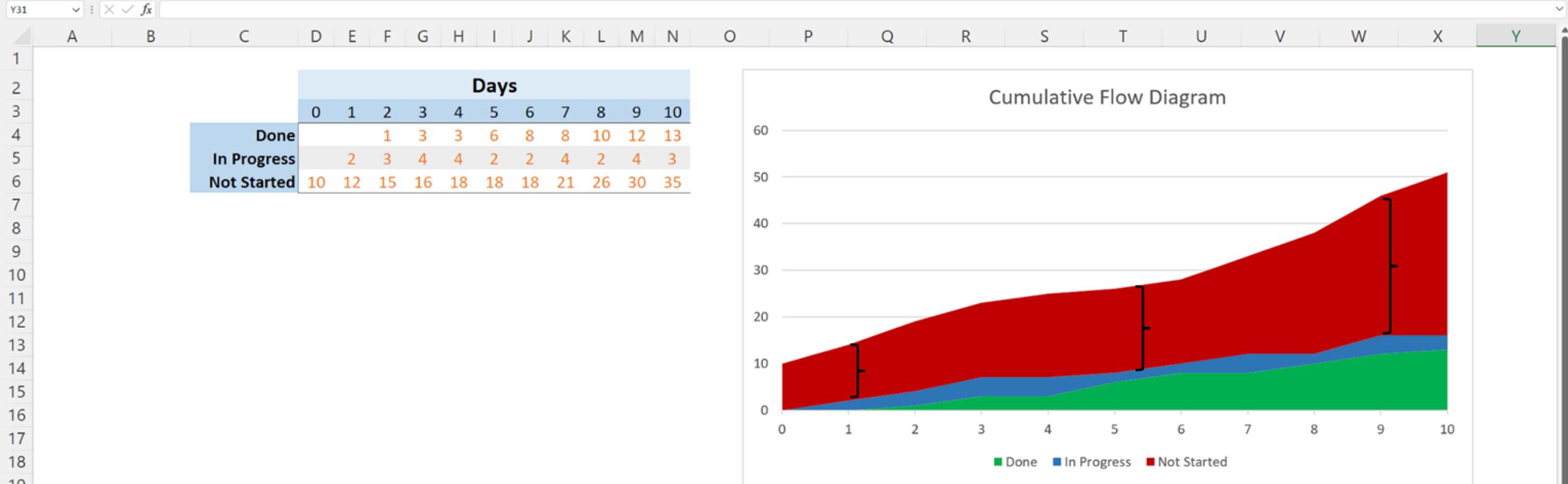
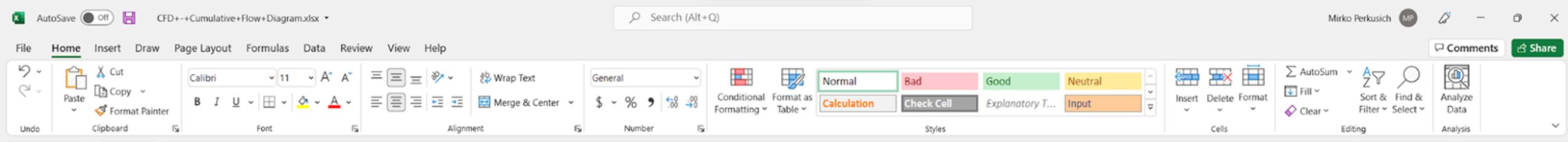
	Days										
	0	1	2	3	4	5	6	7	8	9	10
Done		1	3	3	6	8	8	10	12	13	
In Progress	2	3	4	4	2	2	4	2	4	3	
Not Started	10	12	15	16	18	18	21	26	30	35	



Causes

1. Team is too slow
2. Too many tasks are being created

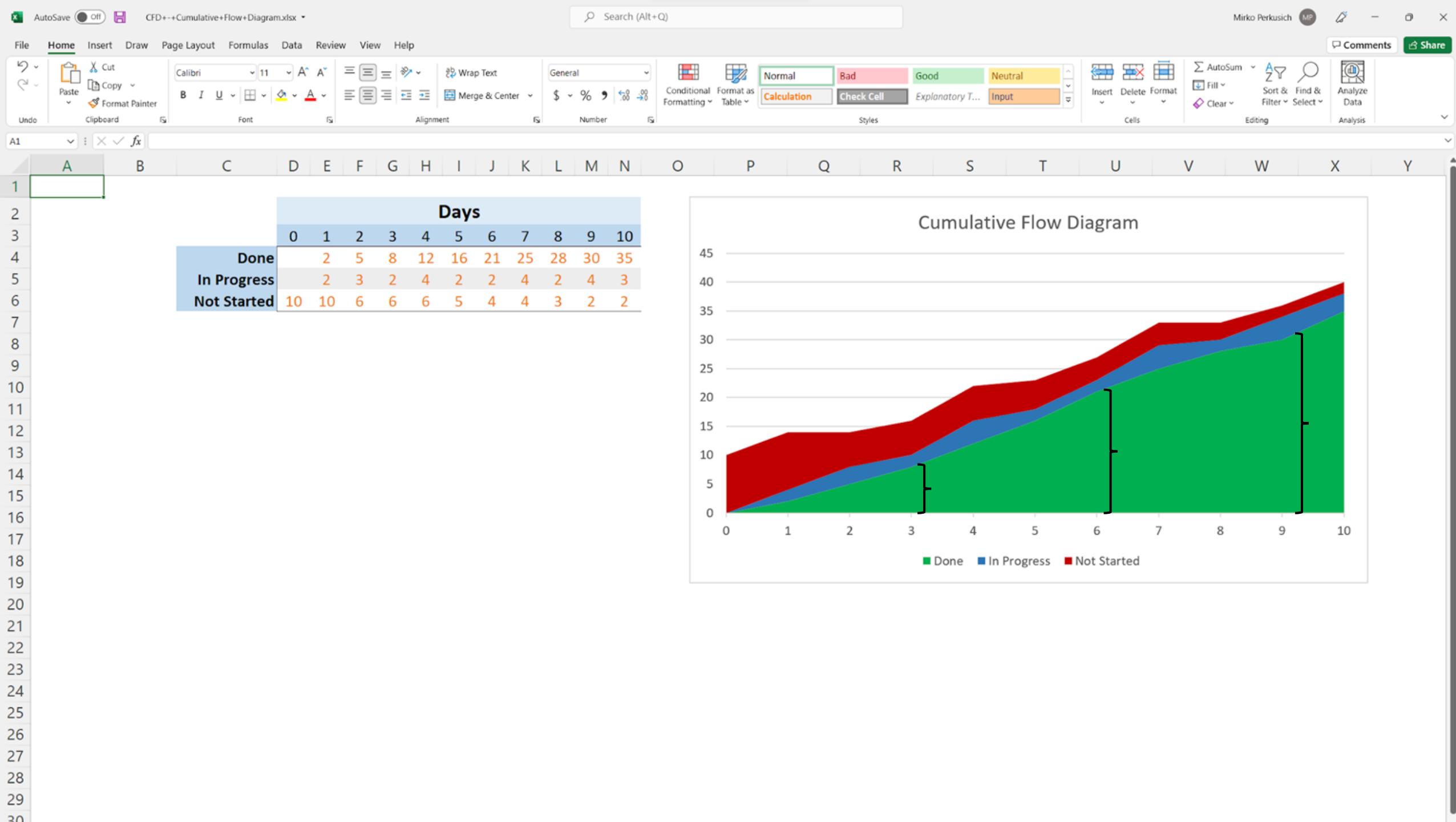
Add members
Train members
Automate processes

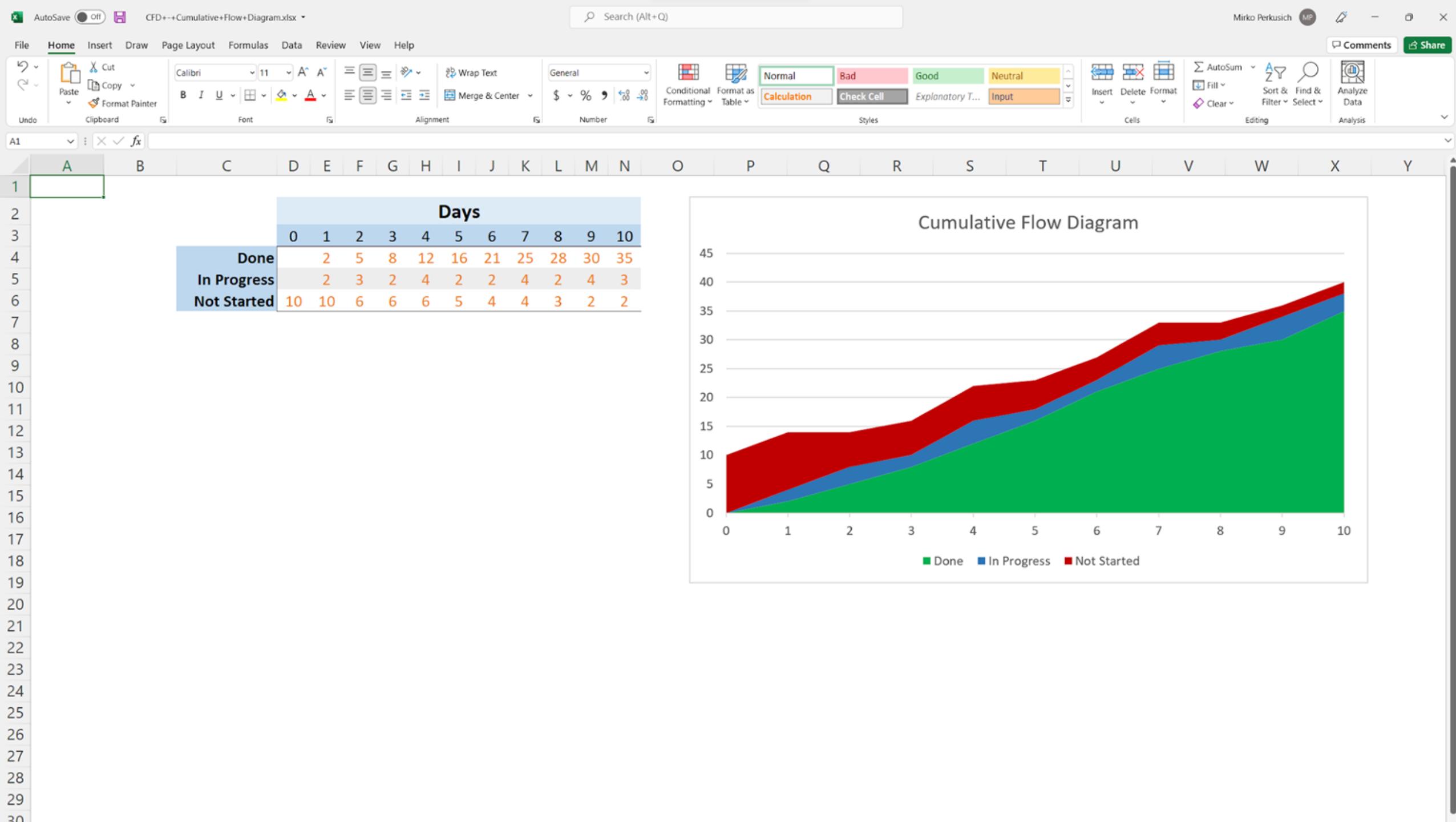


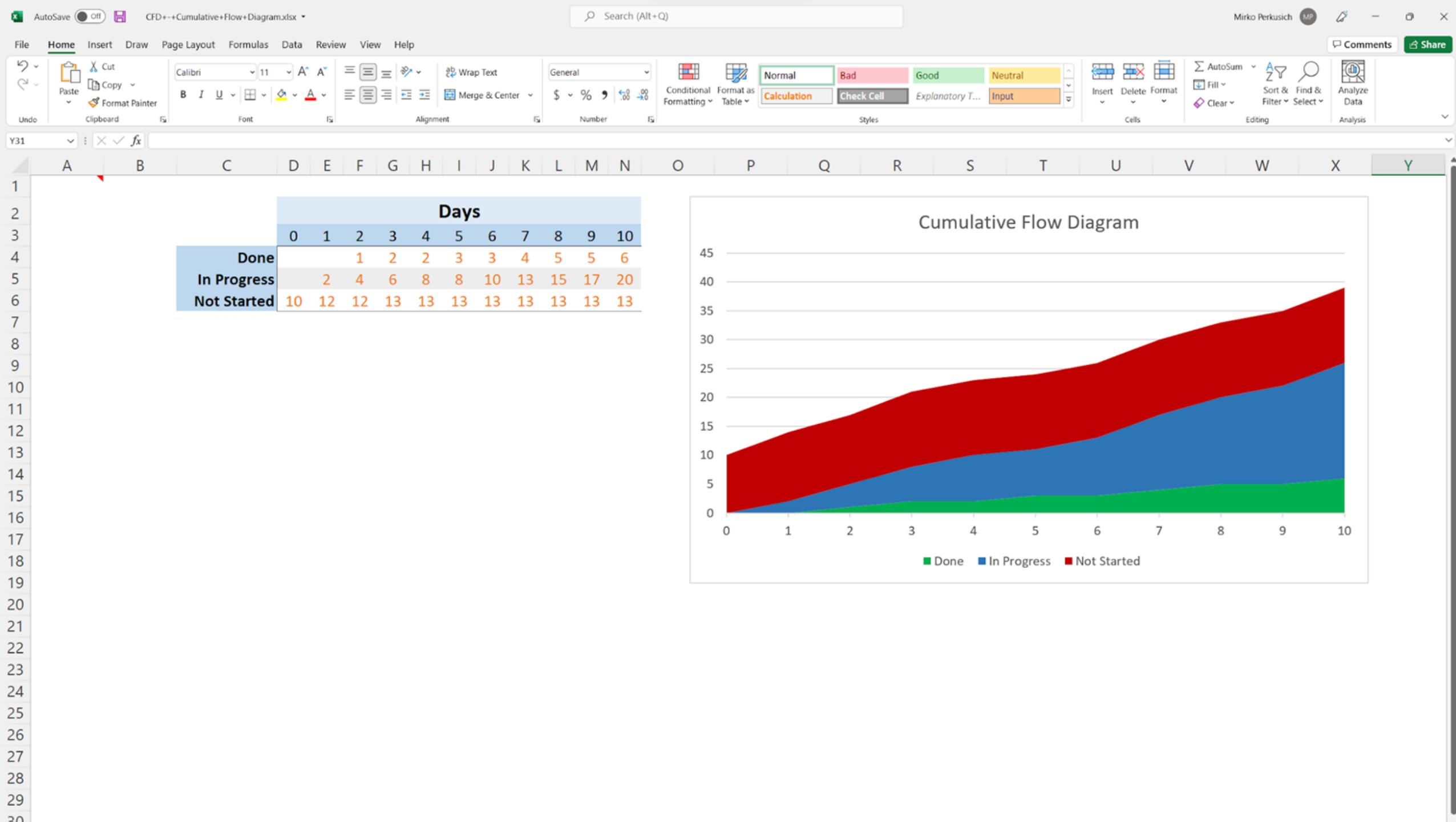
Causes

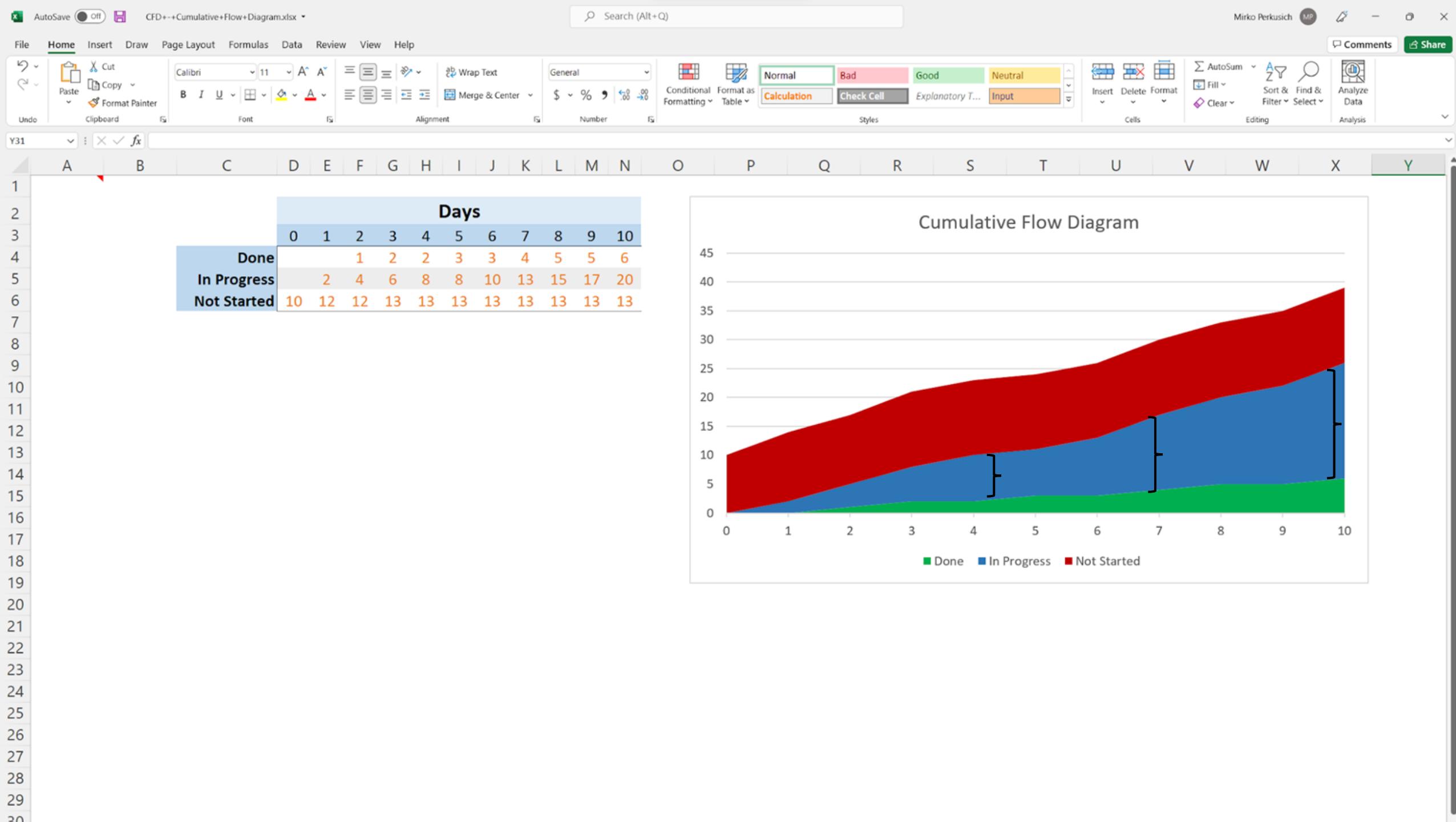
1. Team is too slow
2. Too many tasks are being created

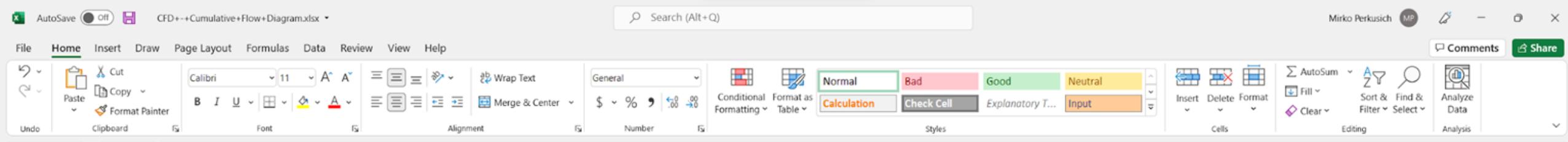
Add members
Train members
Automate processes
Investigate why



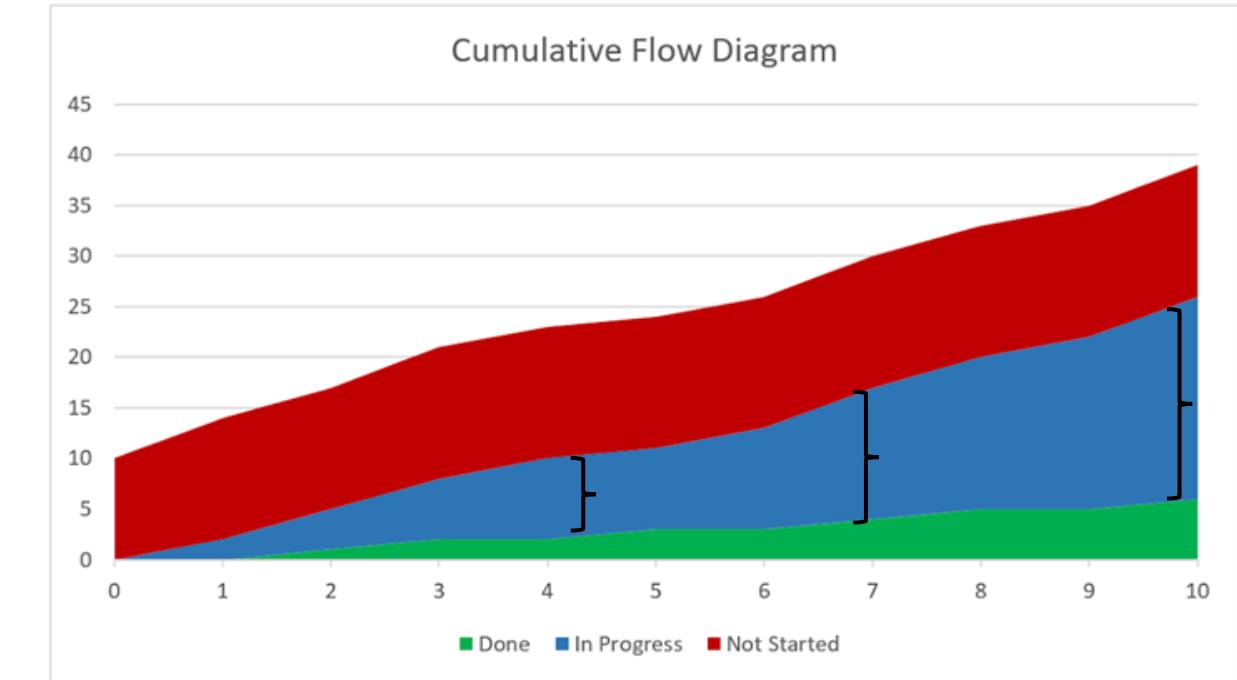






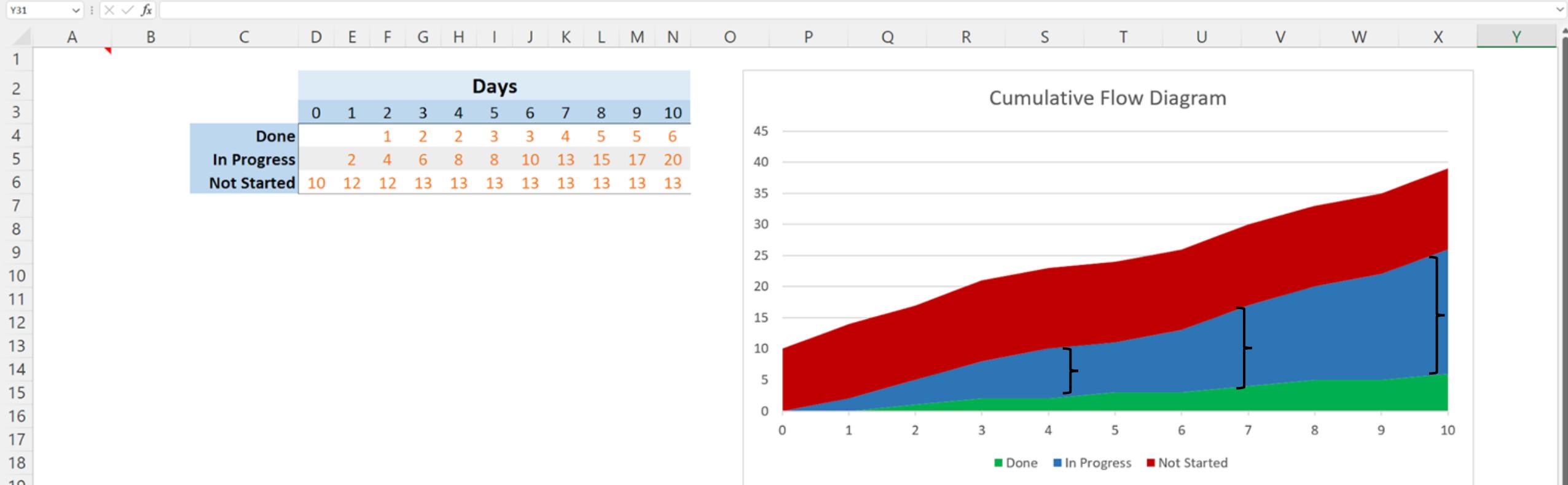
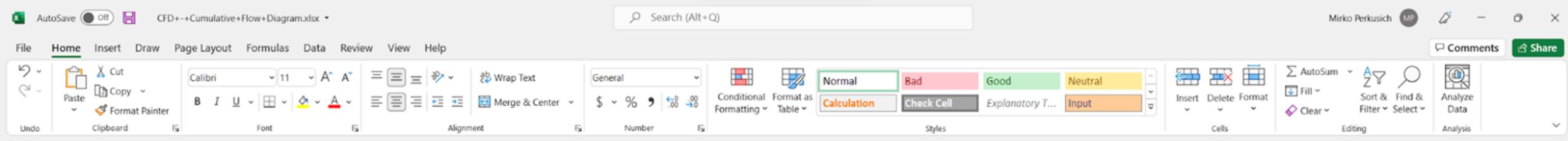


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1	Days																							22		
2	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
3	Done																									
4	In Progress																									
5	Not Started	10	12	12	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	



