



GETTING STARTED WITH KANBAN CHECKLIST

- ☐ Determine if physical or digital Kanban board is right for your team



- ☐ Create the Kanban Board (physical, Jira, Trello, Kanbanize, etc.)



- ☐ Visualize your work (create work units or user stories)



- ☐ Create a team Working Agreement – definition of ready and Definition of done



- ☐ Come up with explicit policies that work out for the team



- ☐ Define and assign Work in Progress limits to Kanban columns



- ☐ Identify and discuss impediments or blockers that will prohibit the team's momentum forward



- ☐ Determine a cadence (repetition) of optional team meetings (sprint retrospective, prioritization session, backlog grooming, etc.)