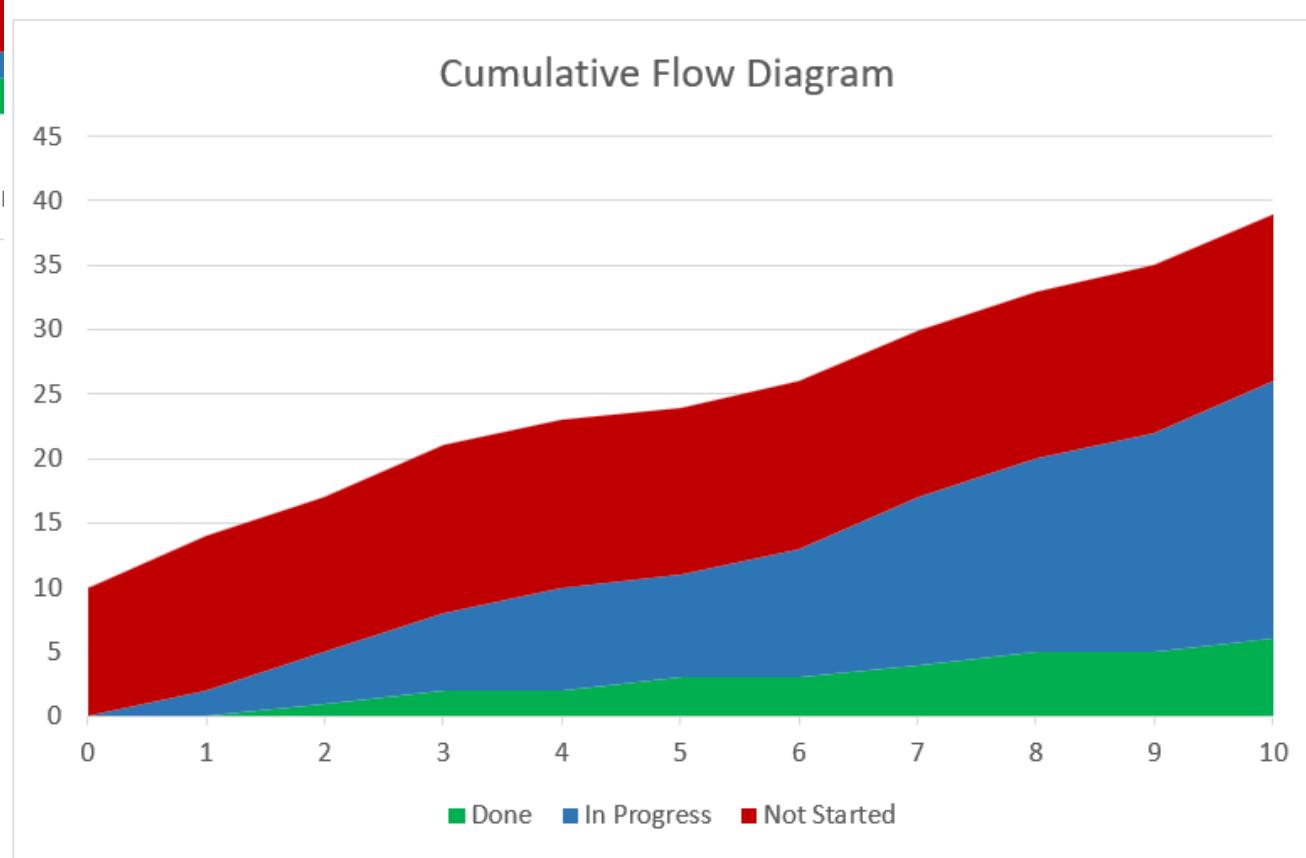
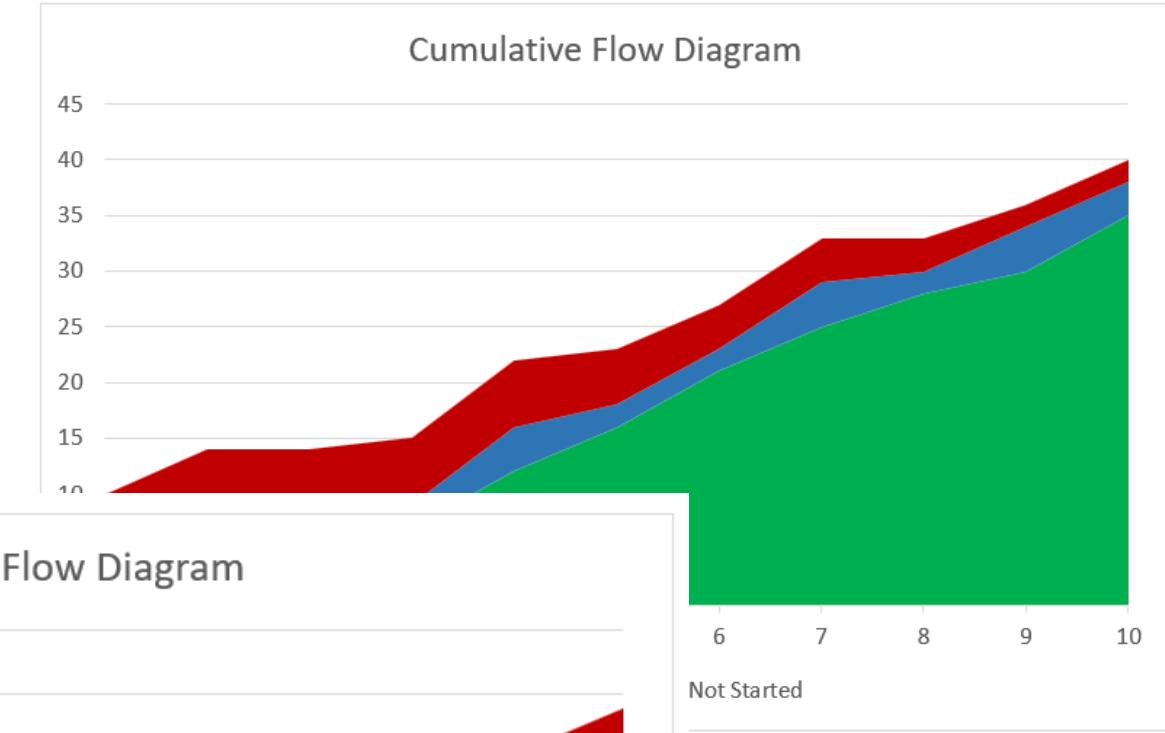
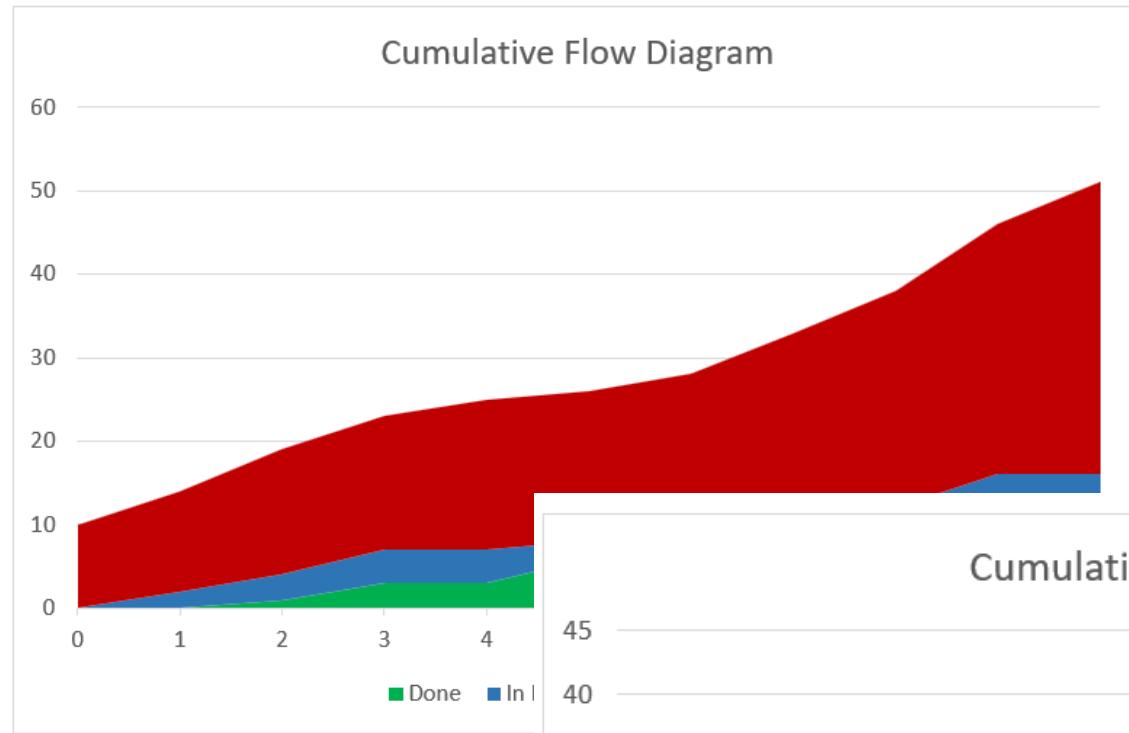
Cause

1. WIP is too high



Cause

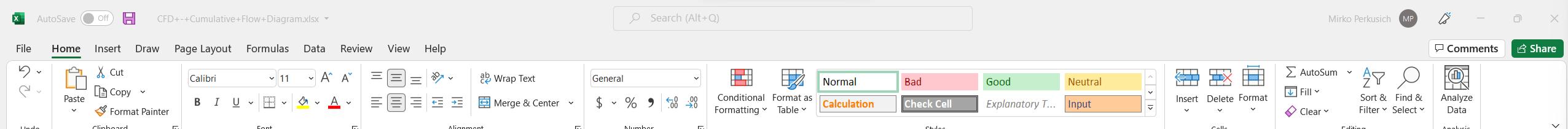
1. WIP is too high → Limit WIP





CUMULATIVE FLOW DIAGRAM

ANALYZING KANBAN METRICS



U27 : fx

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AA

1

Days

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Done										1	1	1	1	2	2
In Progress				1	1	2	2	2	2	2	2	3	2	2	2
Not Started	1	1	1	1	1	0	0	1	0	0	1	0	0	0	0

2

3

4

5

6

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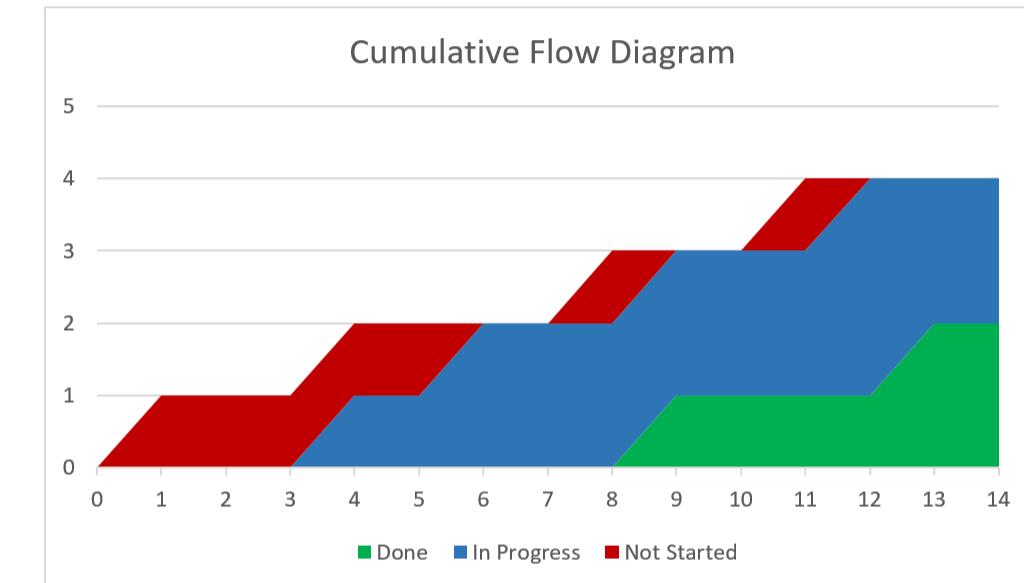
26

27

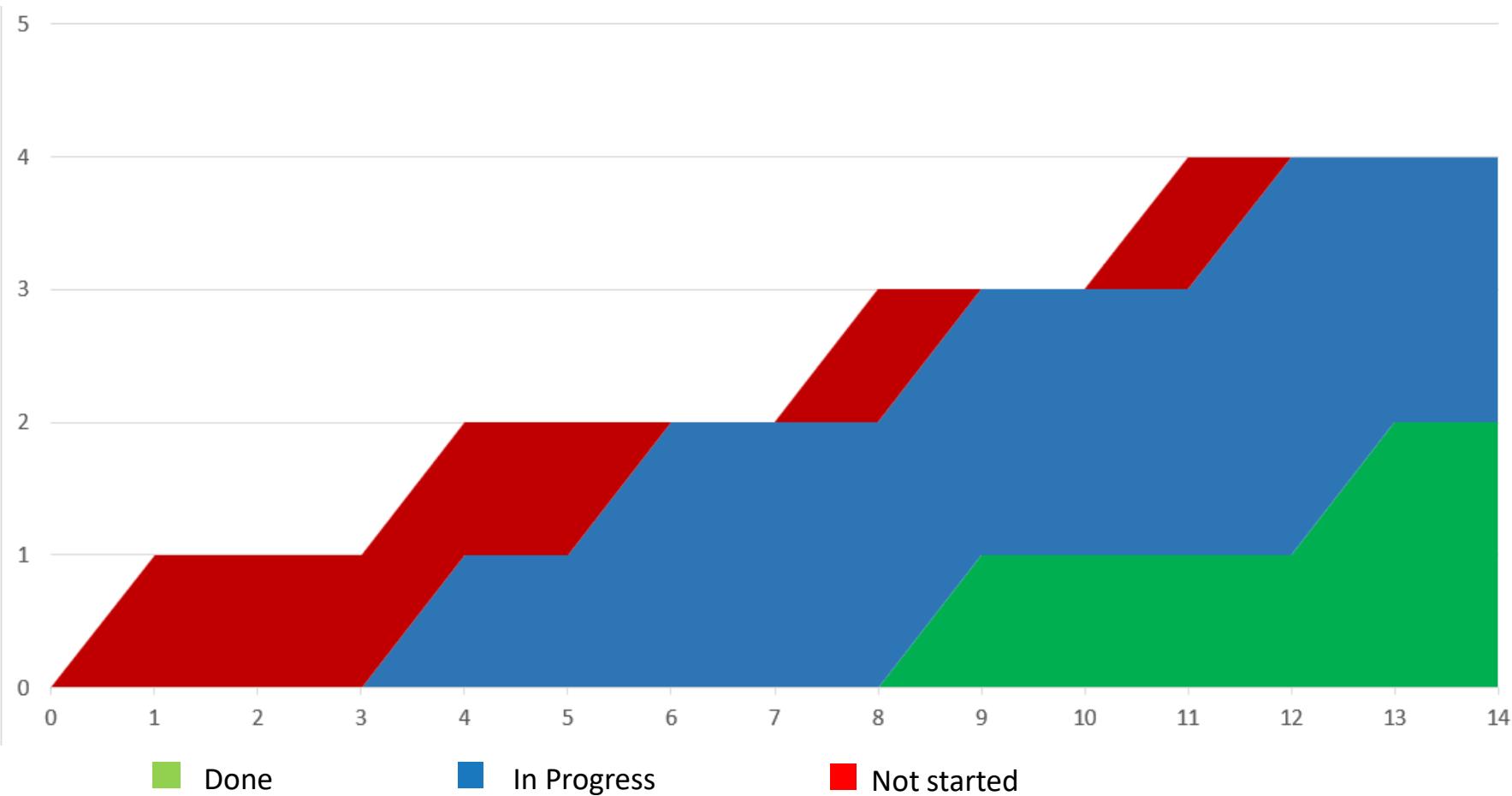
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29

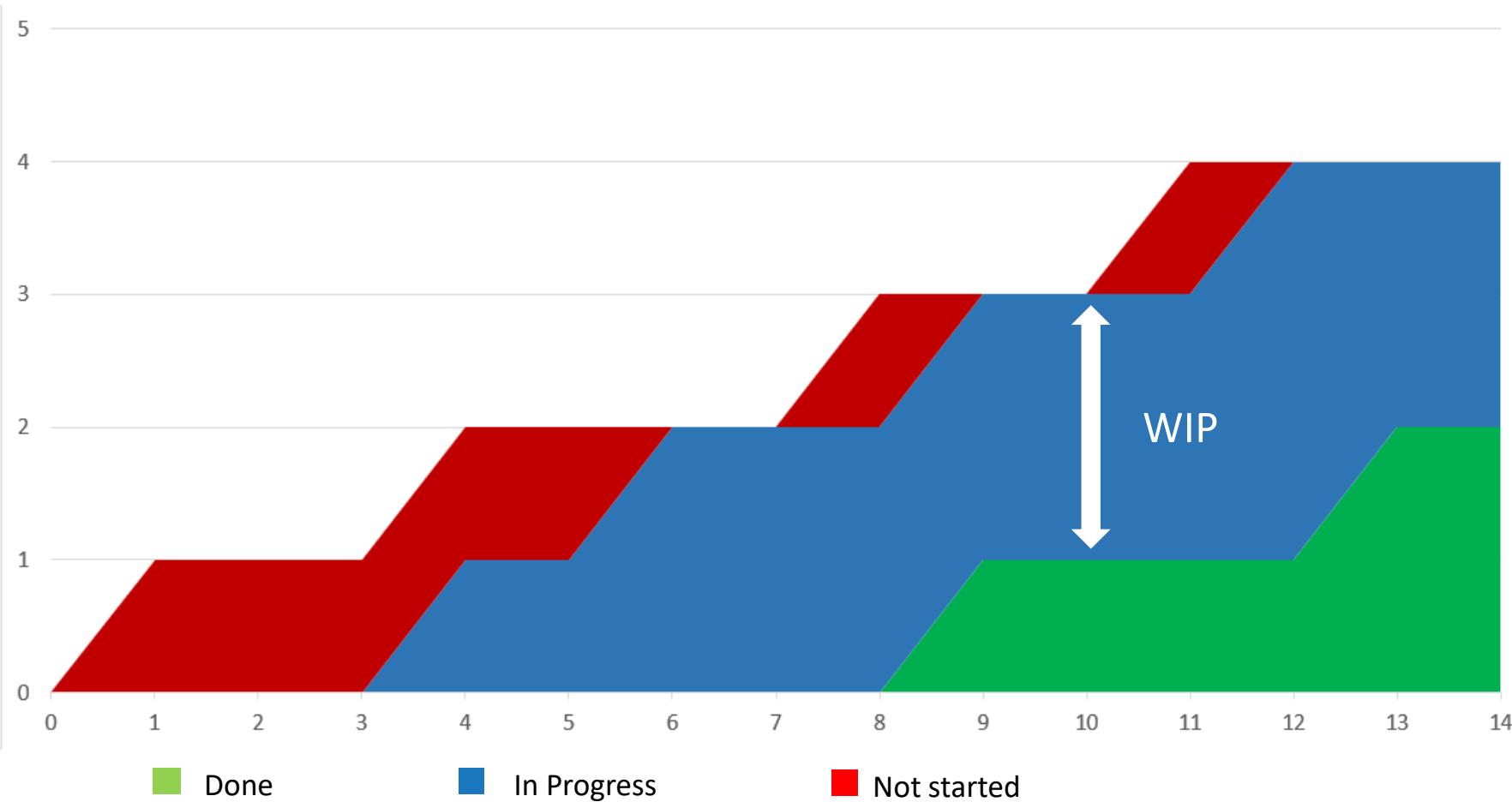
30



Cumulative Flow Diagram



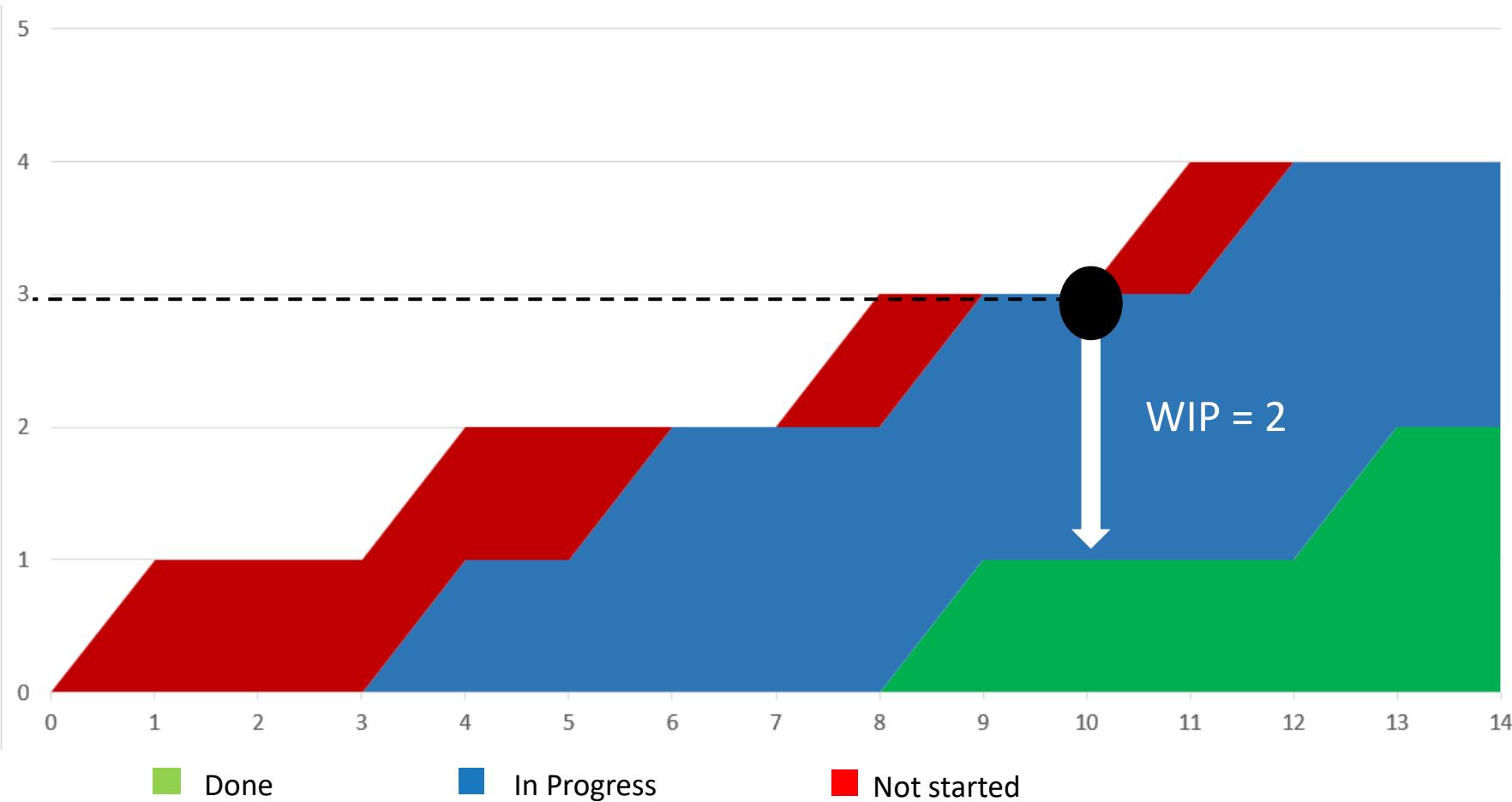
Cumulative Flow Diagram



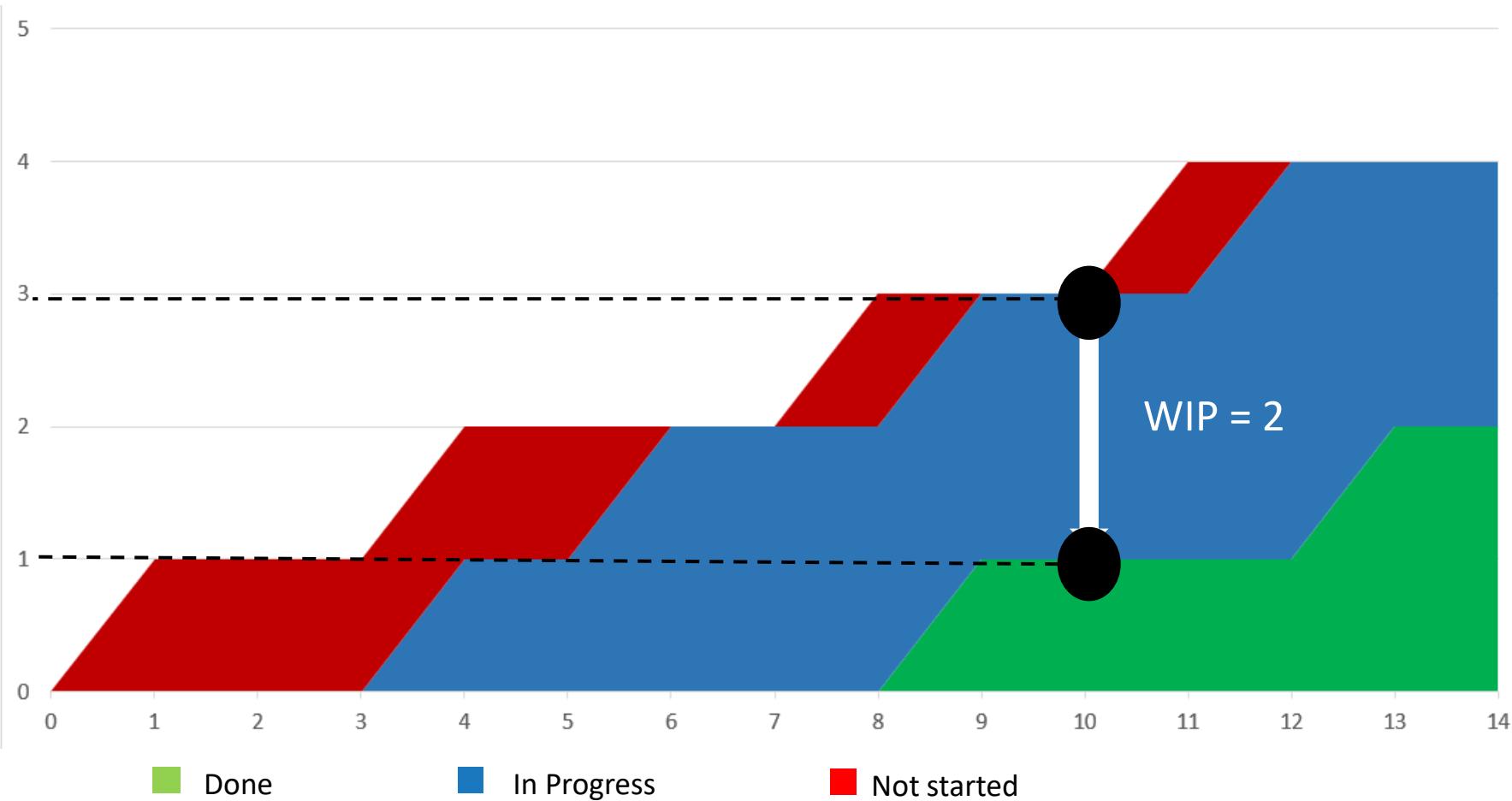
Cumulative Flow Diagram



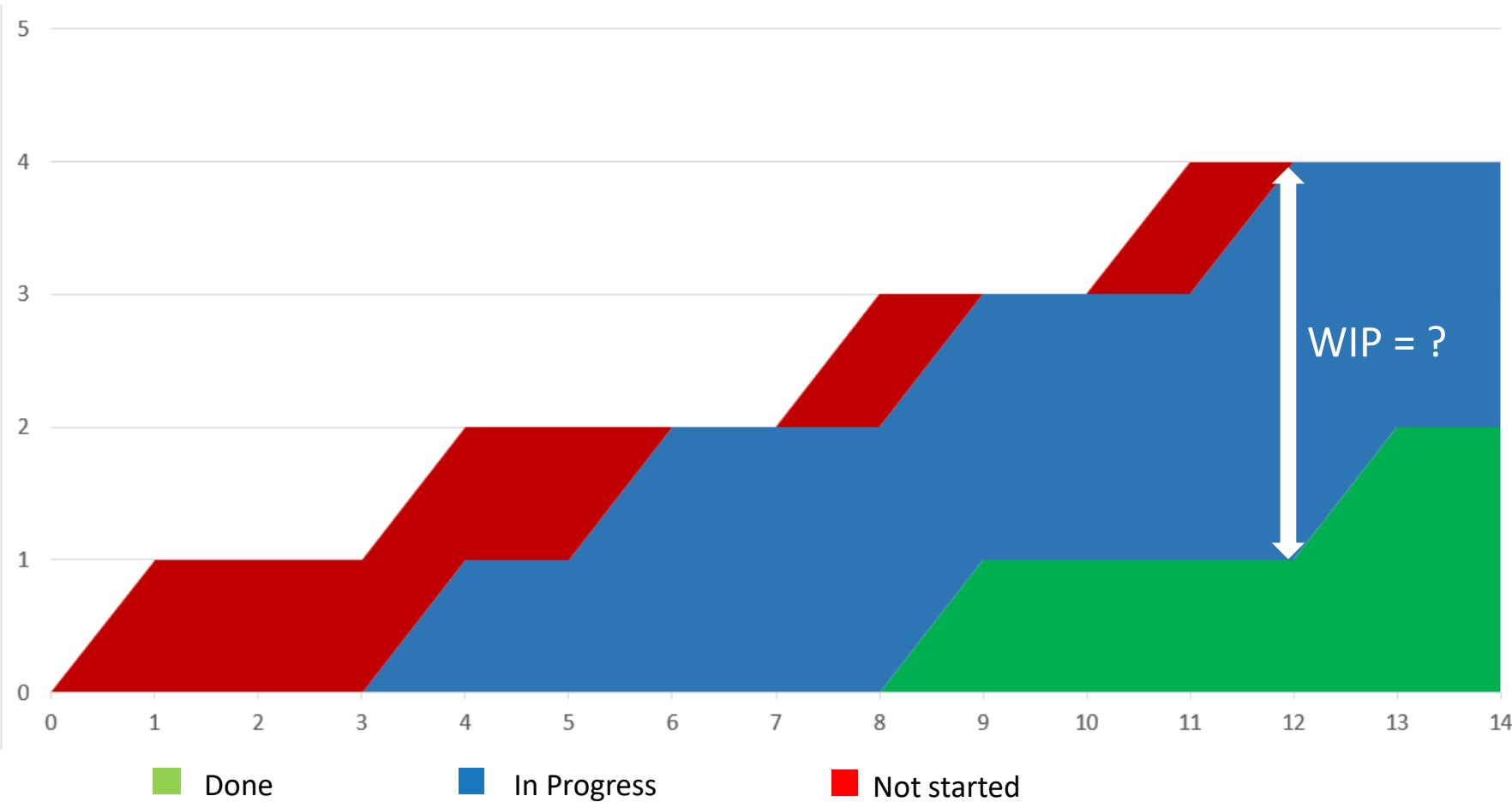
Cumulative Flow Diagram



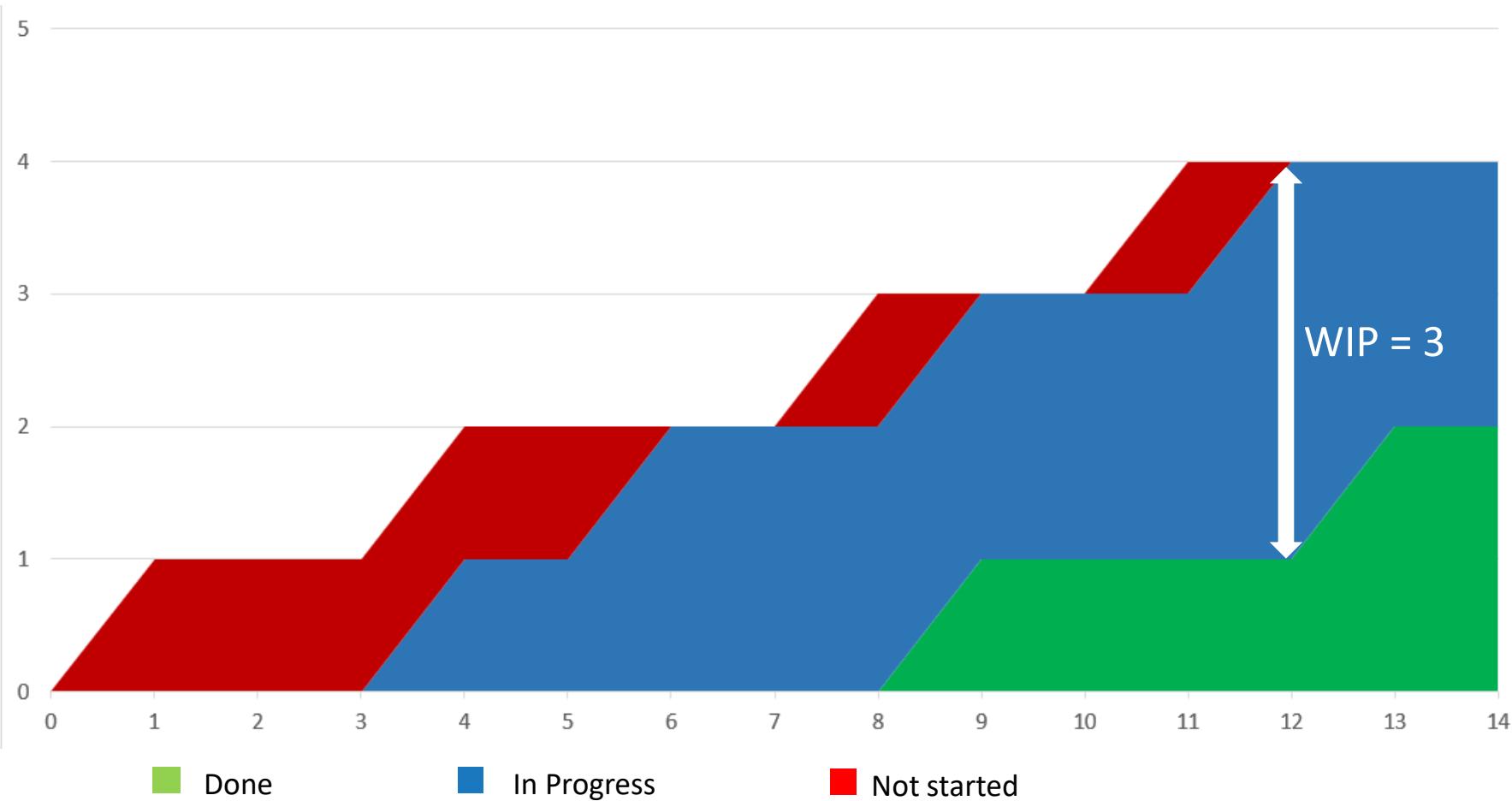
Cumulative Flow Diagram



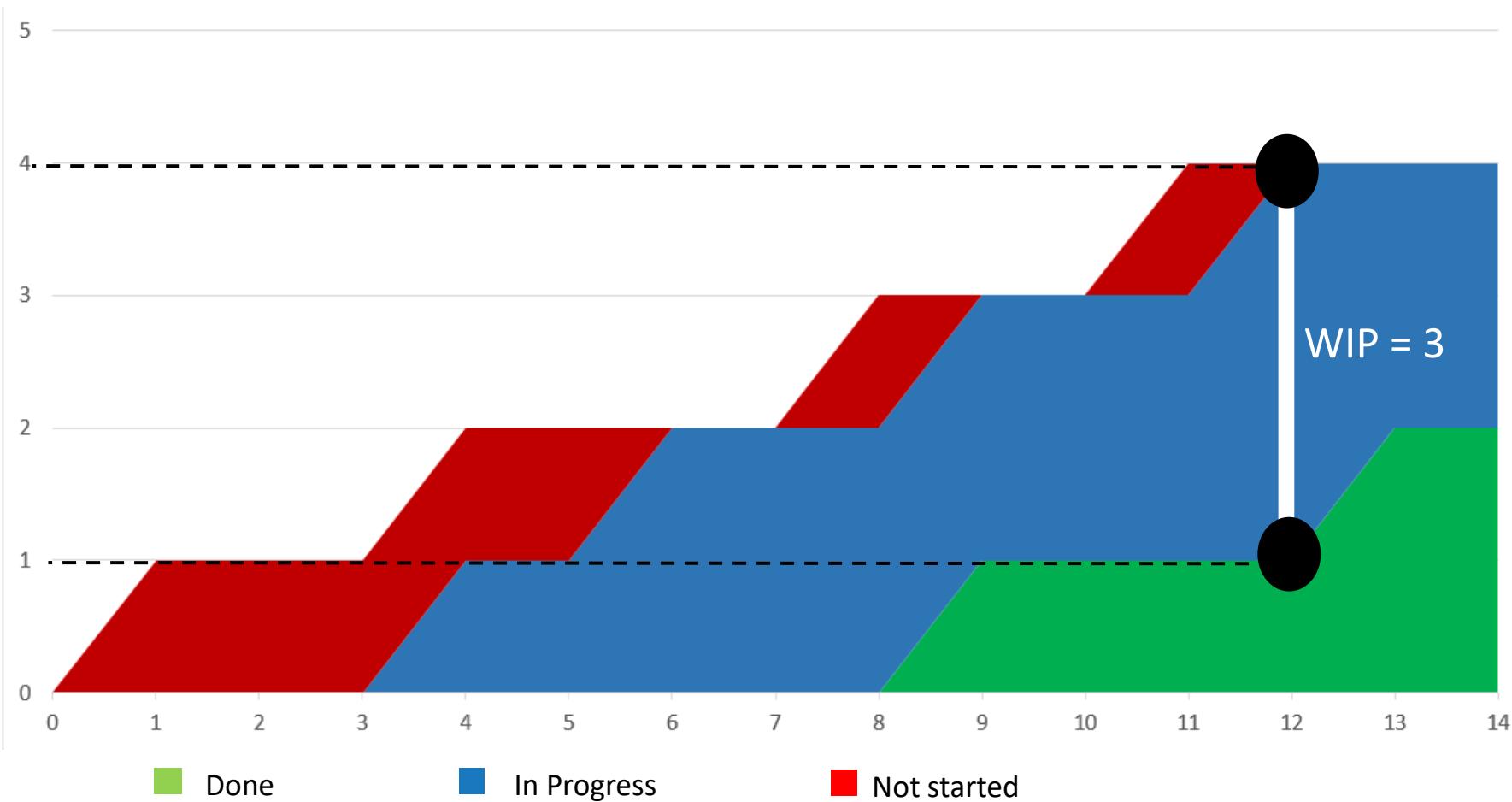
Cumulative Flow Diagram



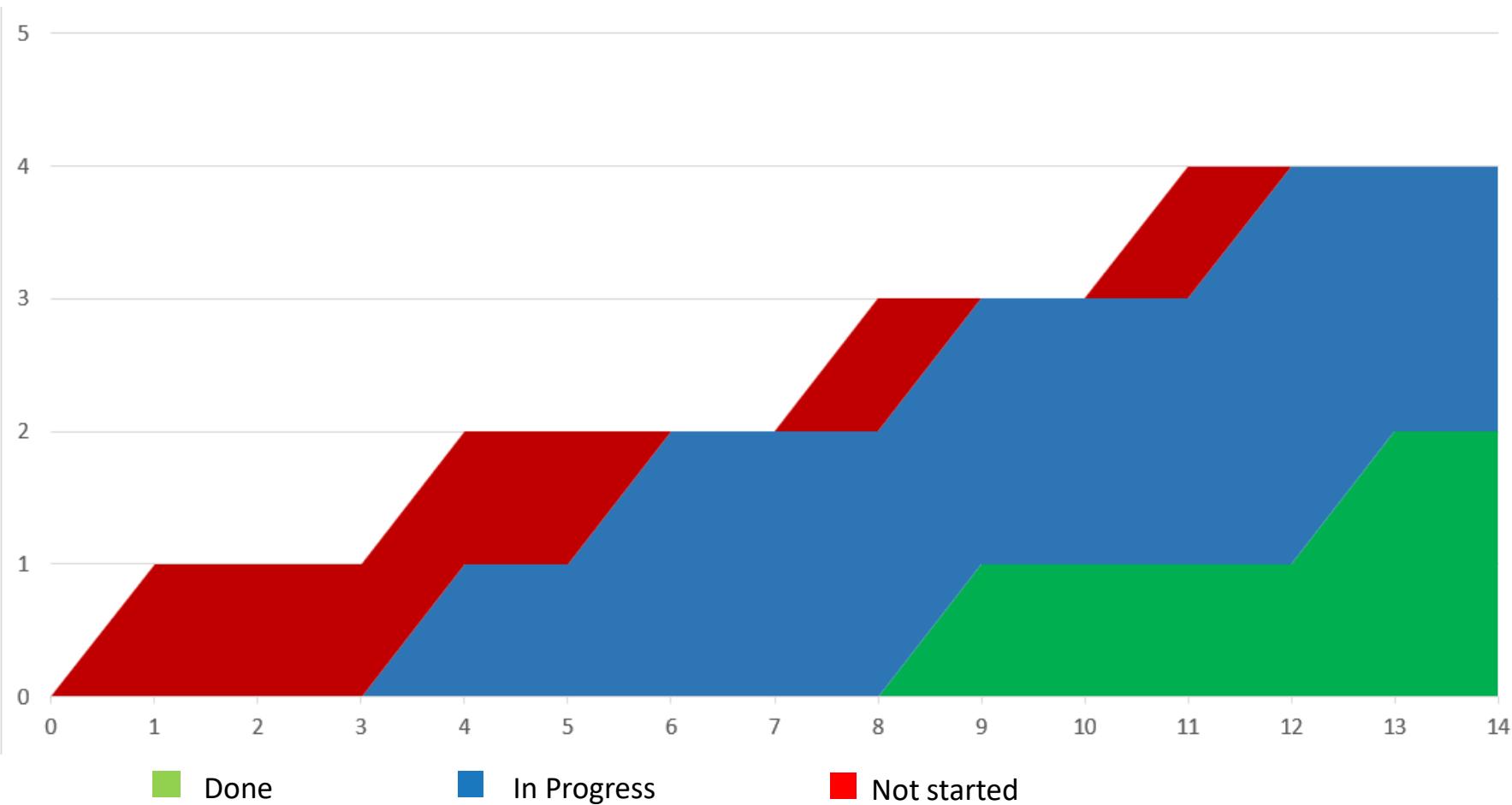
Cumulative Flow Diagram



Cumulative Flow Diagram



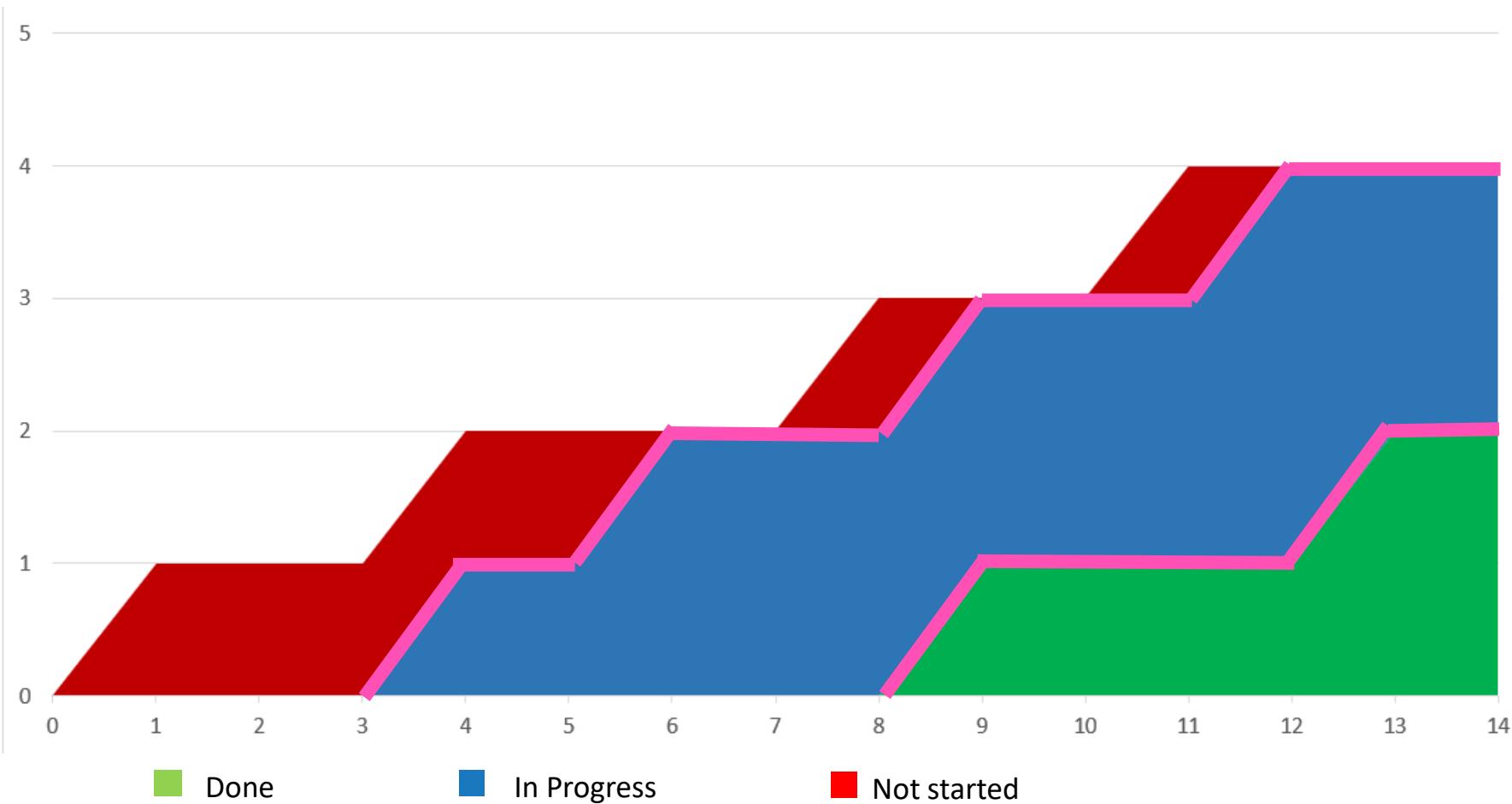
Cumulative Flow Diagram



Cumulative Flow Diagram



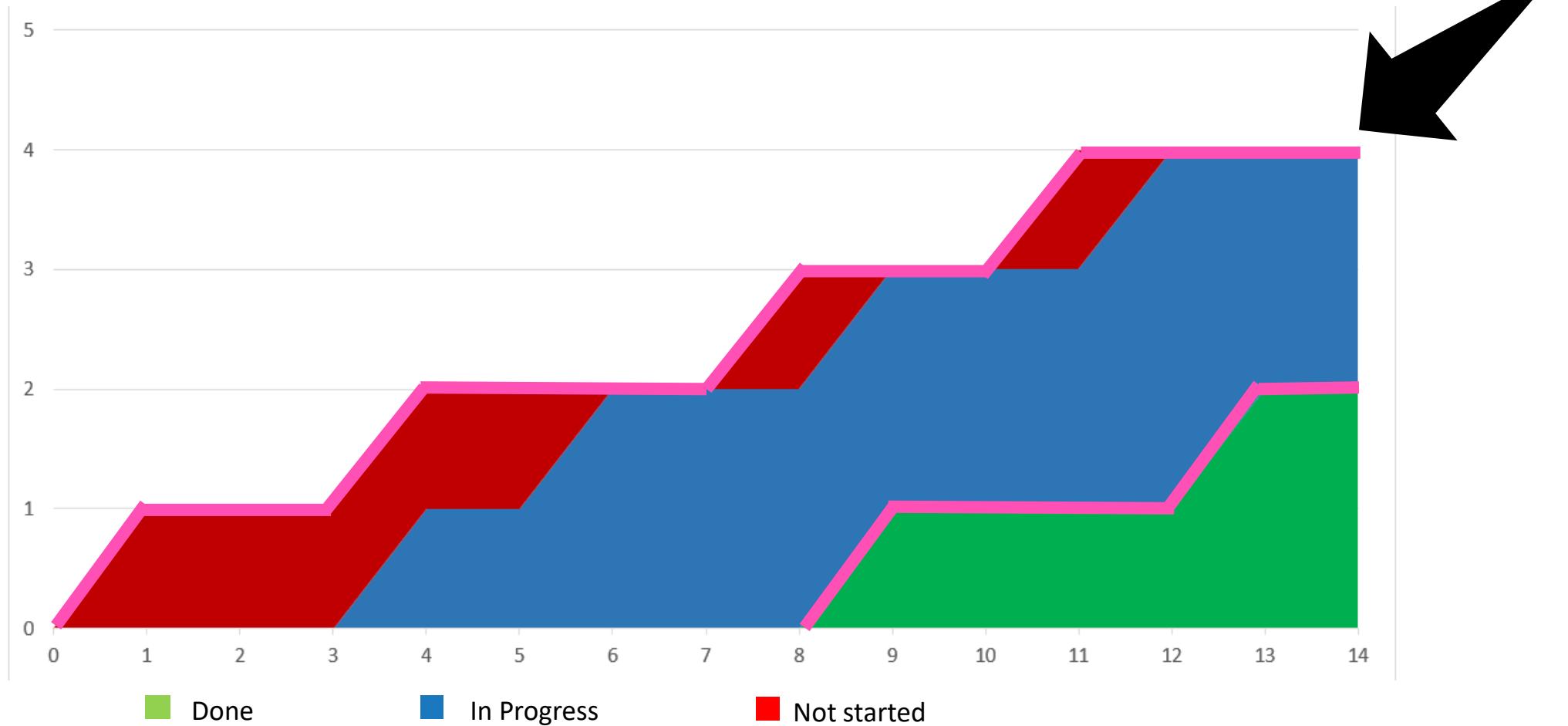
Cumulative Flow Diagram



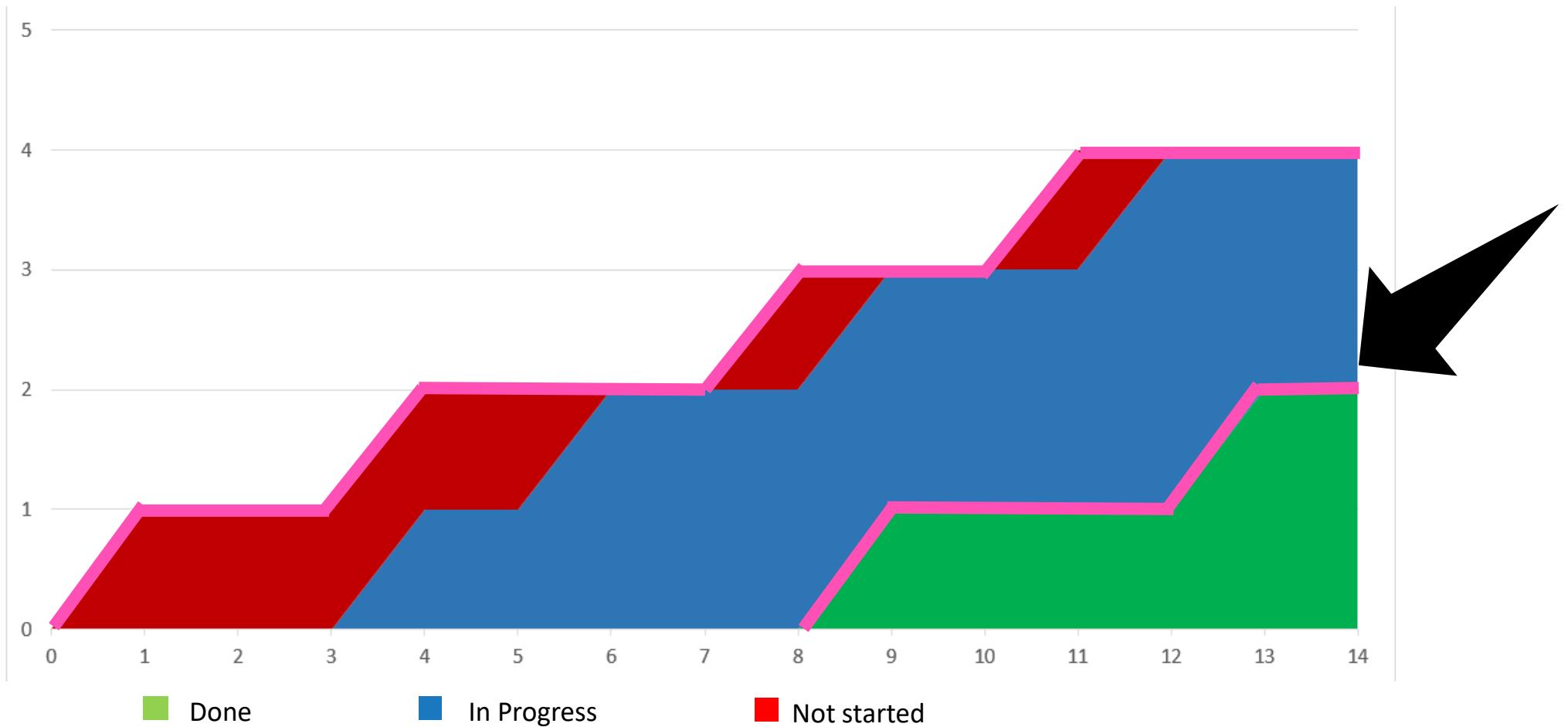
Cumulative Flow Diagram



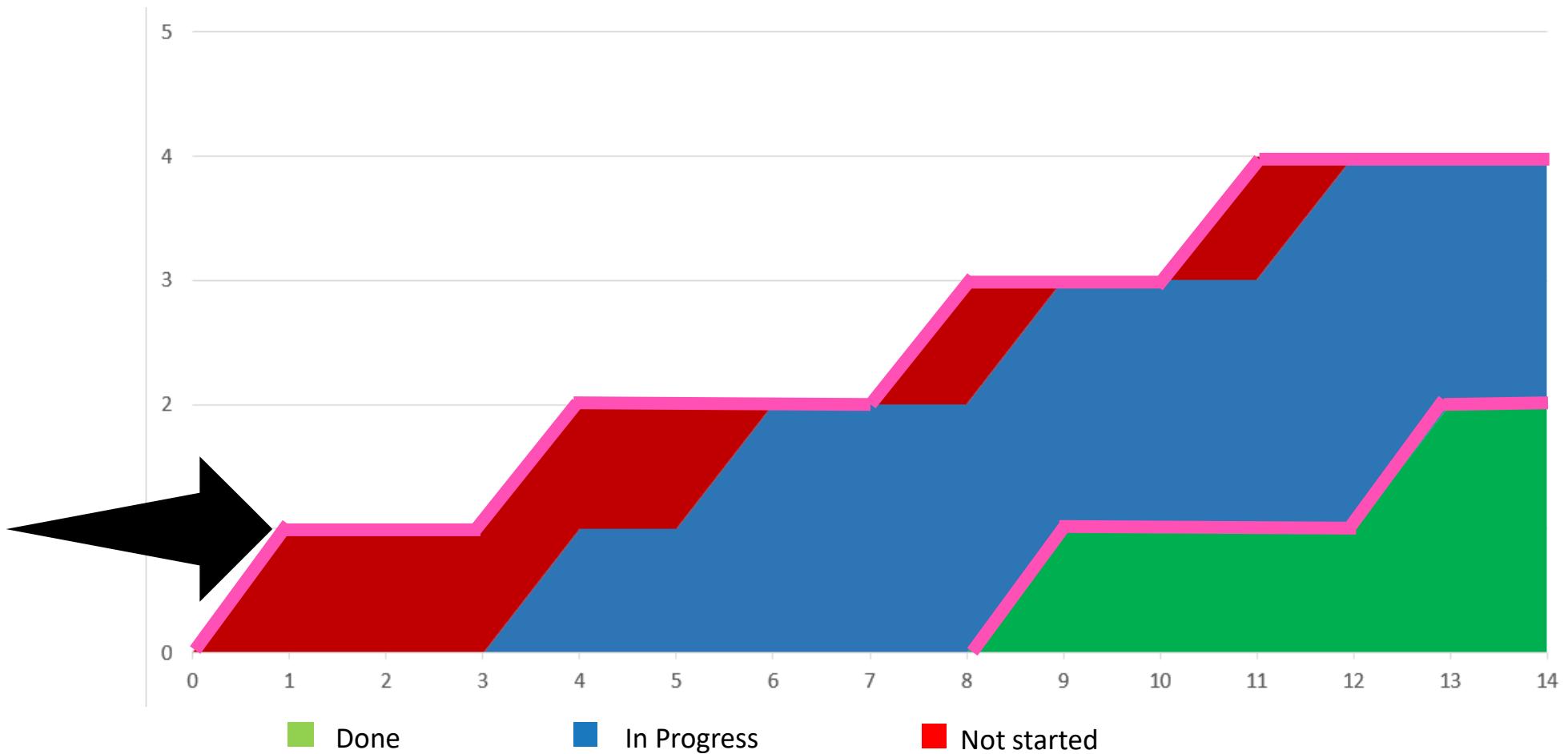
Cumulative Flow Diagram



Cumulative Flow Diagram



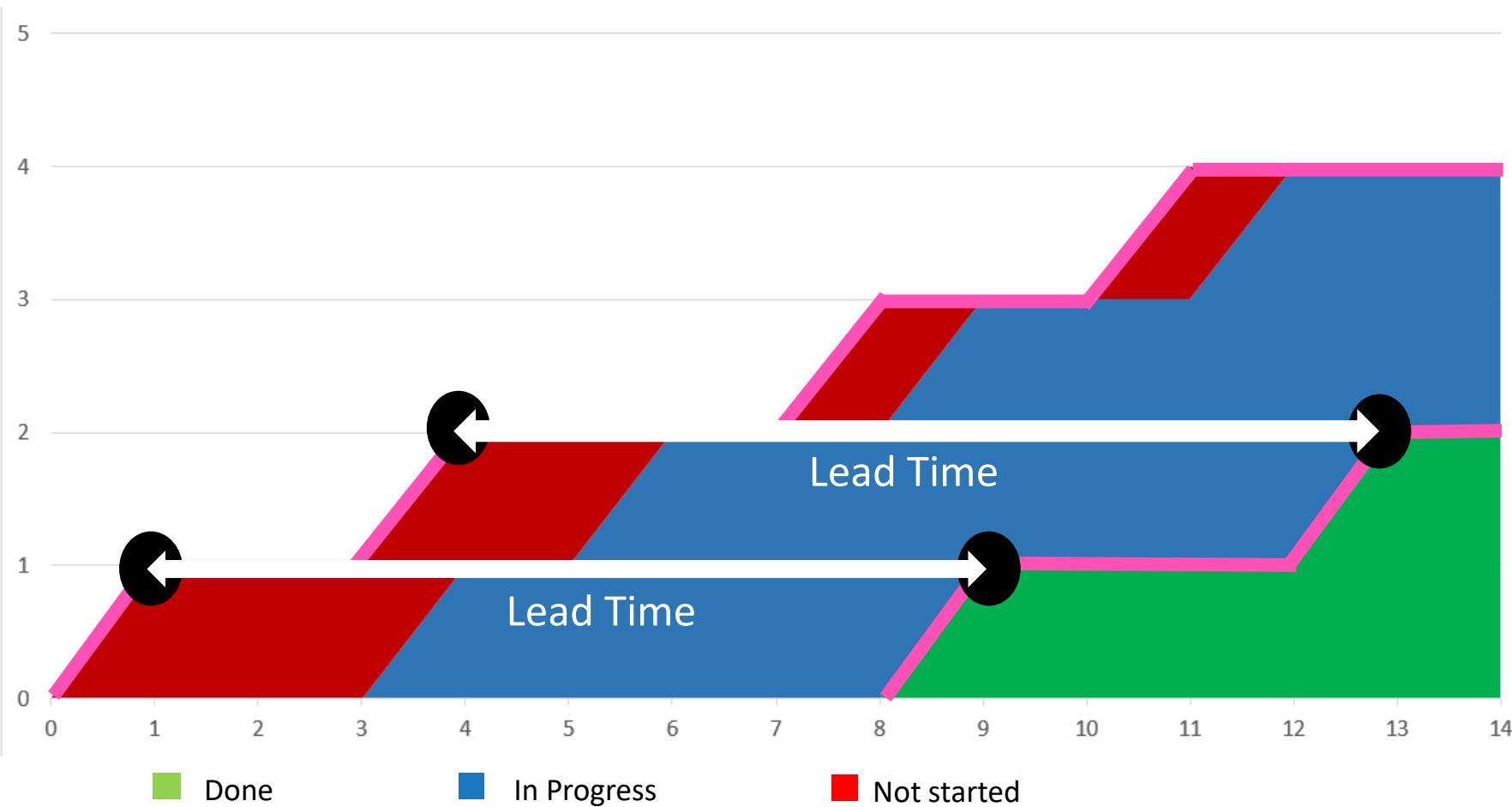
Cumulative Flow Diagram



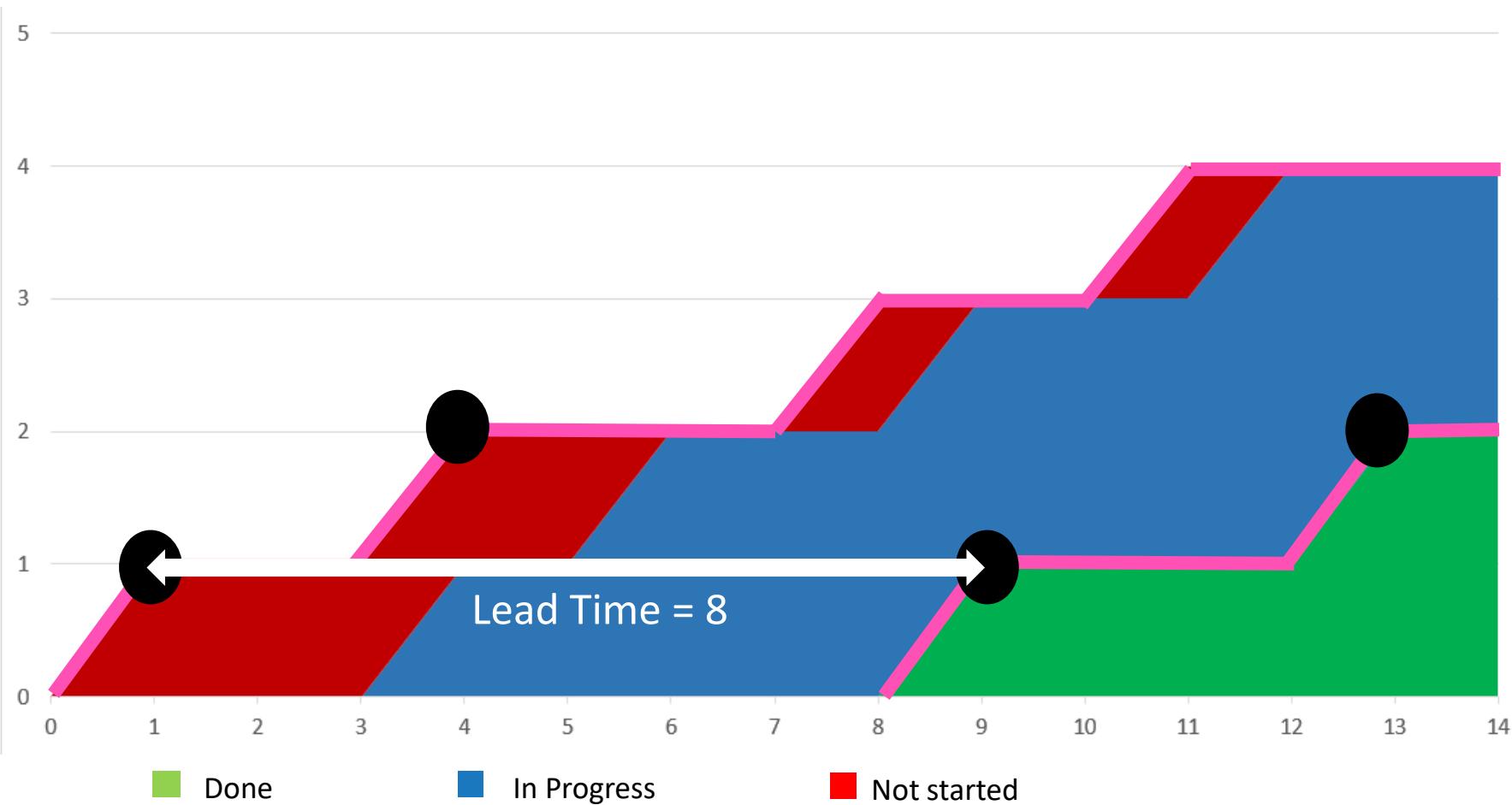
Cumulative Flow Diagram



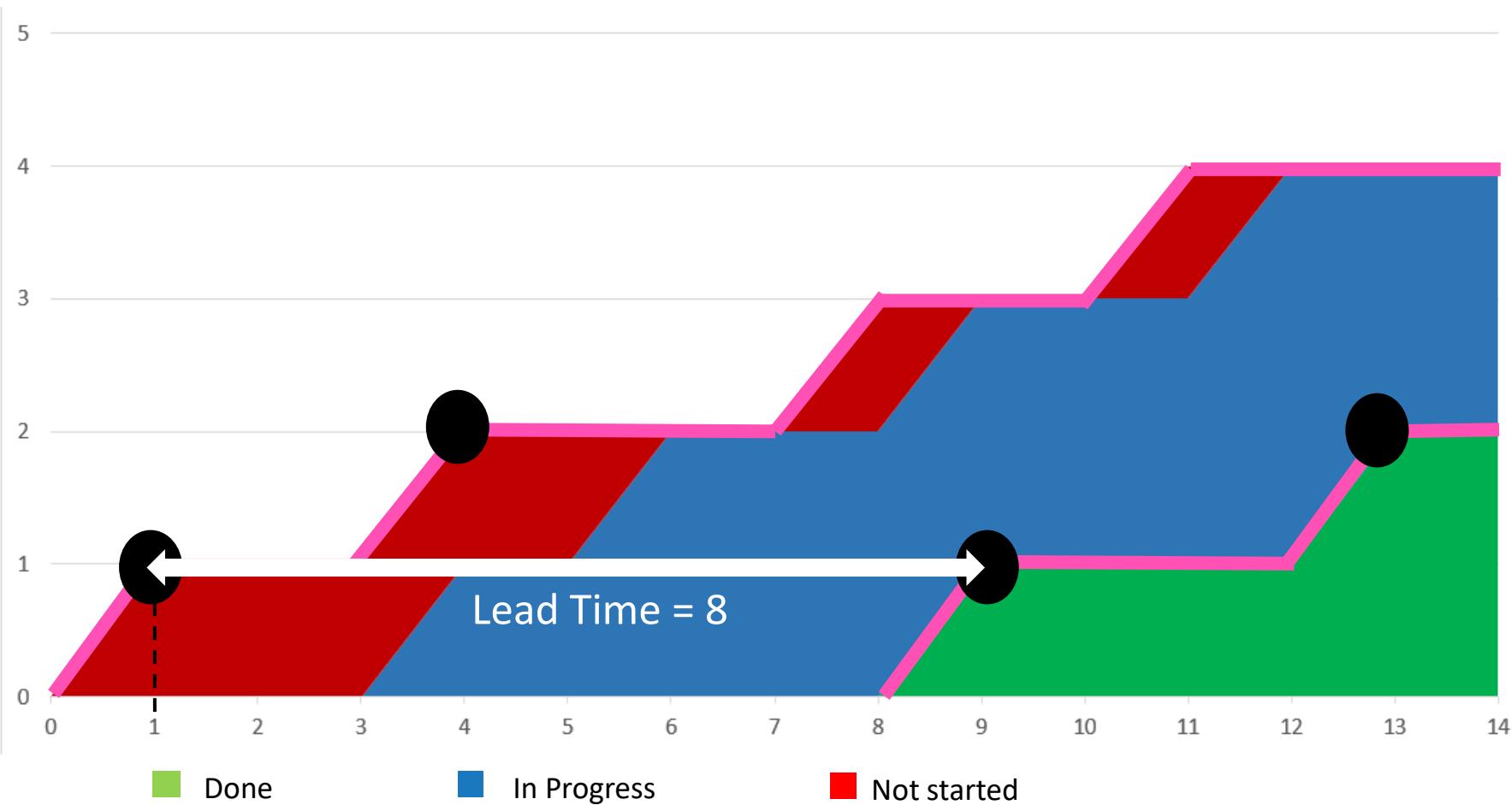
Cumulative Flow Diagram



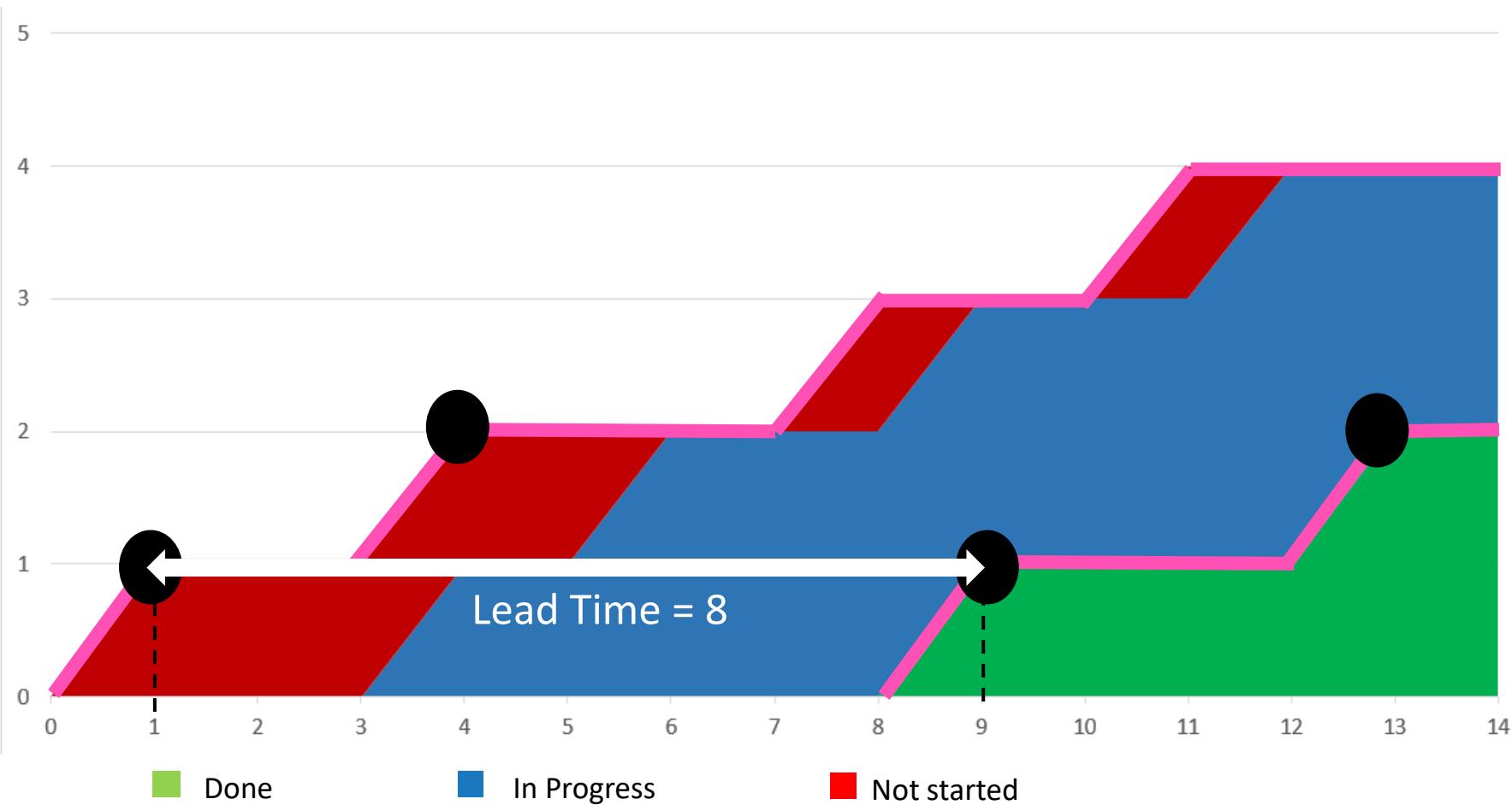
Cumulative Flow Diagram



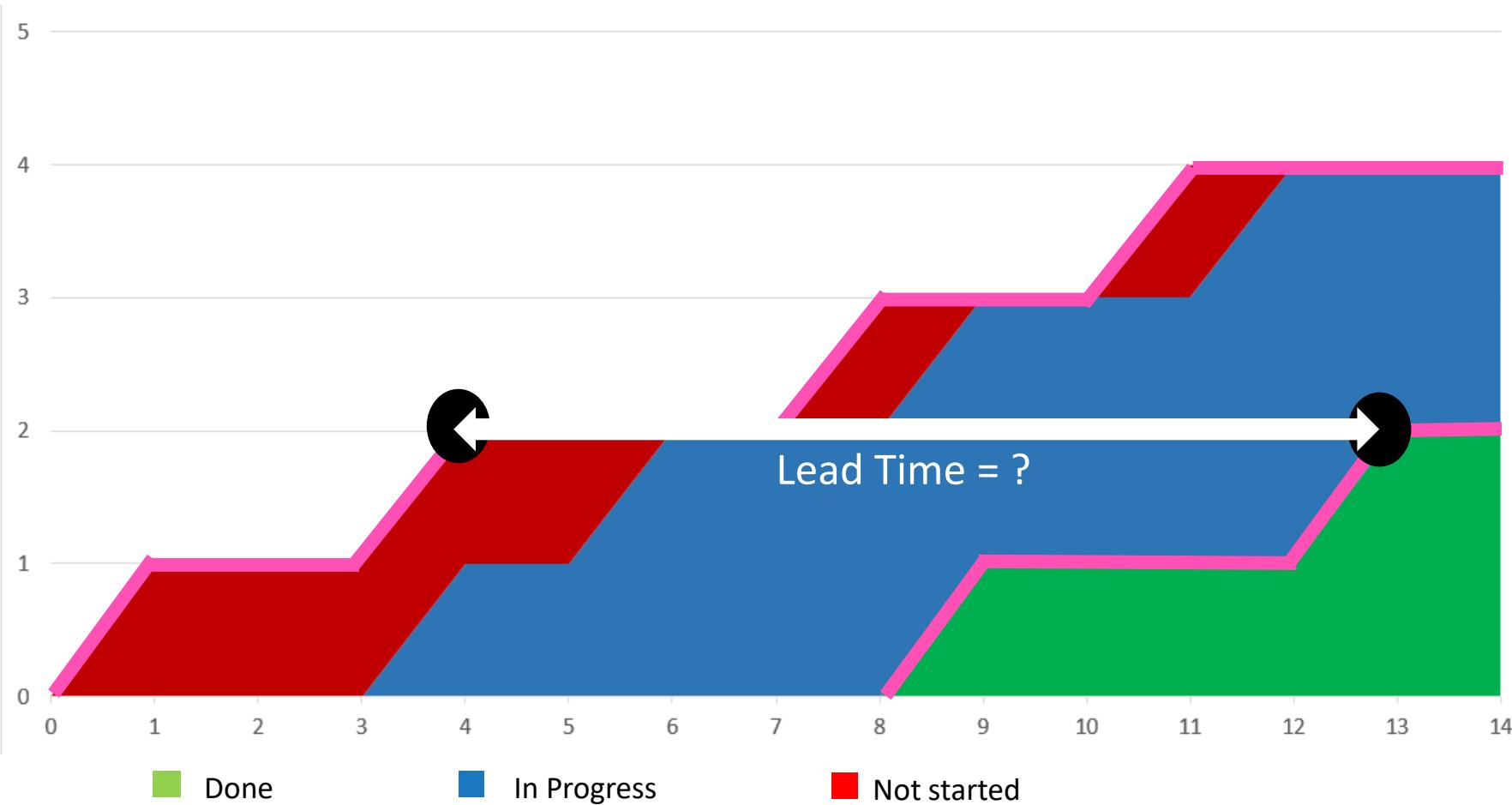
Cumulative Flow Diagram



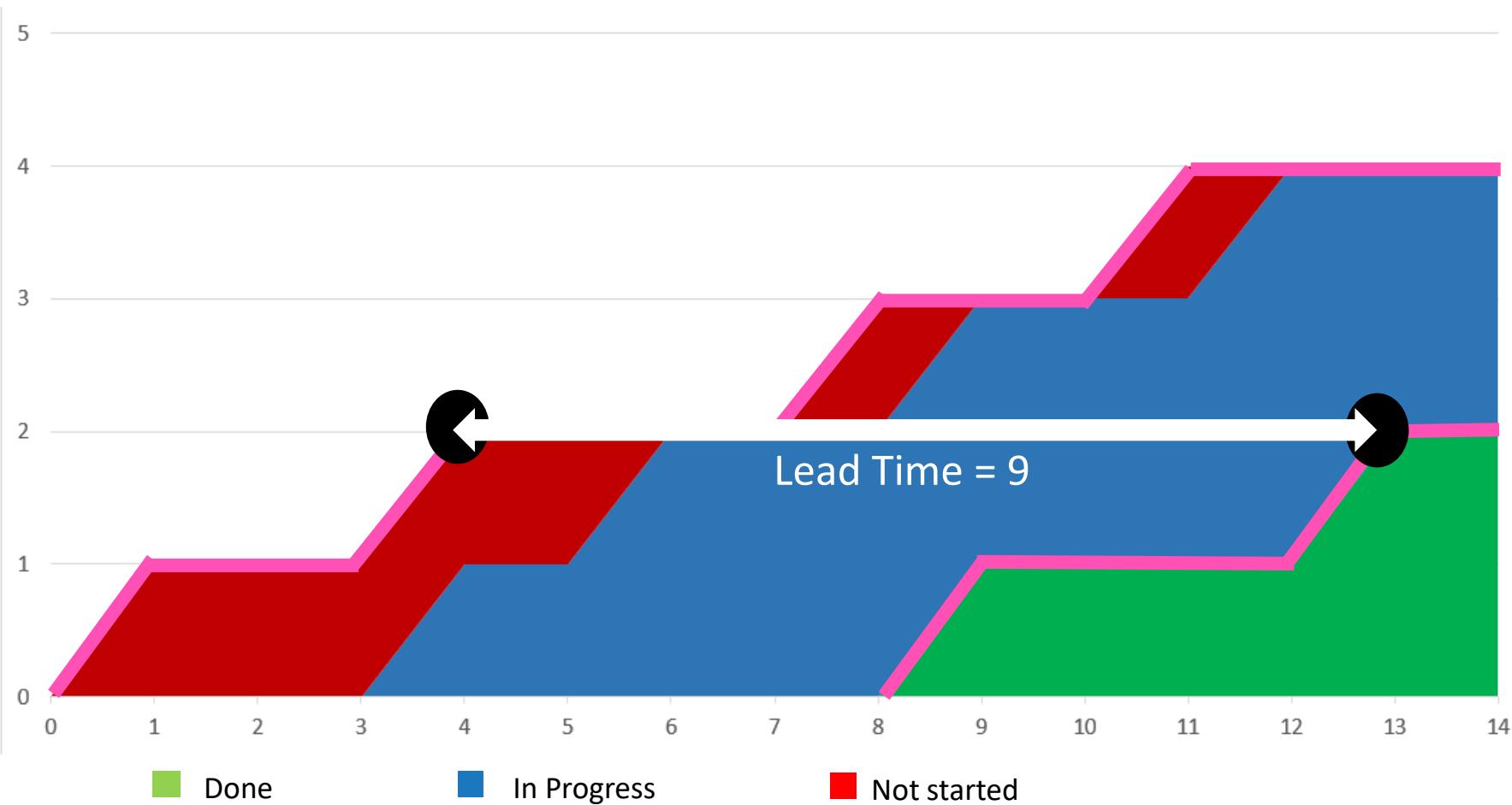
Cumulative Flow Diagram



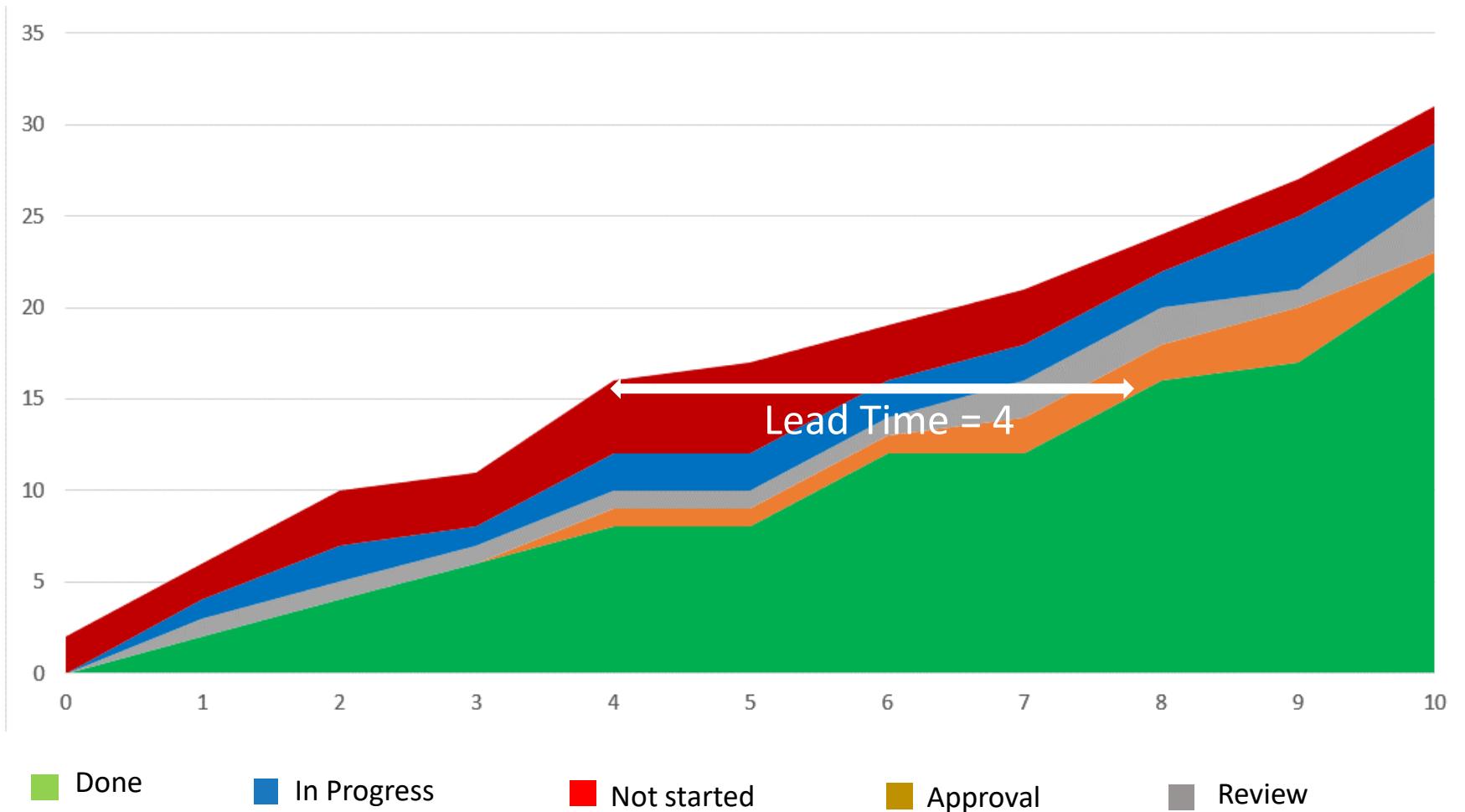
Cumulative Flow Diagram



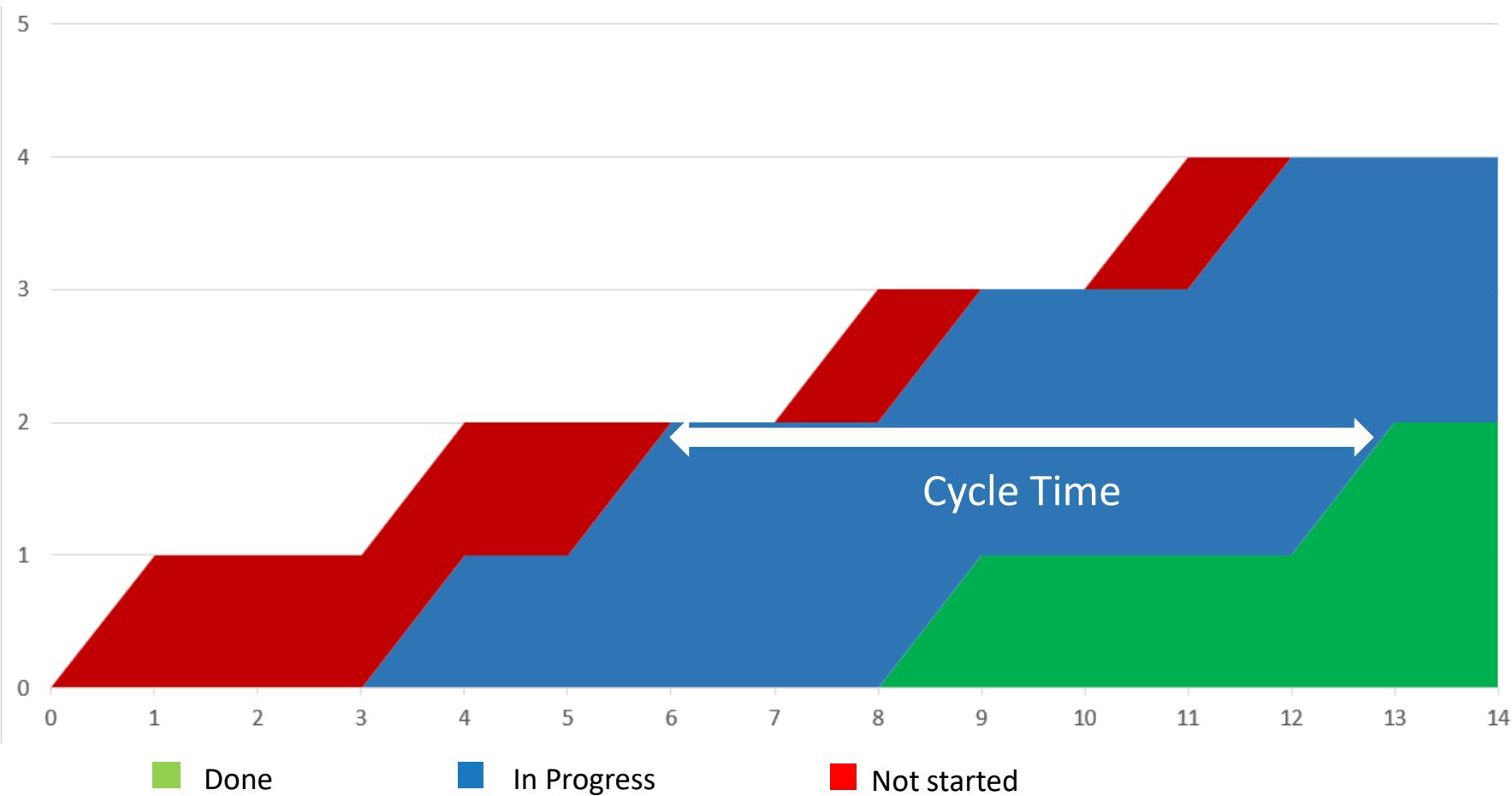
Cumulative Flow Diagram



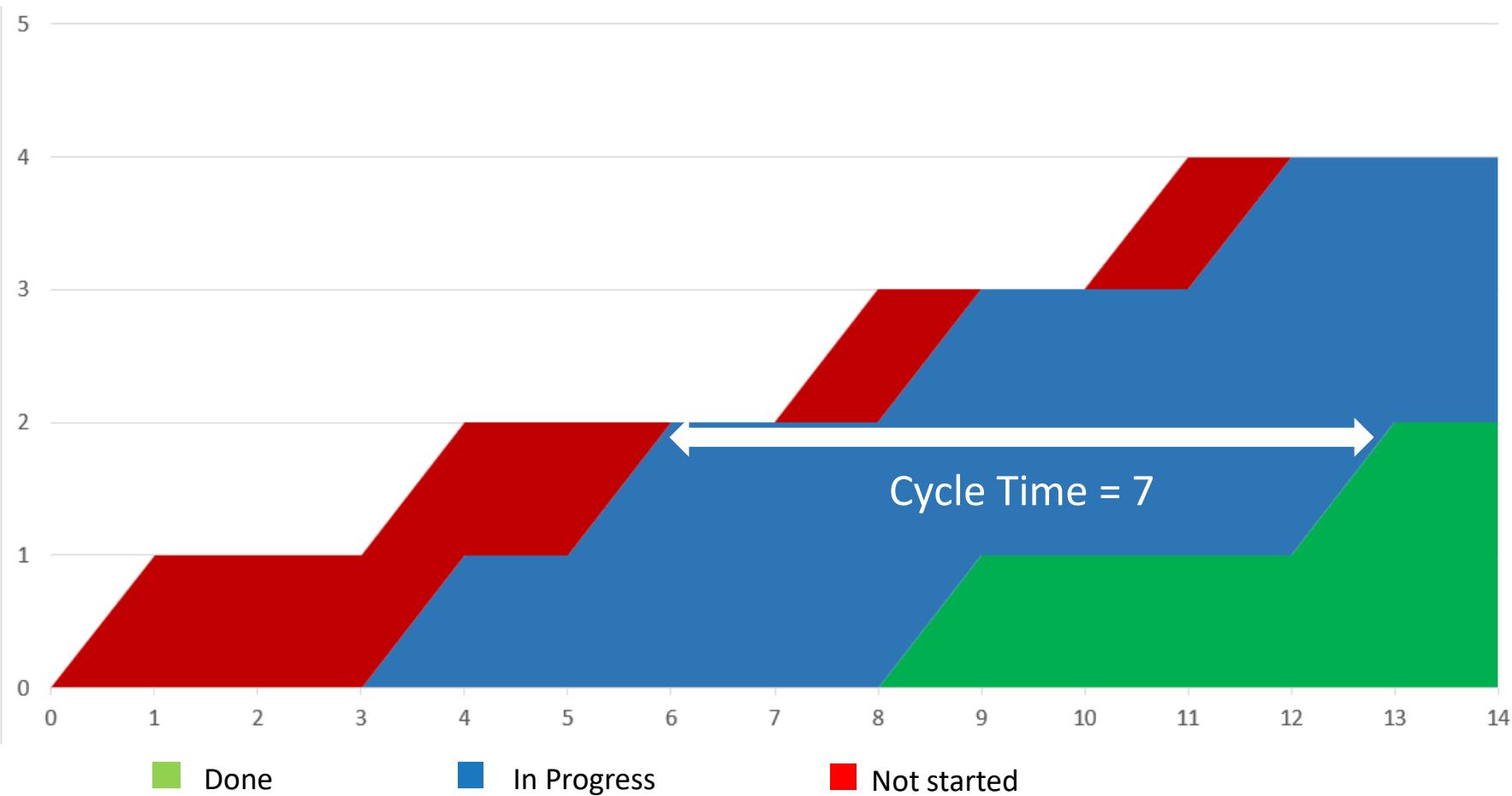
Cumulative Flow Diagram



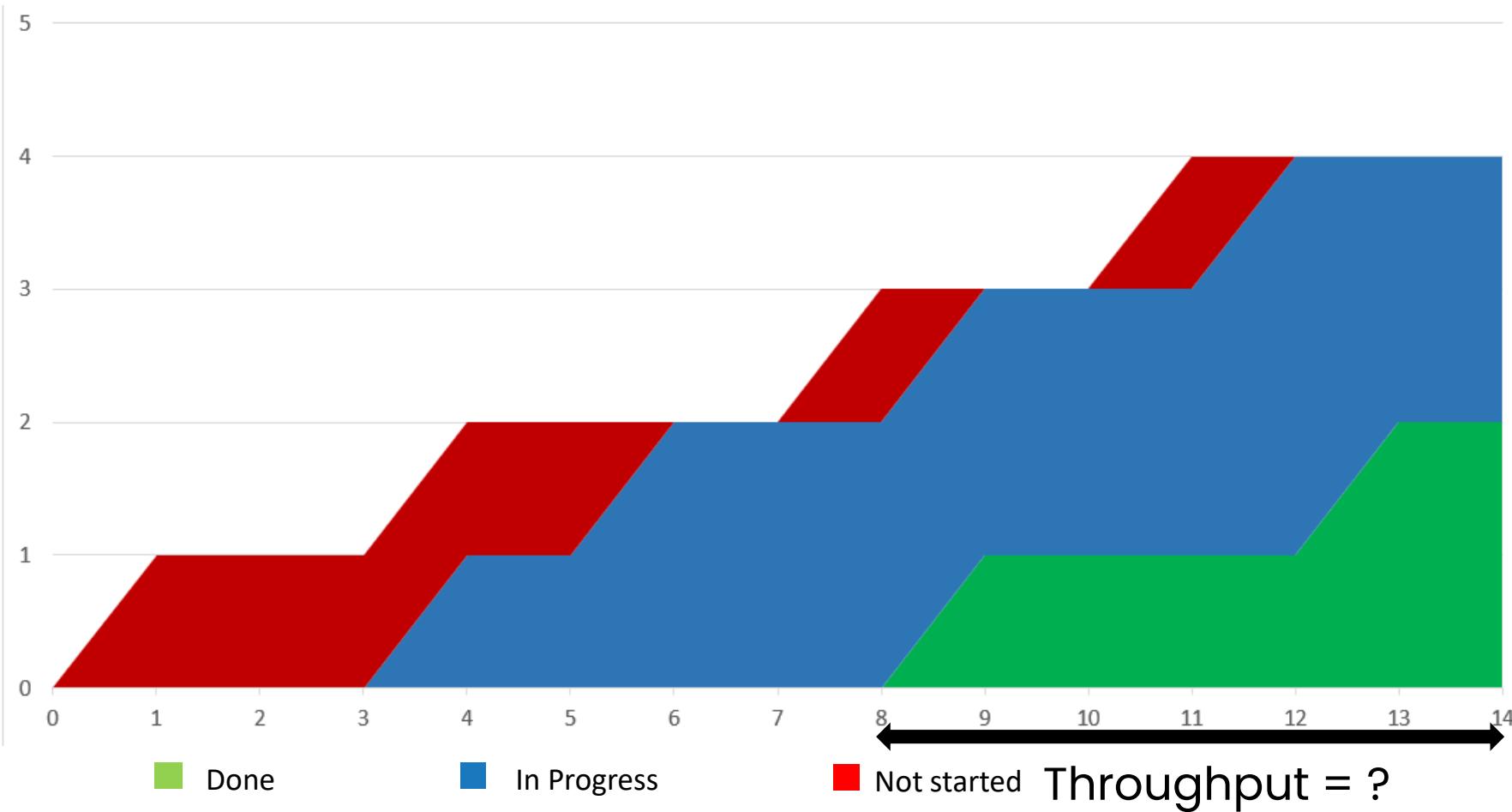
Cumulative Flow Diagram



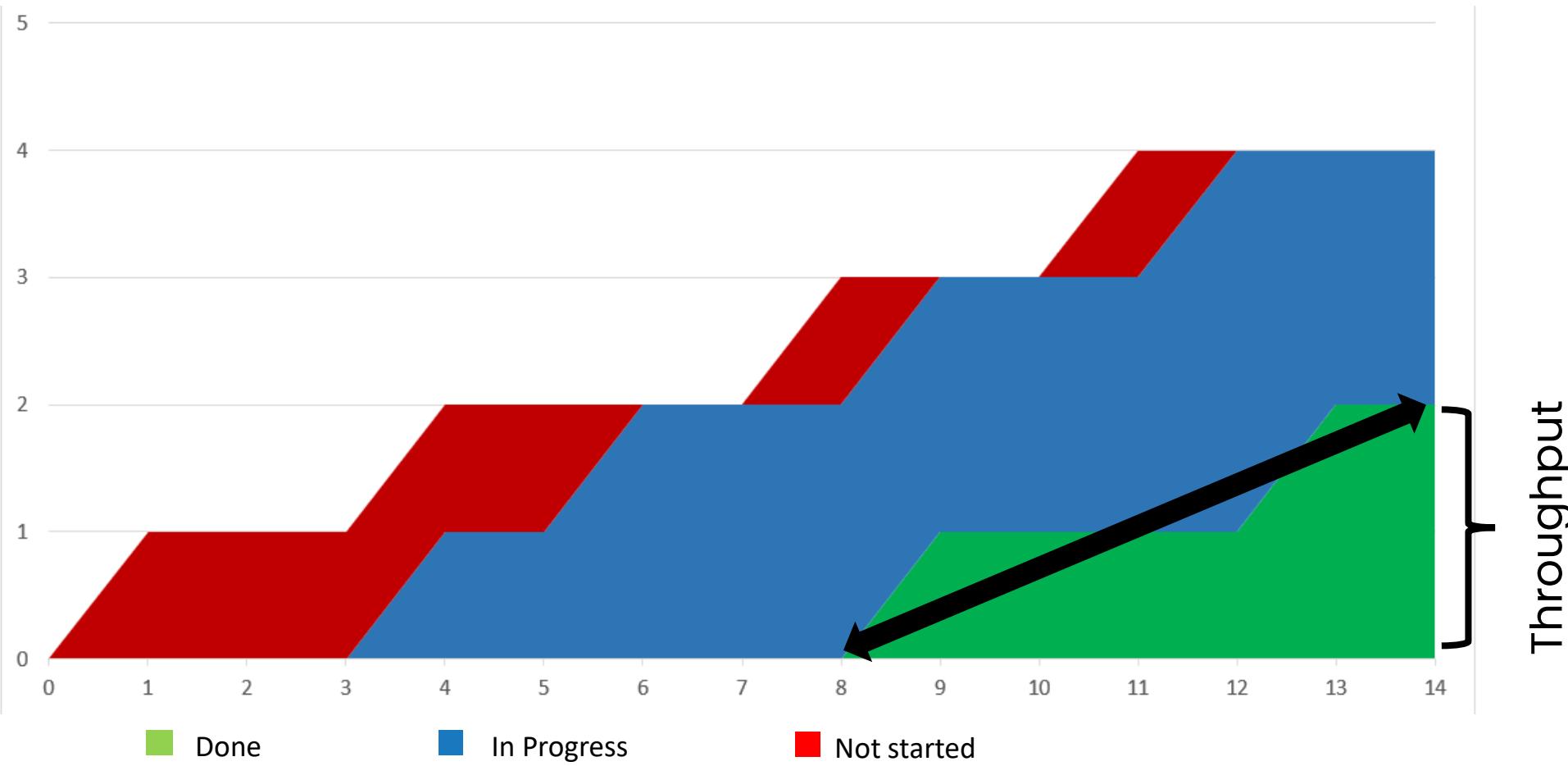
Cumulative Flow Diagram



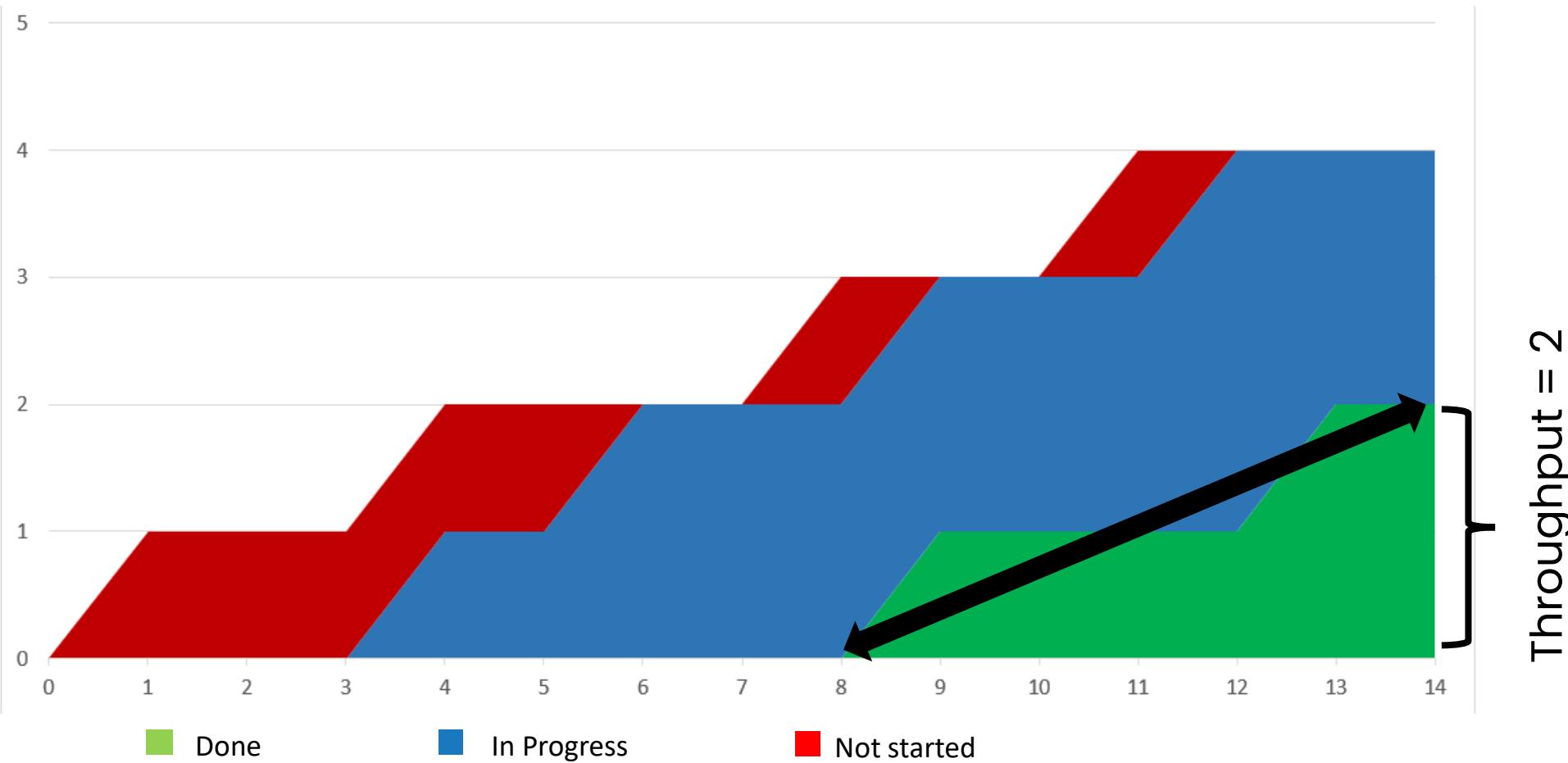
Cumulative Flow Diagram



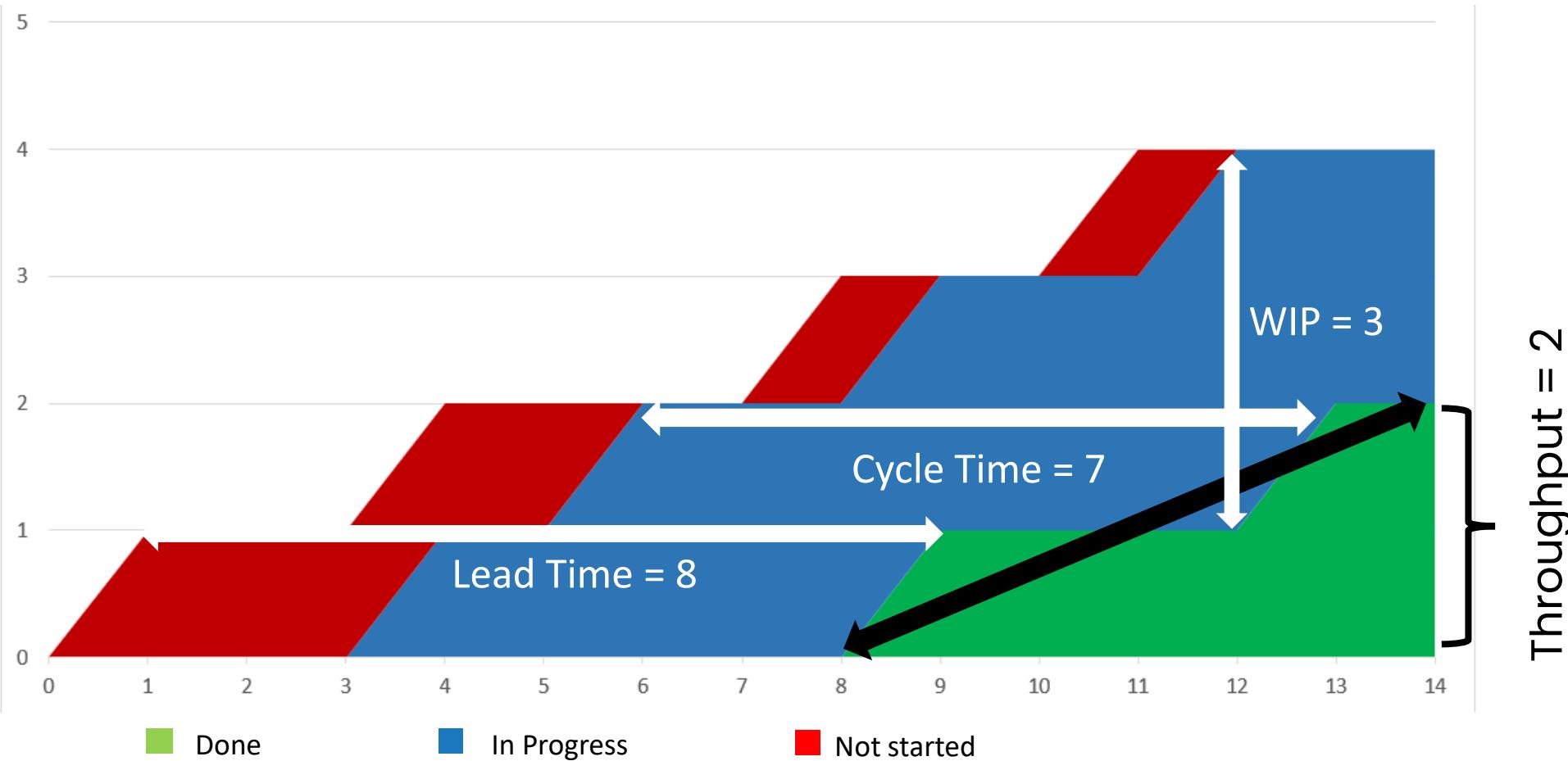
Cumulative Flow Diagram



Cumulative Flow Diagram



Cumulative Flow Diagram





THE 5 STEPS TO ADOPT KANBAN

4 PRINCIPLES

1

Start with what you do today

2

Agree to seek incremental improvements

3

Respect current processes, roles, responsibilities, and positions

4

Encourage leadership at all levels

6 PRACTICES

1

View Workflow

4

Make Process Policies Explicit

2

Limit Work In Progress (WIP)

5

Implement feedback loops

3

Manage Workflow

6

Improve collaboratively and experimentally

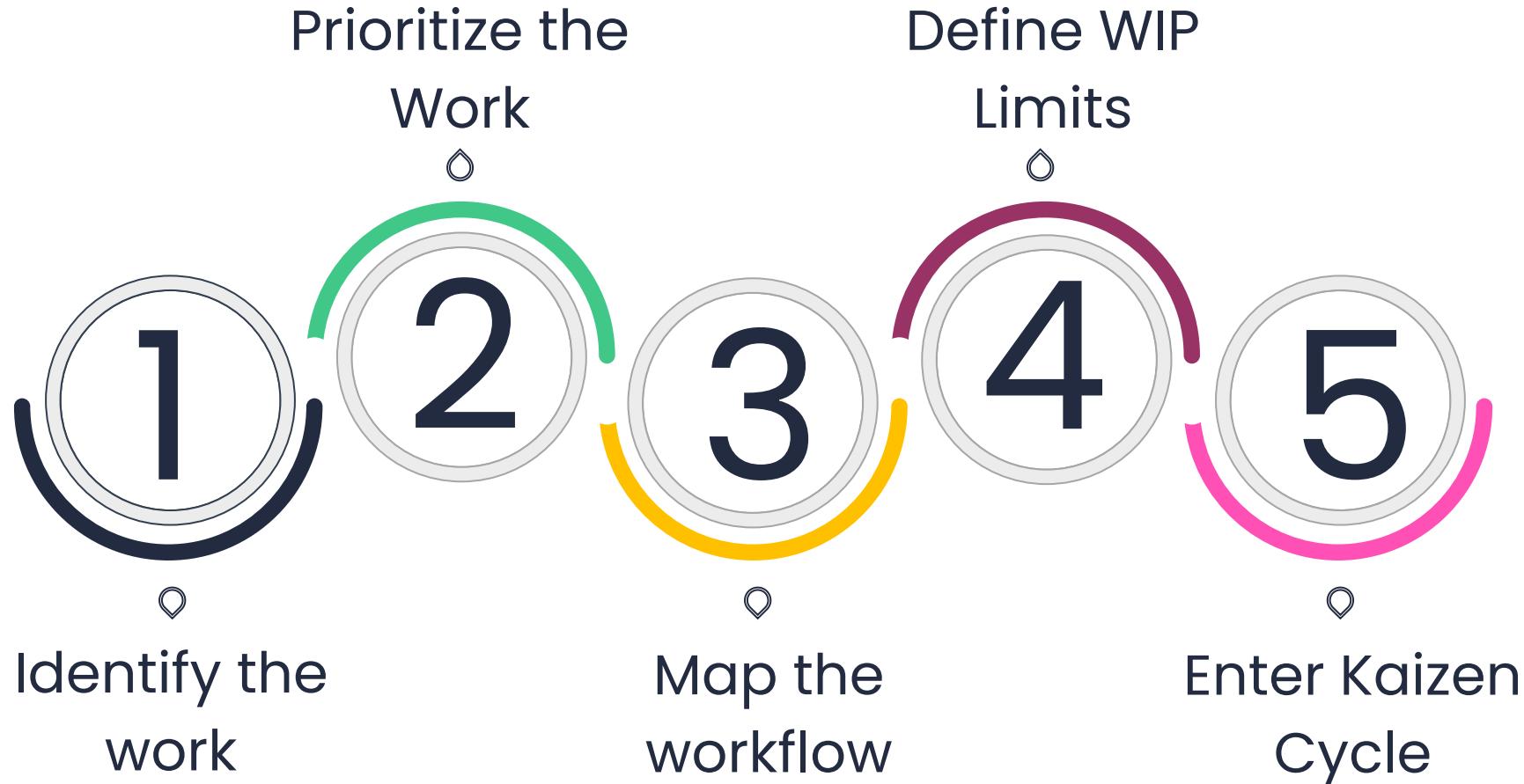
4 PRINCIPLES

- 1 Start with what you do today**
 - 2 Agree to seek incremental improvements**
 - 3 Respect current processes, roles, responsibilities, and positions**
 - 4 Encourage leadership at all levels**
-

6 PRACTICES

- 1 View Workflow**
- 2 Limit Work In Progress (WIP)**
- 3 Manage Workflow**
- 4 Make Process Policies Explicit**
- 5 Implement feedback loops**
- 6 Improve collaboratively and experimentally**

Kanban Adoption Roadmap

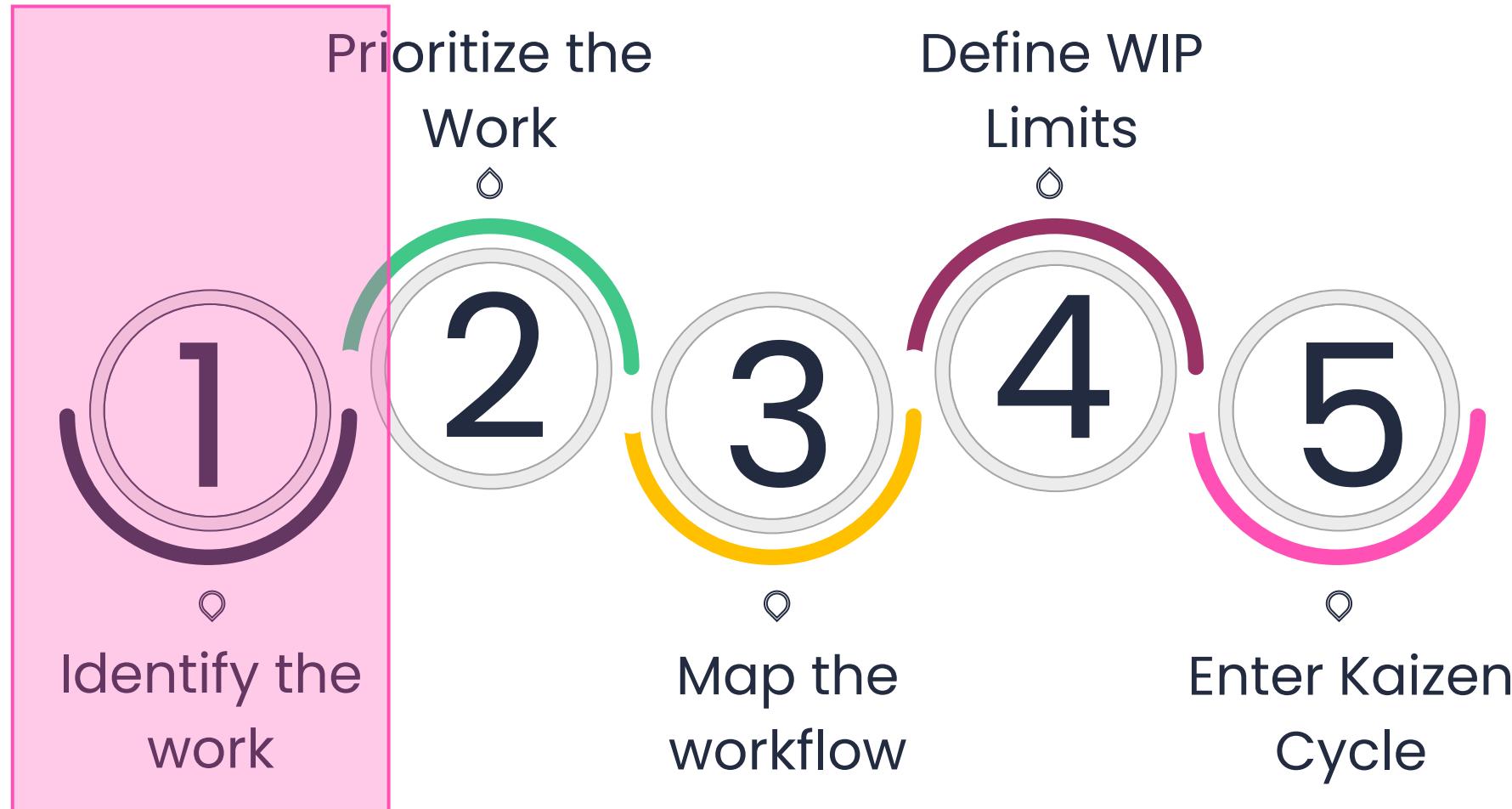




STEP 1

IDENTIFY THE WORK

Kanban Adoption Roadmap

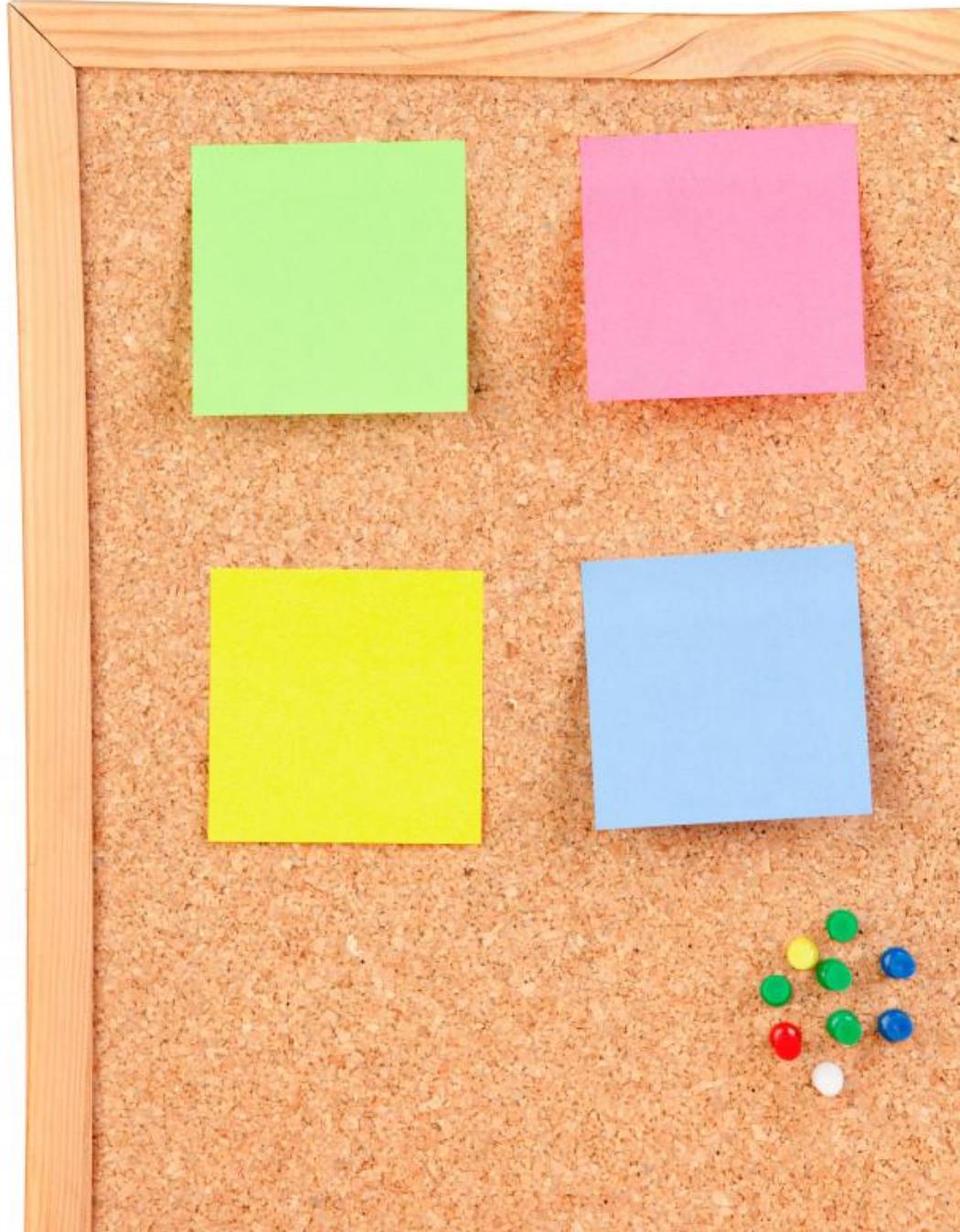




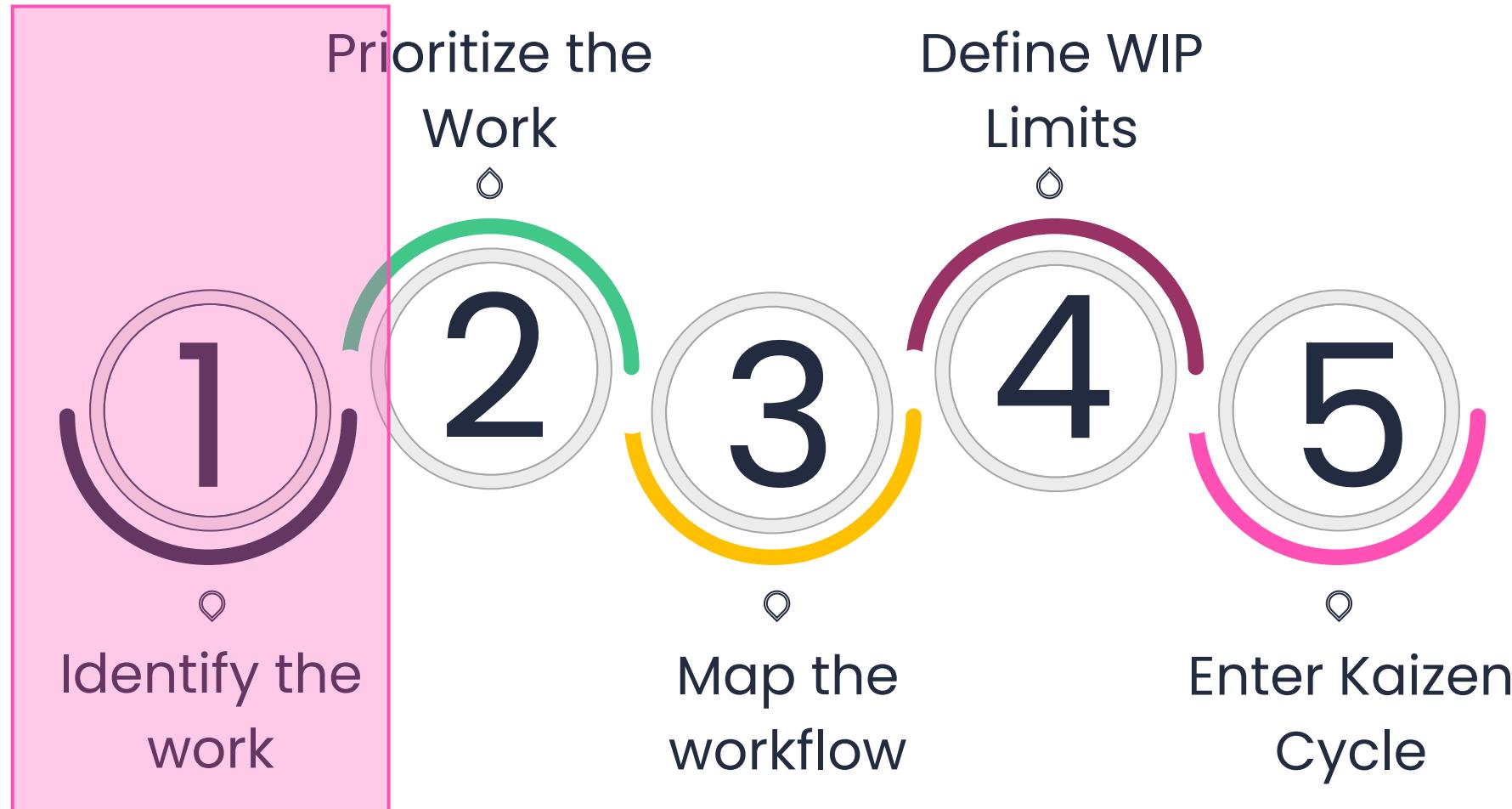
Do	Doing	Done
+ G Soft Skills: Which is the most important?	+ LF How to be a good leader	+ RA The Secret to Teamwork
LM How to Set a Good Goal	SM Writing a S.M.A.R.T goal	LM Project Management 80/20
RA Building High Performance Teams	How to Keep Your Team Focused	RA How to Give Your Team Feedback
3 Steps to Powerful Communication		
How to Give Your Team Feedback		

Start tour

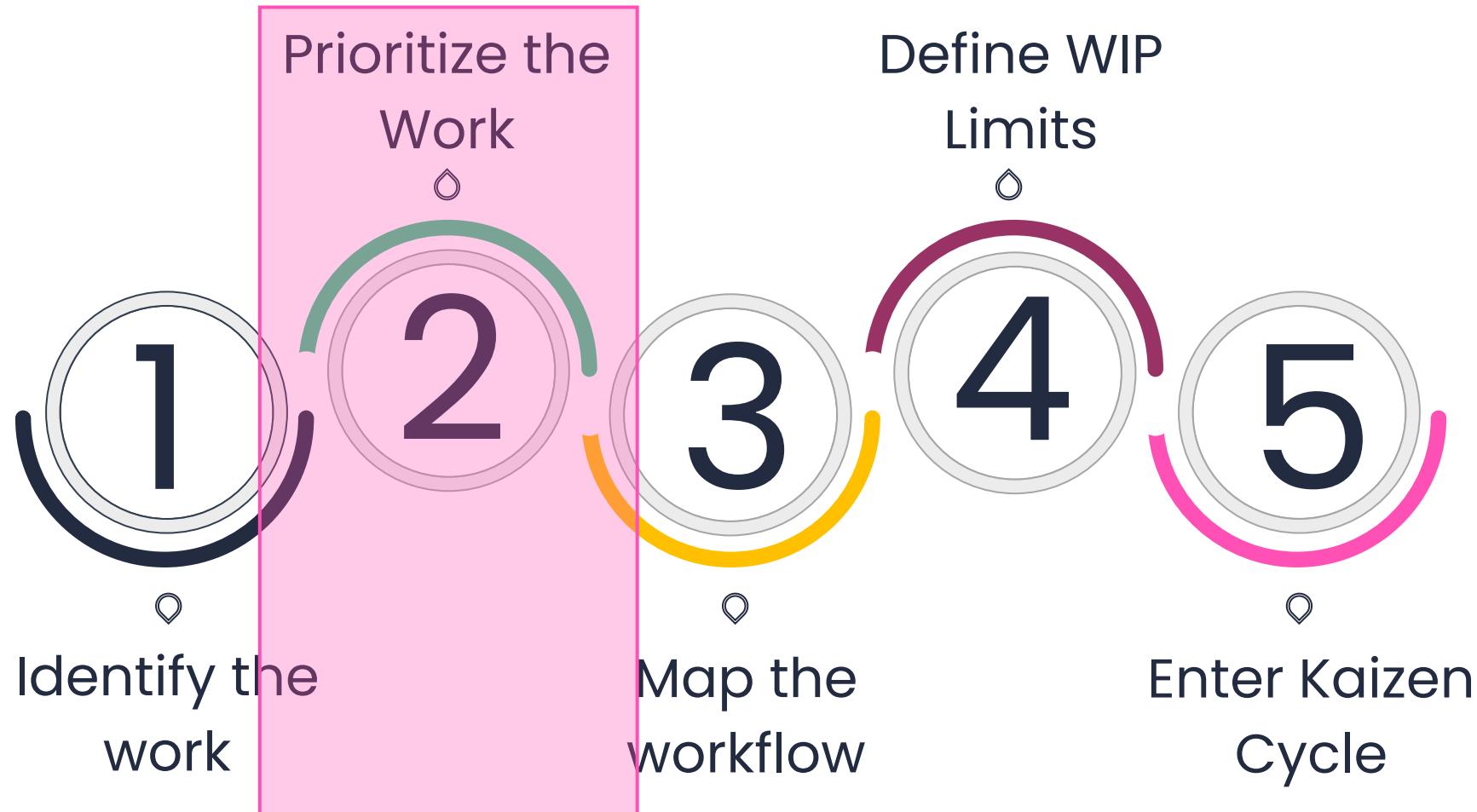




Kanban Adoption Roadmap



Kanban Adoption Roadmap

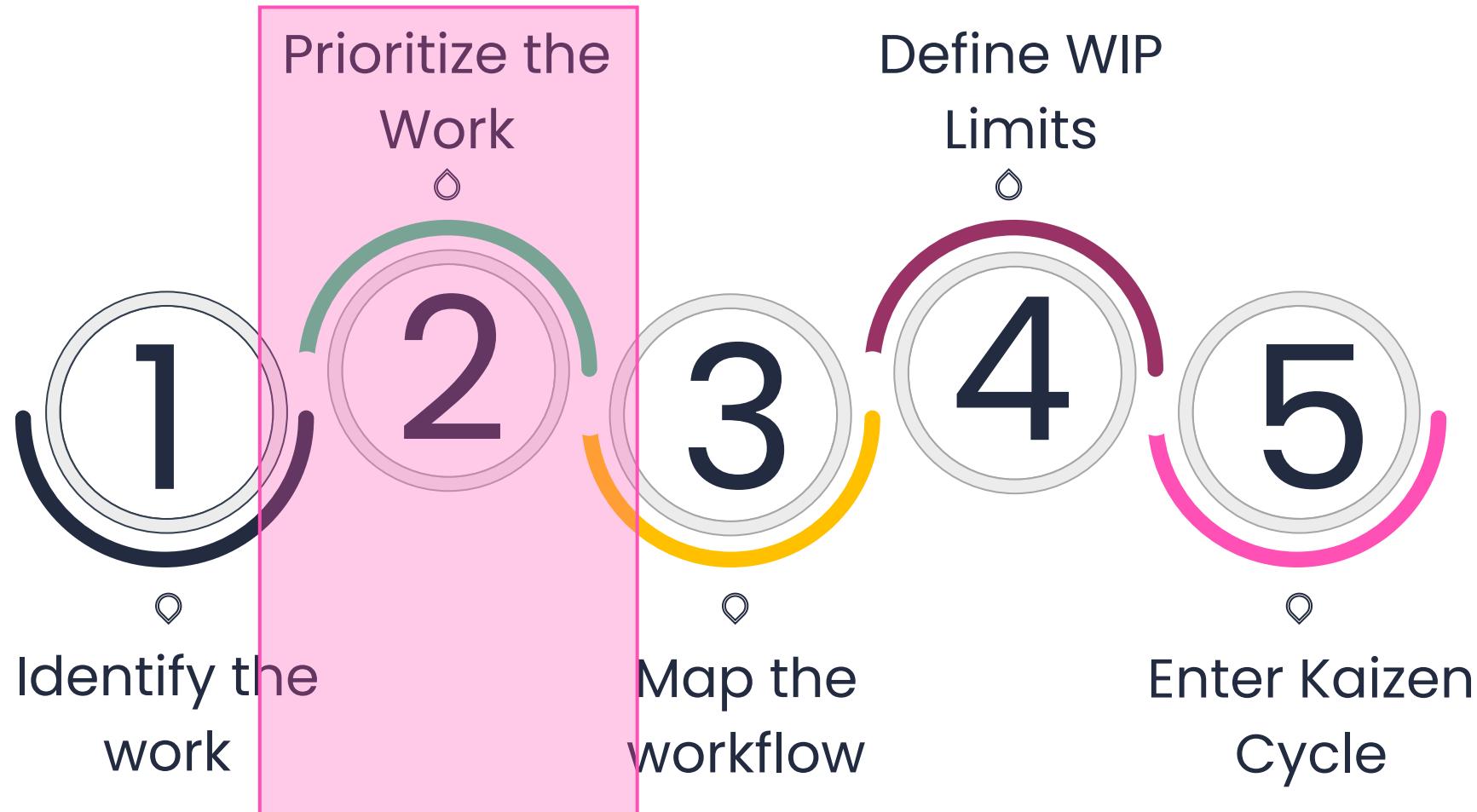




STEP 2

PRIORITIZE THE WORK

Kanban Adoption Roadmap



M

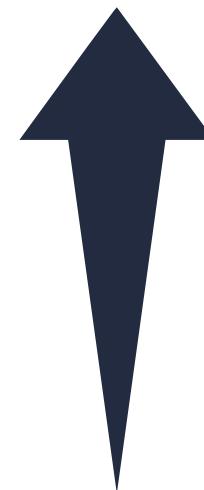
Must-Have

Can't live without it. Non-negotiable task (e.g., legal or safety issues and business requirements).

S

Should-Have

Add significant value, but not vital. Painful to not work on it, but still viable.



C

Could-Have

Desirable, but not that painful to not work on it. Work on it if there is extra time and budget.

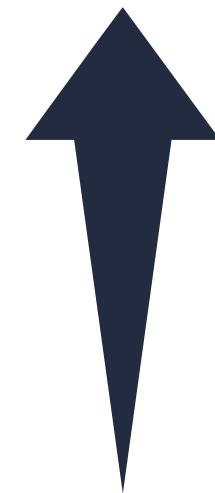
Priority

W

Won't-Have

Won't have time or budget for this. Could be nice to have, but doesn't add real value.

M	Must-Have	
O		
S	Should-Have	
C	Could-Have	
O		
W	Won't-Have	



Priority

Must-Have

Can't live without it. Non-negotiable task (e.g., legal or safety issues and business requirements).

Should-Have

Add significant value, but not vital. Painful to not work on it, but still viable.

Could-Have

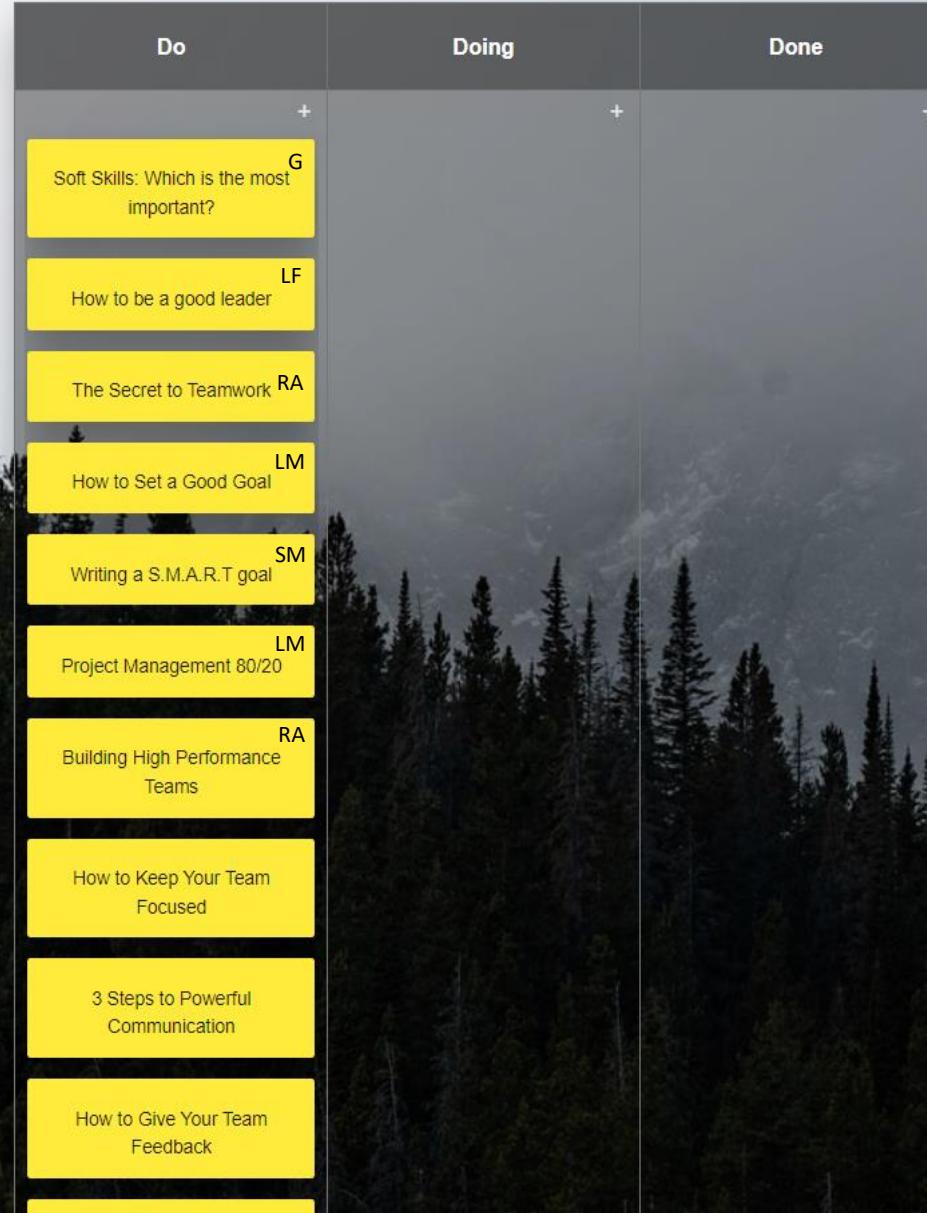
Desirable, but not that painful to not work on it. Work on it if there is extra time and budget.

Won't-Have

Won't have time or budget for this. Could be nice to have, but doesn't add real value.



Higher priority
Higher on the
board



Kanban Adoption Roadmap



Kanban Adoption Roadmap

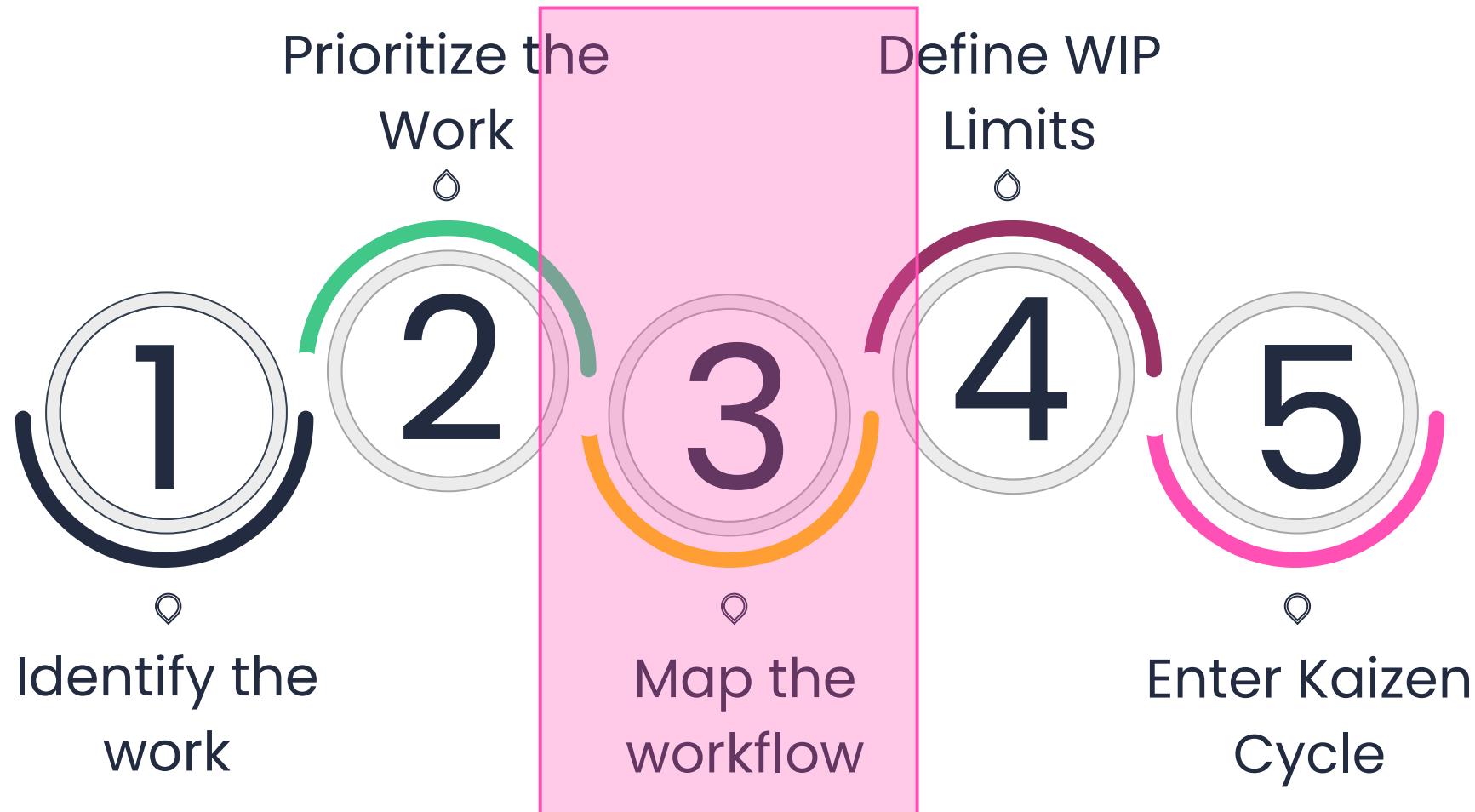




STEP 3

MAP THE WORKFLOW

Kanban Adoption Roadmap

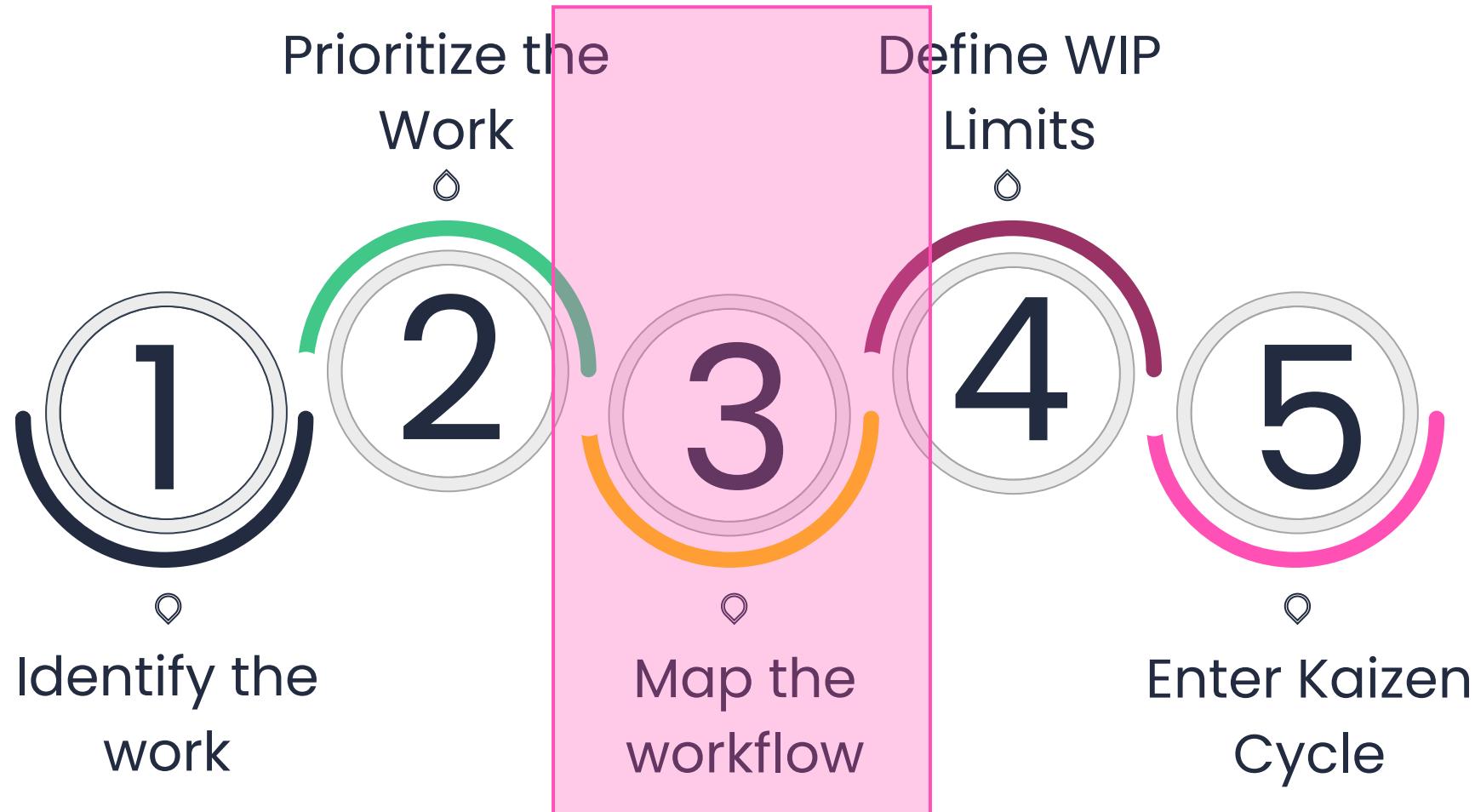


Do	Doing	Review	Done
+ G Soft Skills: Which is the most important?	+ LF How to be a good leader	+ RA The Secret to Teamwork	+ LM How to Set a Good Goal
SM Writing a S.M.A.R.T goal	LM Project Management 80/20	RA Building High Performance Teams	How to Keep Your Team Focused
2 Steps to Powerful			

Start tour

x

Kanban Adoption Roadmap

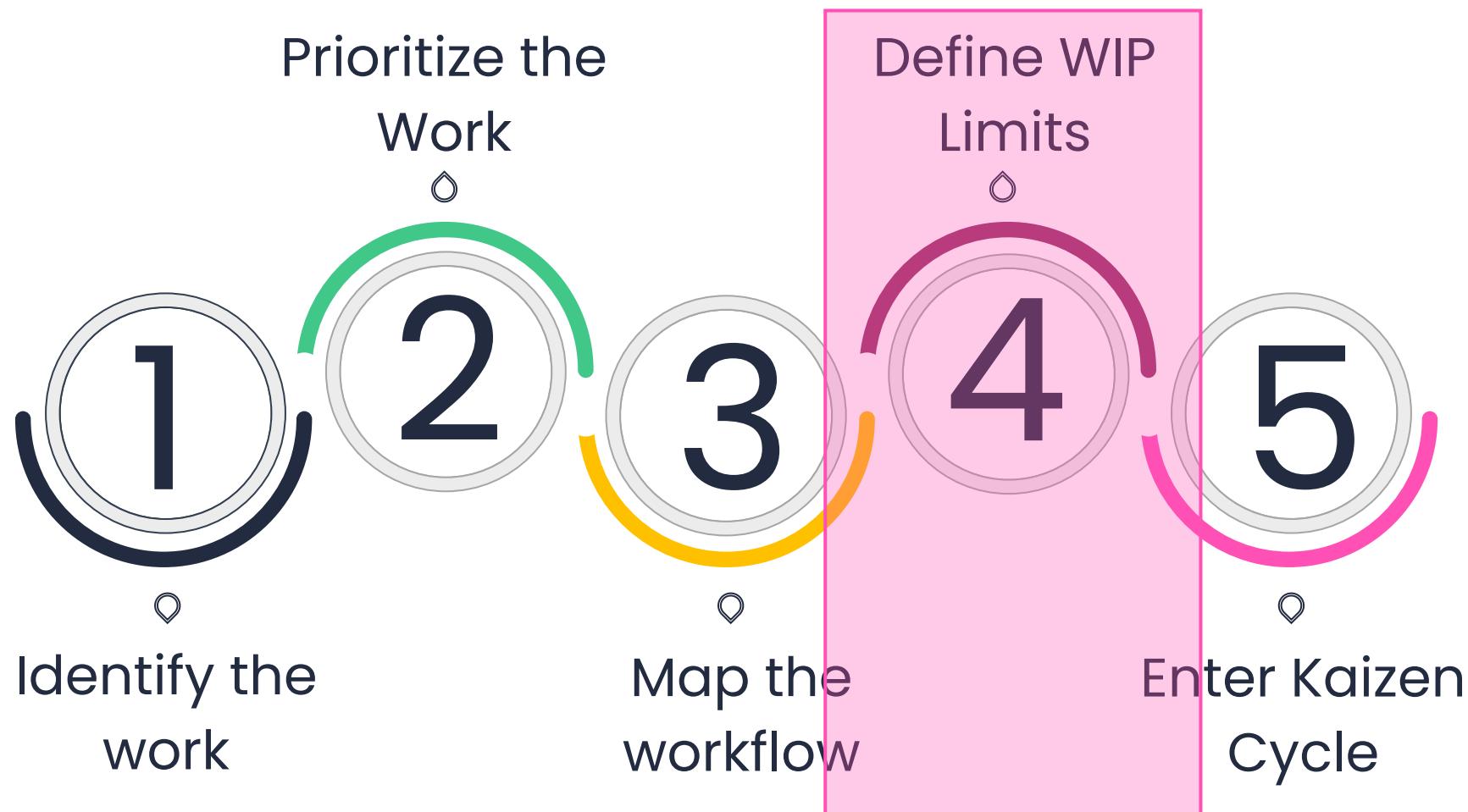




STEP 3

DEFINE WIP LIMITS

Kanban Adoption Roadmap



≡ Article Production!

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Filter by title, tags or card name



Do	Doing	Review	Done
	<p>0 / 2</p>	<p>0 / 4</p>	

+

+

+

+

Soft Skills: Which is the most important?

How to be a good leader

The Secret to Teamwork

How to Set a Good Goal

Writing a S.M.A.R.T goal

Project Management 80/20

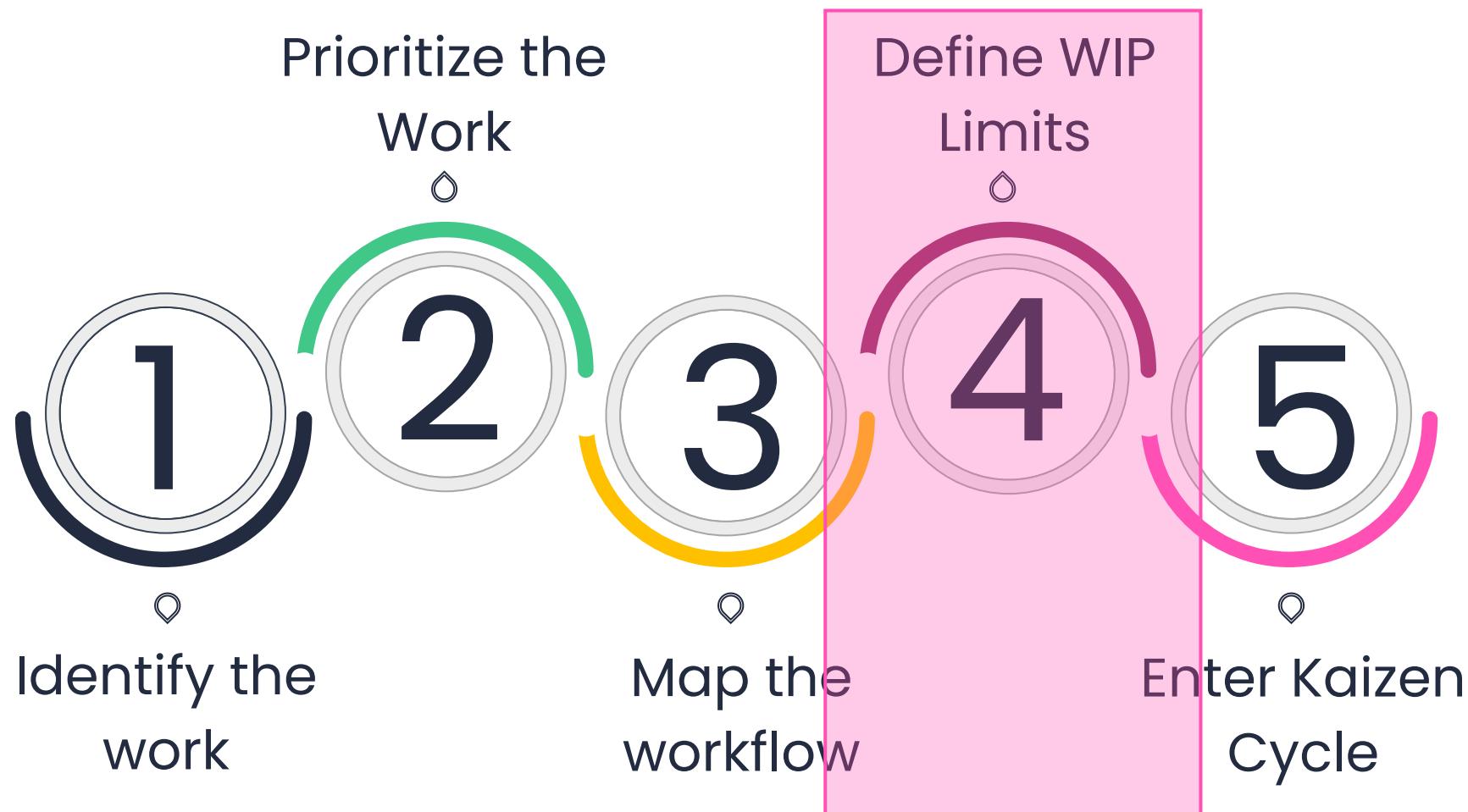
Building High Performance Teams

How to Keep Your Team Focused

▶ Start tour



Kanban Adoption Roadmap

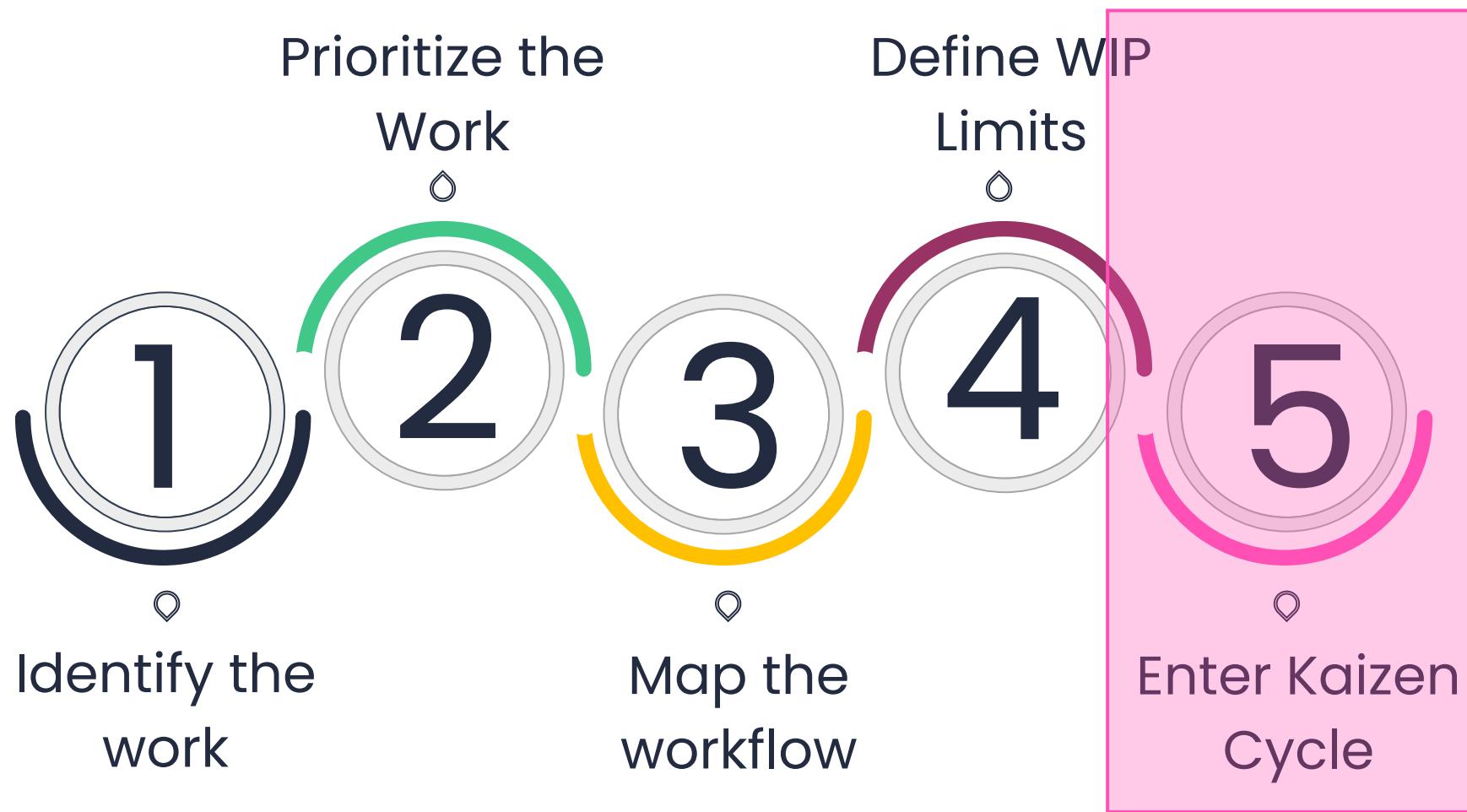




STEP 5

ENTER KAIZEN CYCLE

Kanban Adoption Roadmap

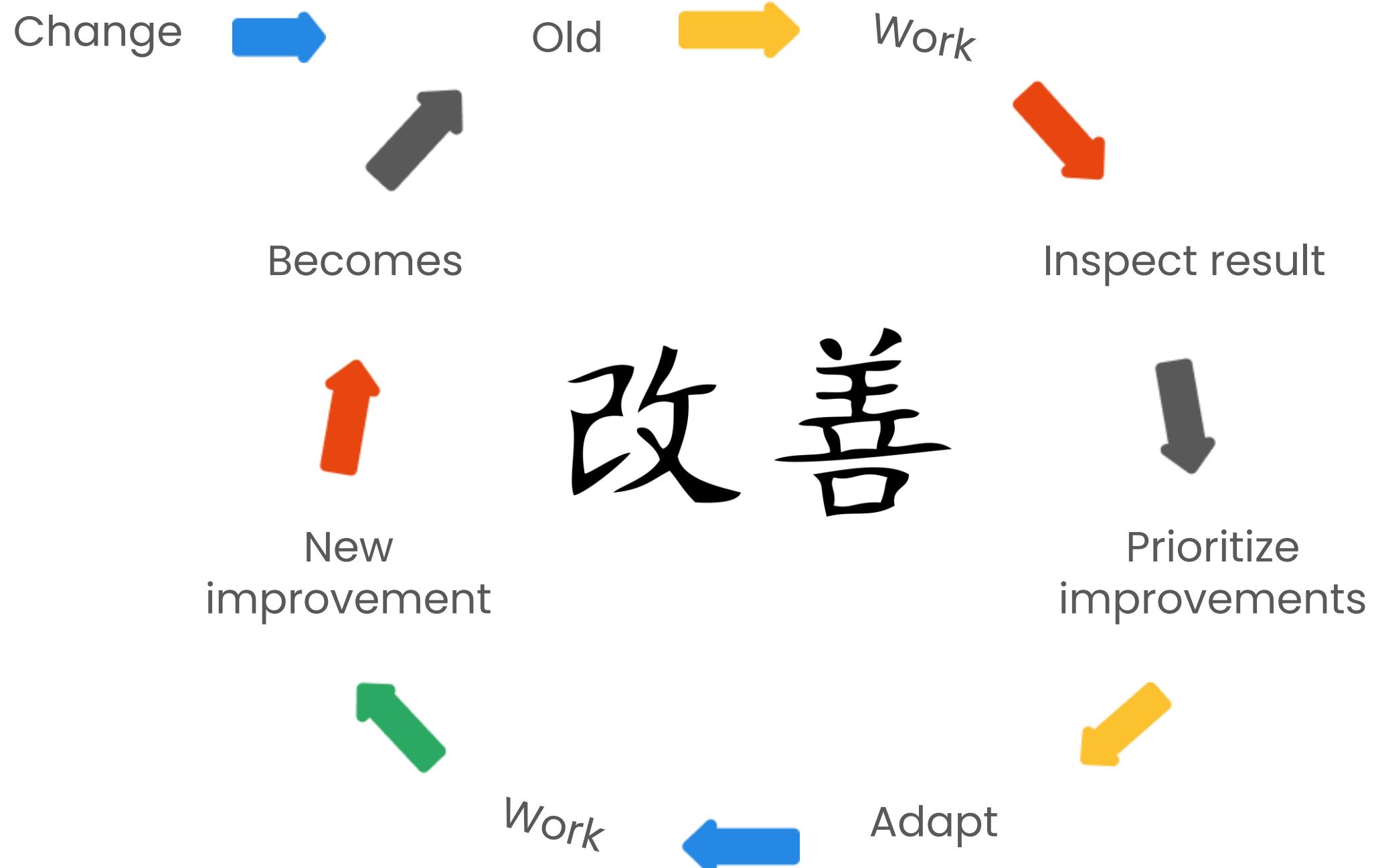


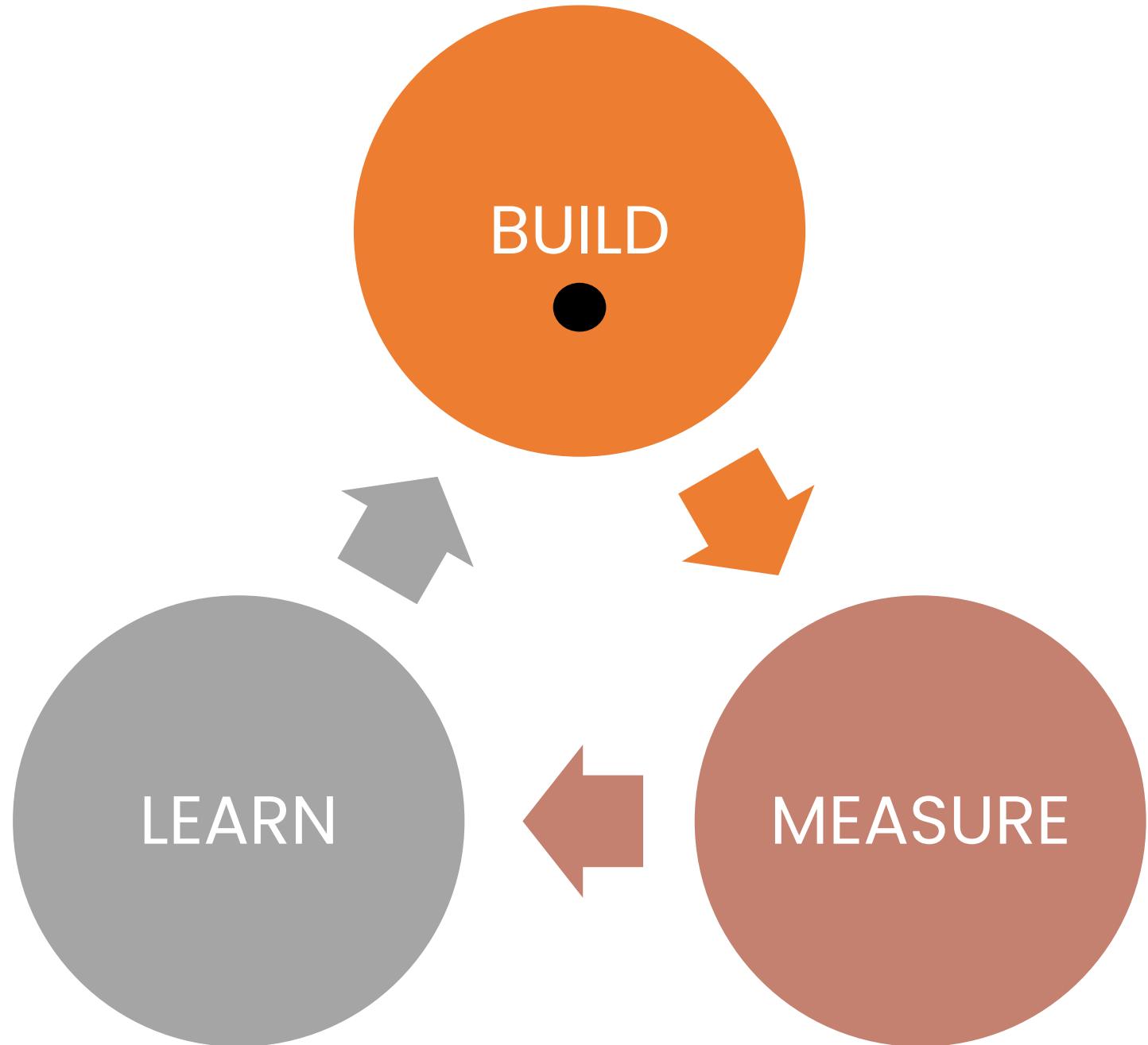
改善

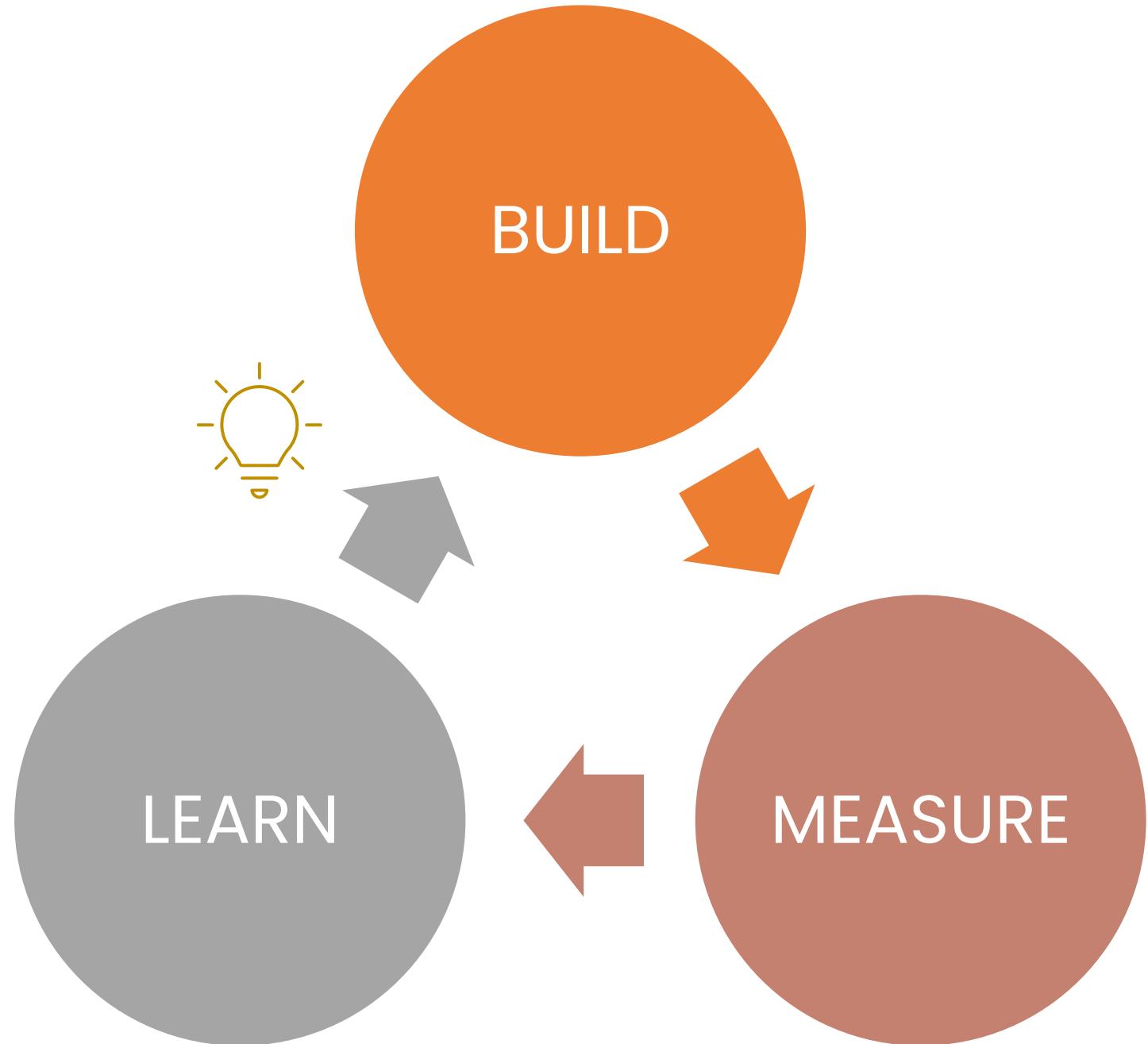
Change

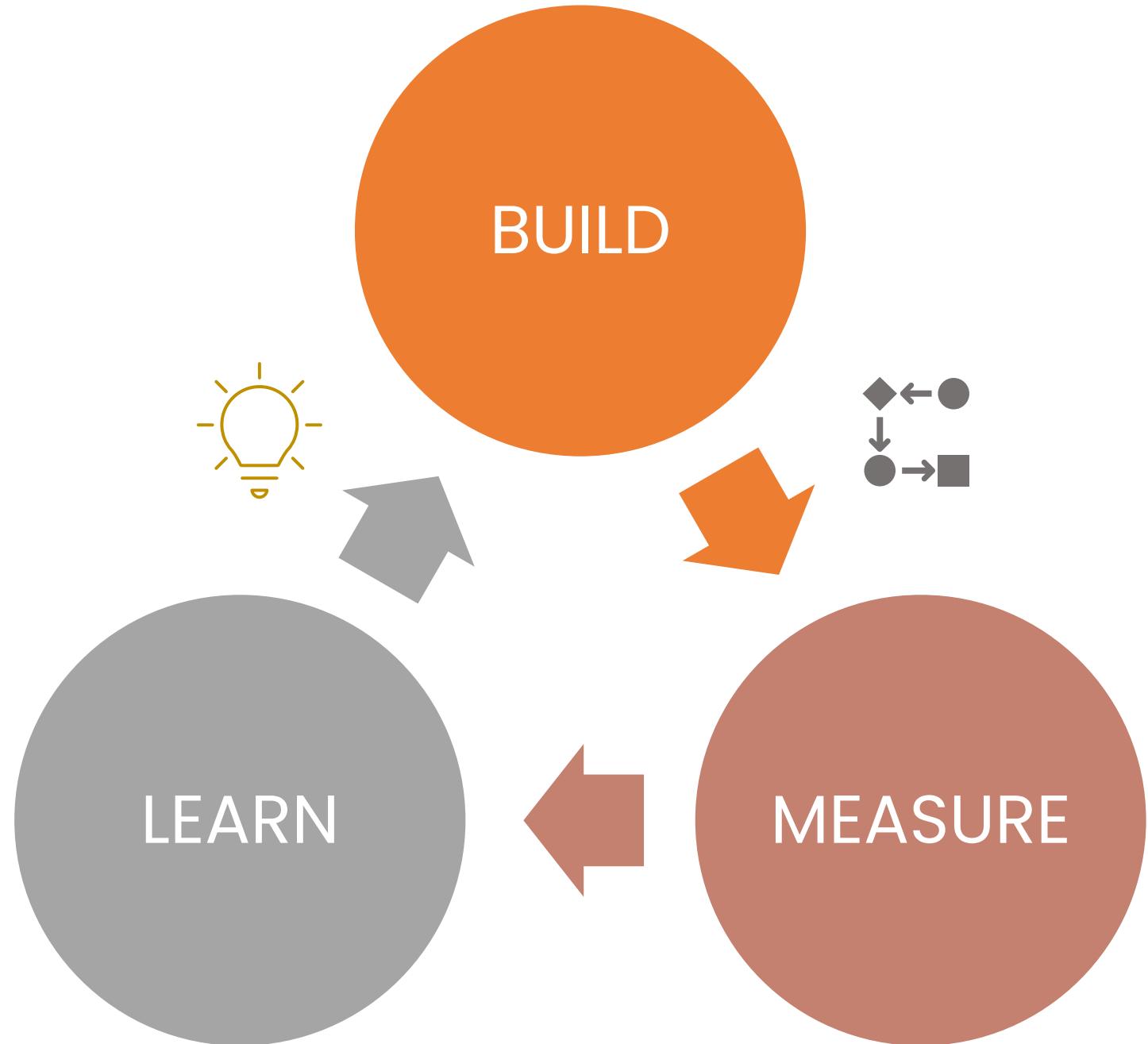


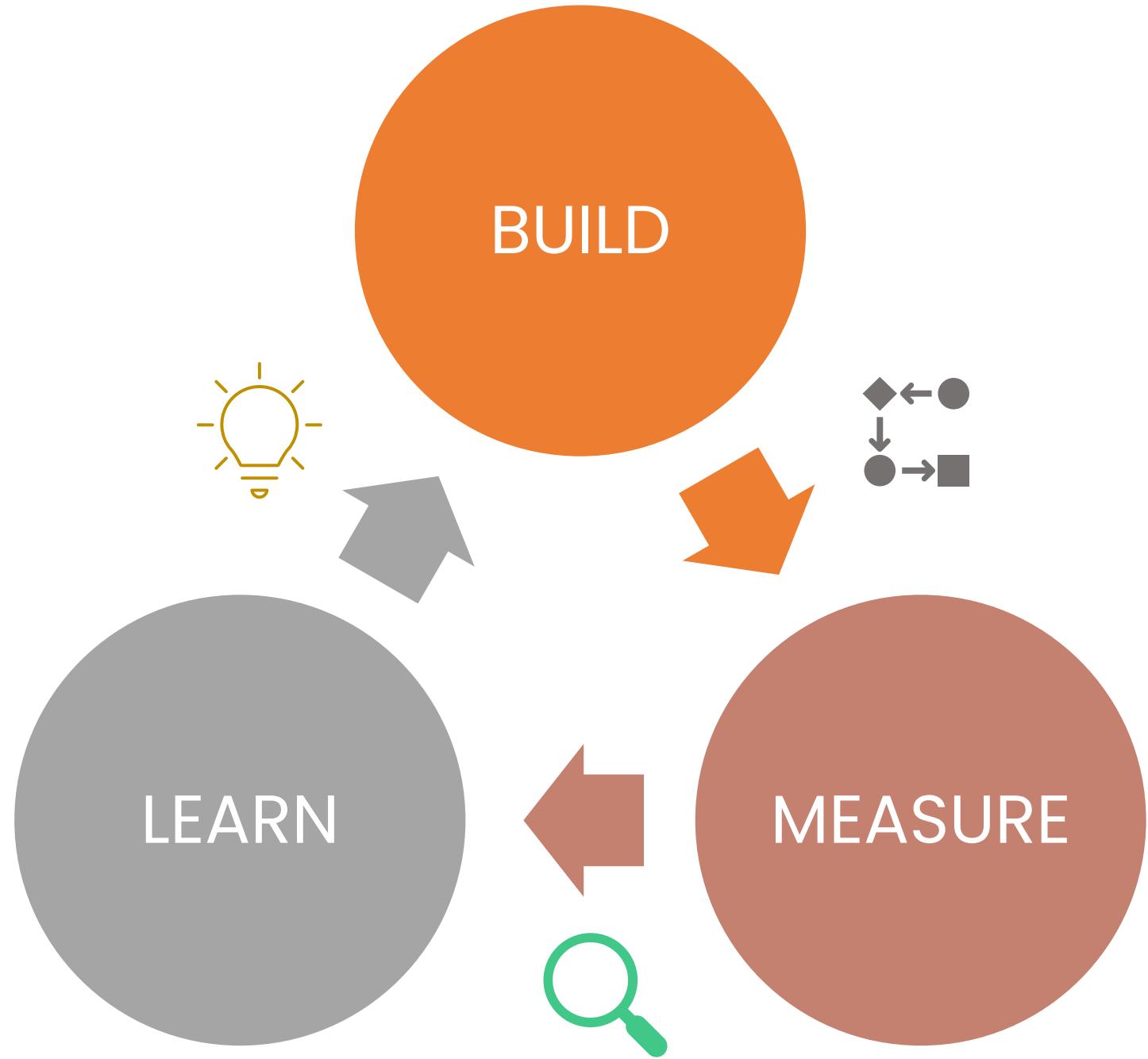
改善



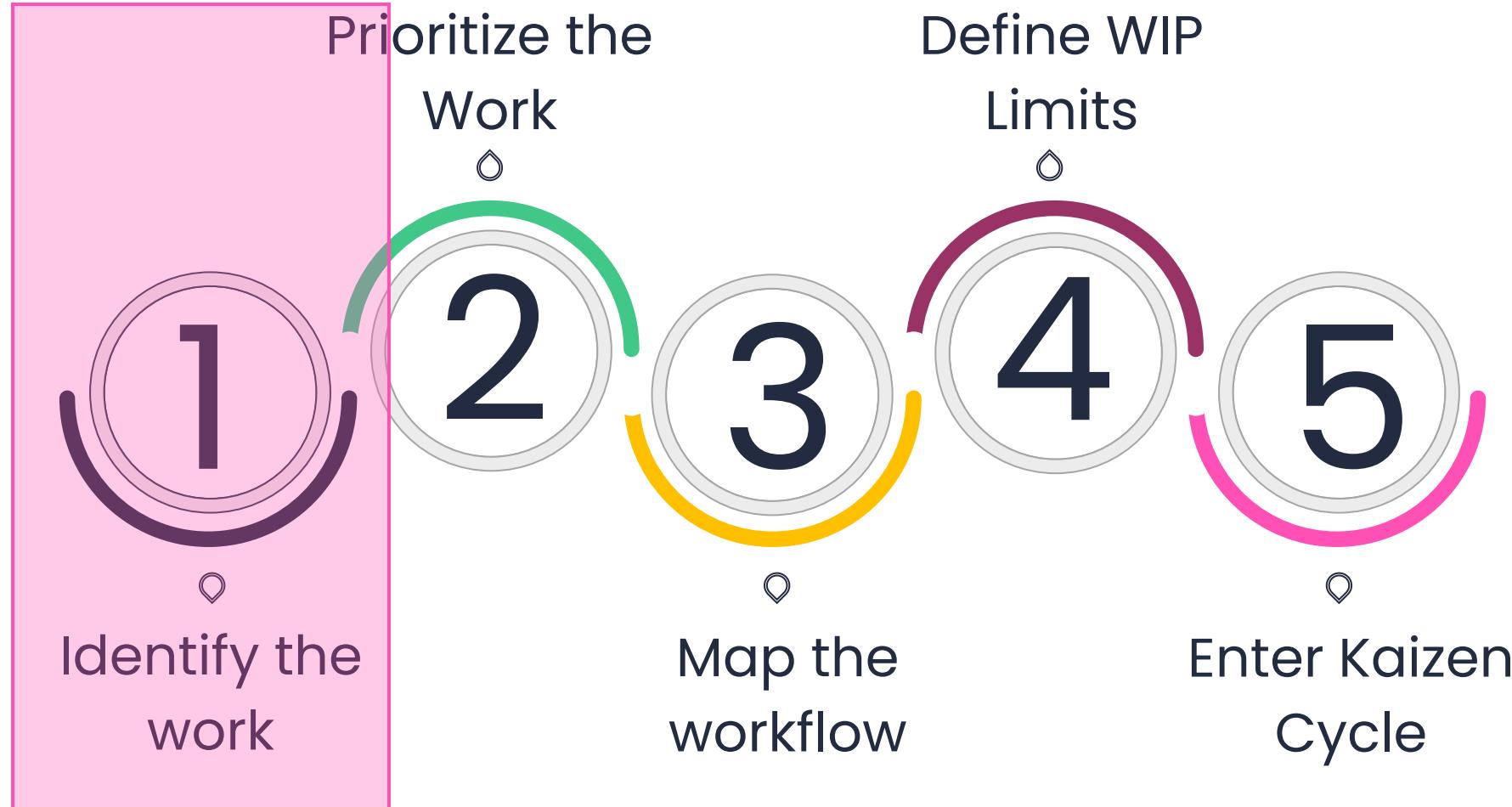








Kanban Adoption Roadmap

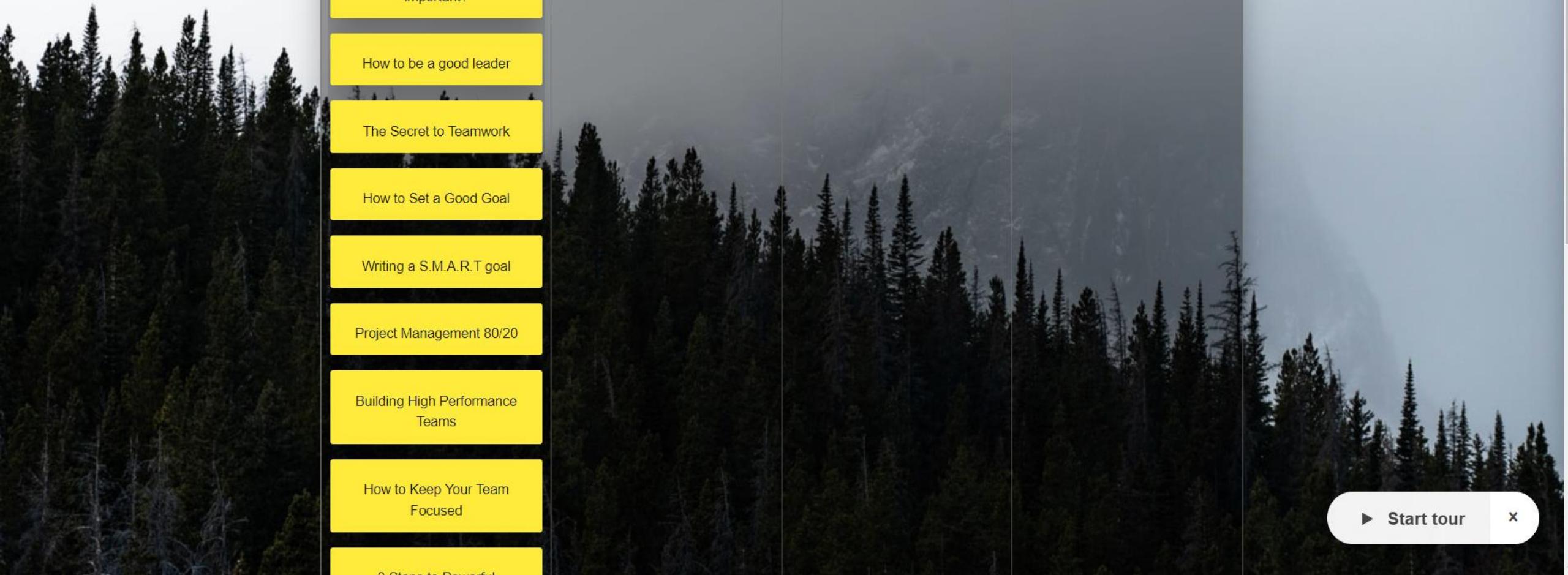




COMMON MISTAKES WHEN ADOPTING KANBAN

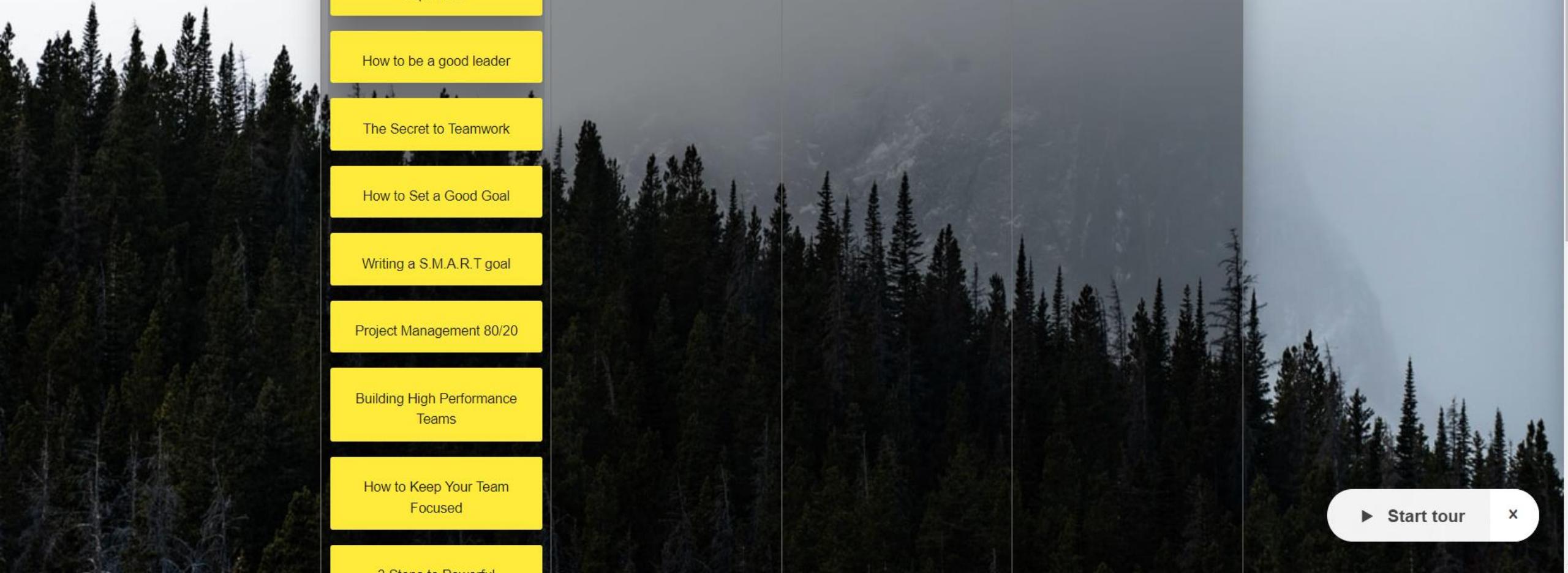
Mistakes When Adopting Kanban

1. Not Defining WIP Limits



▶ Start tour





Do

Doing

Review

Done

Soft Skills: Which is the most important?

How to be a good leader

The Secret to Teamwork

How to Set a Good Goal

Writing a S.M.A.R.T goal

Project Management 80/20

Building High Performance Teams

How to Keep Your Team Focused

3 Steps to Powerful

▶ Start tour



Mistakes When Adopting Kanban

1. Not Defining WIP Limits

Mistakes When Adopting Kanban

1. Not Defining WIP Limits

Mistakes When Adopting Kanban

1. Not Defining WIP Limits

2. Not Respecting WIP Limits

Not started

Write	Review	Publish
1 / 1	1 / 2	2 / 2

In Progress Done In Progress Done Done

Soft Skills: Which is the most important?

The Secret to Teamwork

How to Set a Good Goal

Writing a S.M.A.R.T goal

Project Management 80/20

Building High Performance Teams

How to Keep Your Team Focused

3 Steps to Powerful Communication

How to Give Your Team Feedback

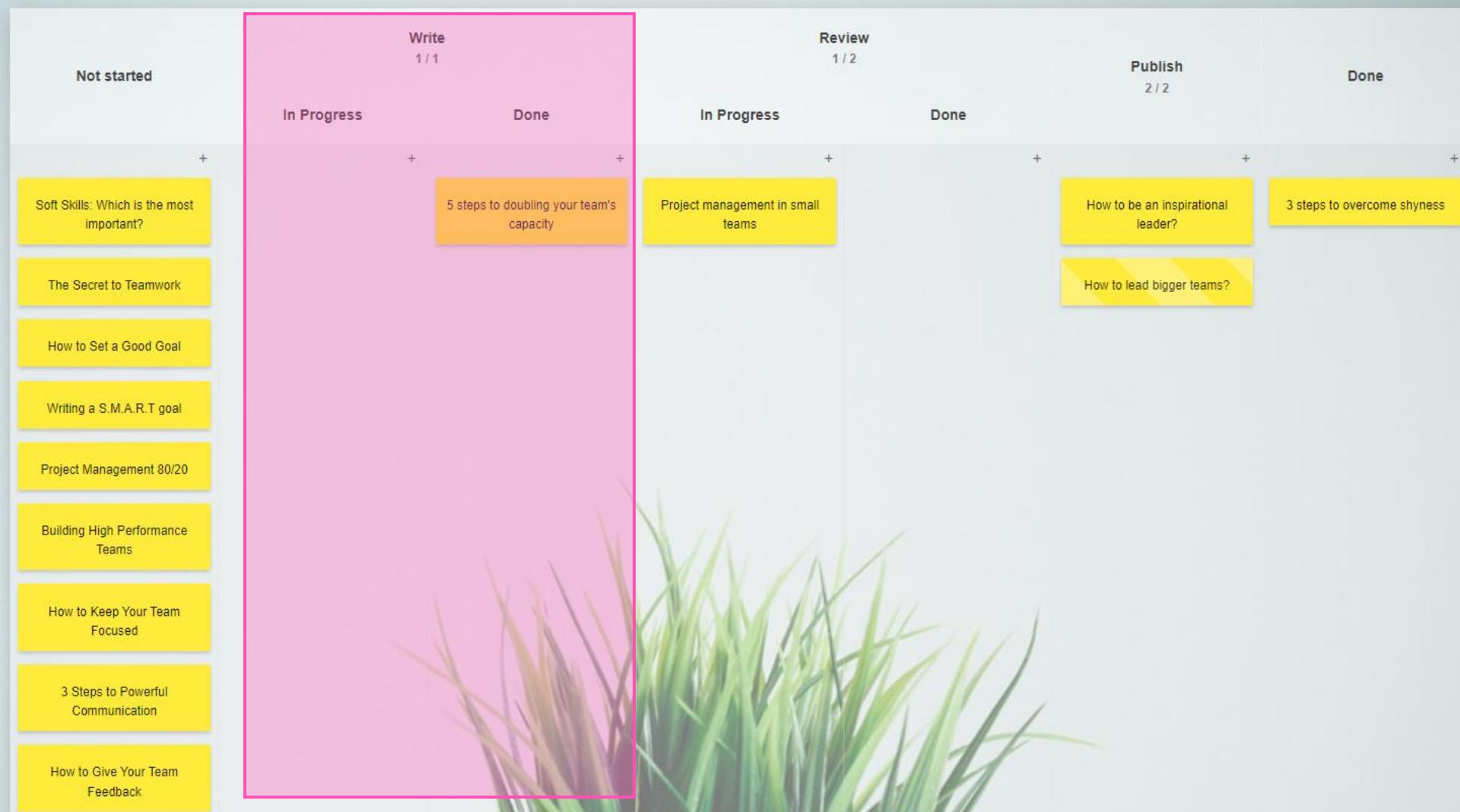
5 steps to doubling your team's capacity

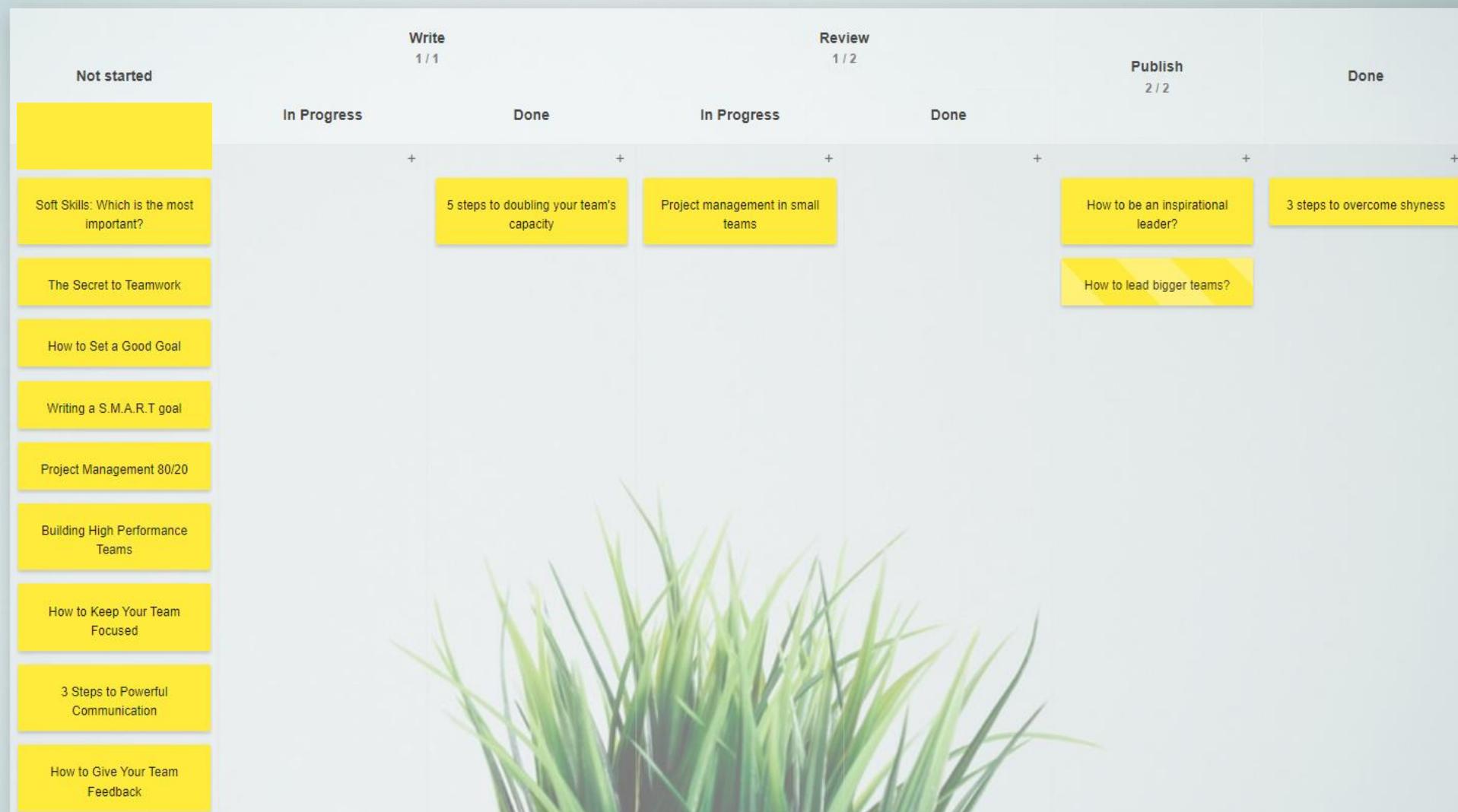
Project management in small teams

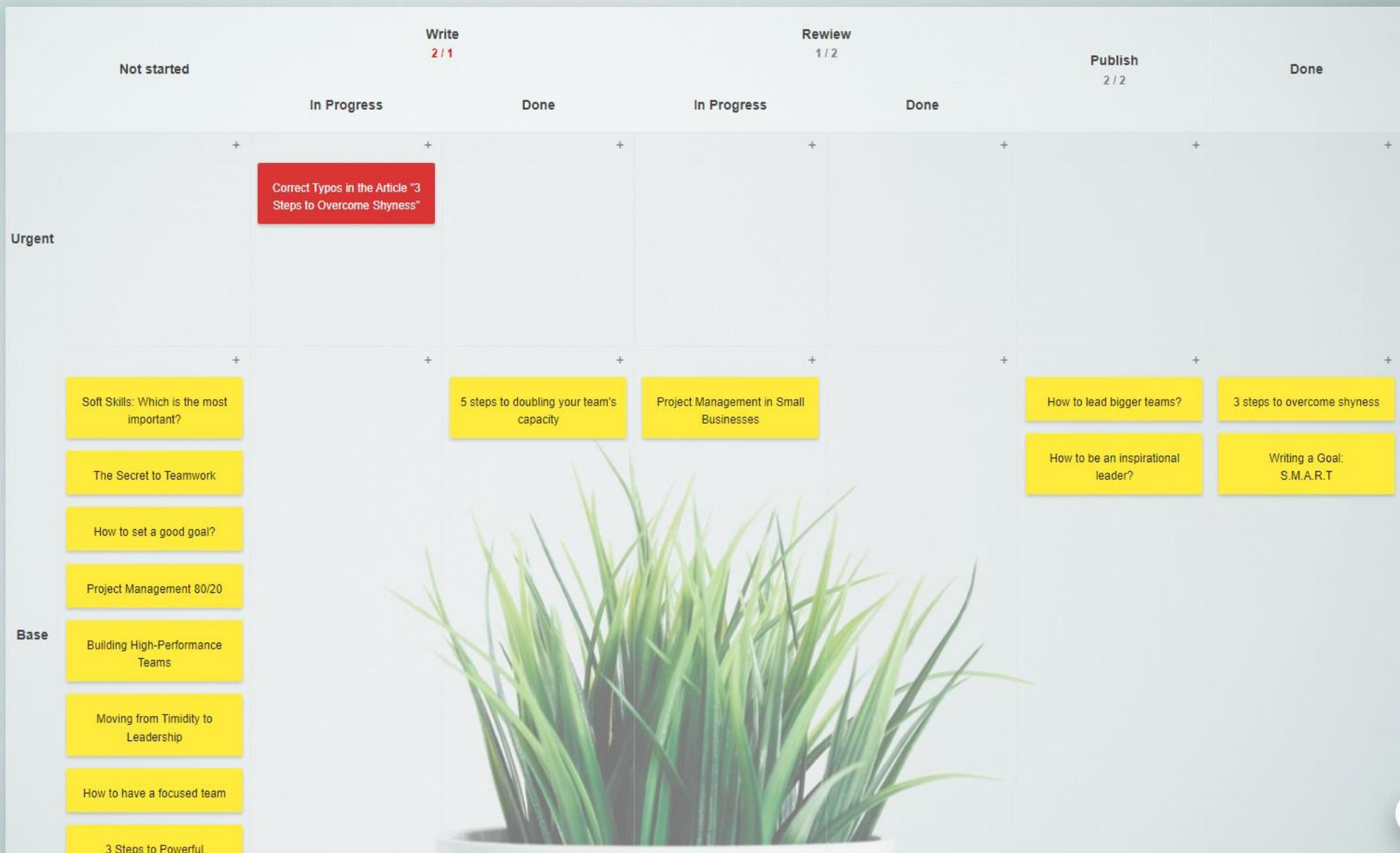
How to be an inspirational leader?

3 steps to overcome shyness

How to lead bigger teams?







Mistakes When Adopting Kanban

1. Not Defining WIP Limits

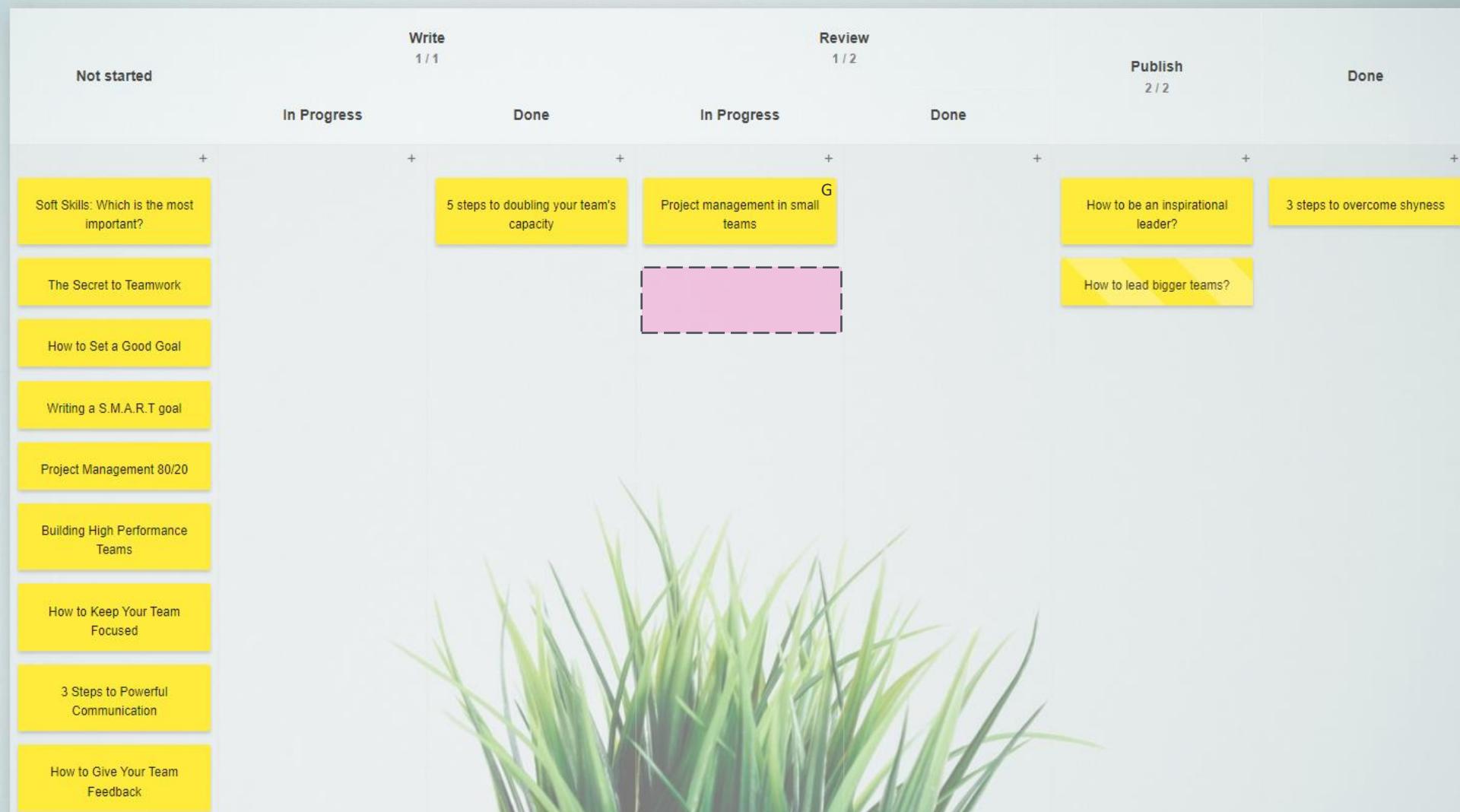
2. Not Respecting WIP Limits

Mistakes When Adopting Kanban

1. Not Defining WIP Limits

2. Not Respecting WIP Limits

3. Work on “Ghost” Tasks



Mistakes When Adopting Kanban

1. Not Defining WIP Limits

2. Not Respecting WIP Limits

3. Work on “Ghost” Tasks

Mistakes When Adopting Kanban

- 1.** Not Defining WIP Limits
- 2.** Not Respecting WIP Limits
- 3.** Work on “Ghost” Tasks

Mistakes When Adopting Kanban

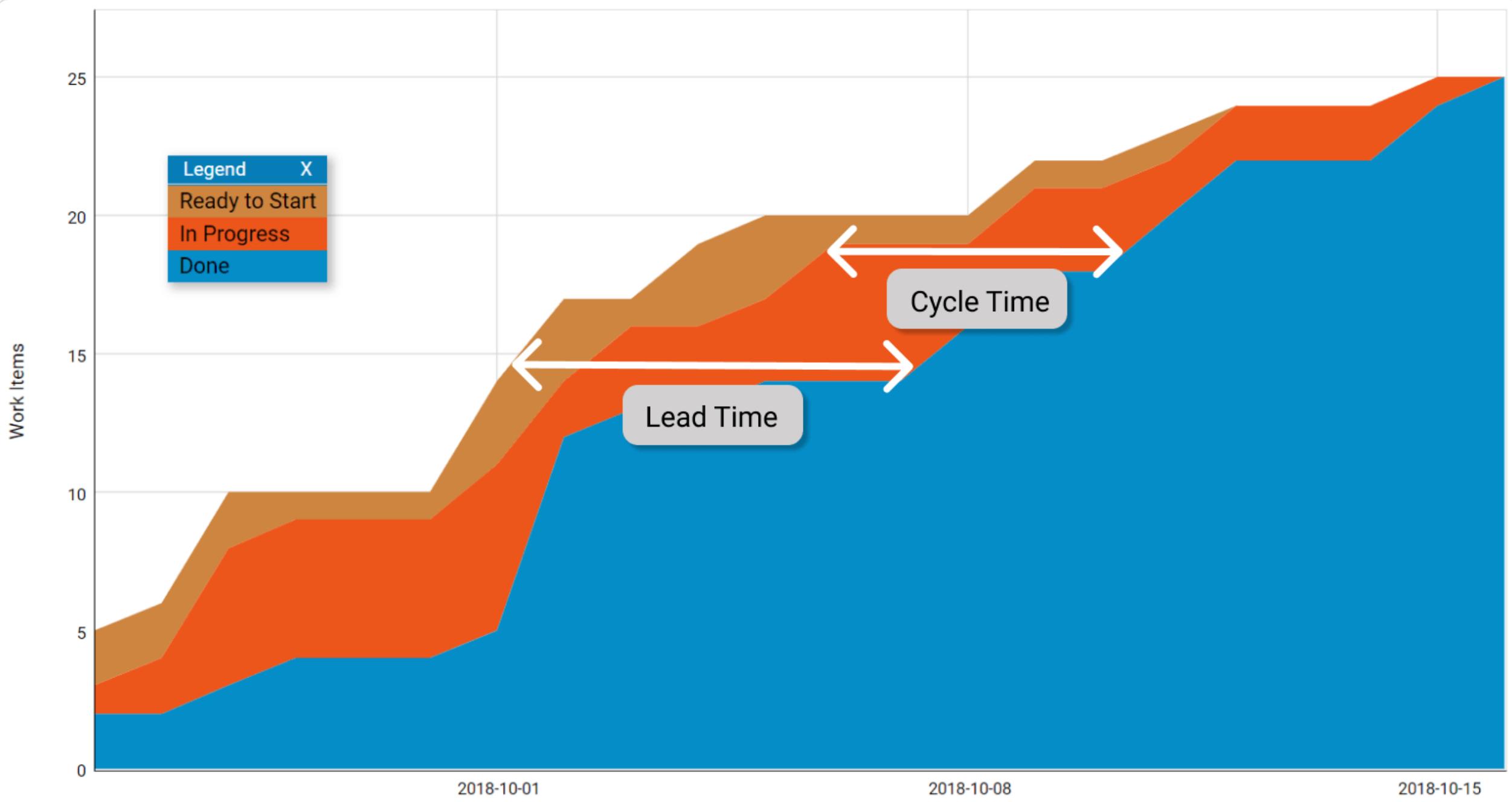
1. Not Defining WIP Limits

2. Not Respecting WIP Limits

3. Work on “Ghost” Tasks

4. Ignore the CFD





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