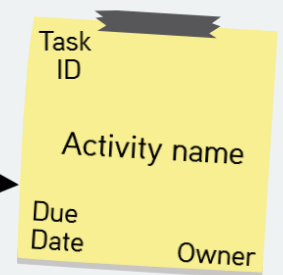
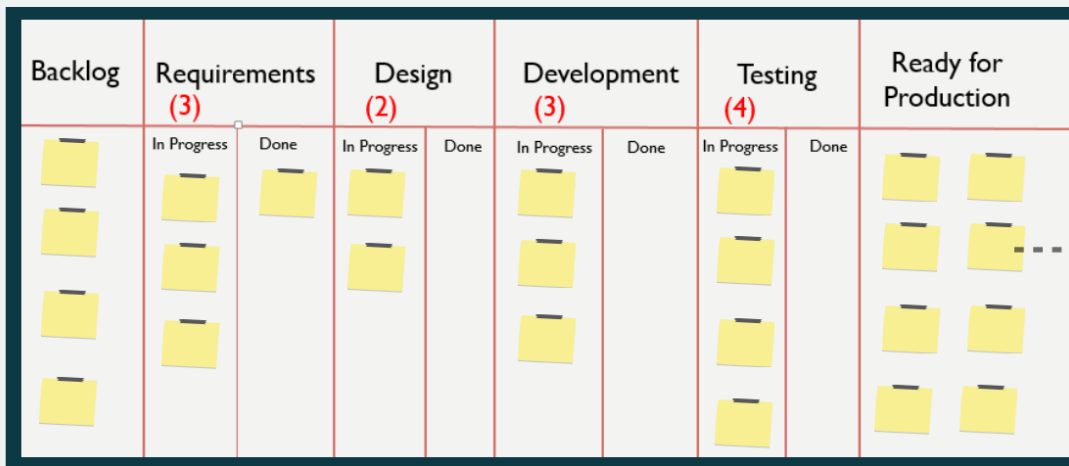


Kanban Toolkit

Kanban is a method that offers a visual look at the work that needs to be done and at the same time prevents overloading of team members. It is a transparent way to see opportunities for improvement, identify bottlenecks, and remove waste in a process/project.

- ✓ Create an electronic or physical board with work lanes
- ✓ Set Work in Progress (WIP) limits
- ✓ Make agreements with your team
- ✓ Create Story Cards

Kanban Structure



Work Lanes

- Titles and the number of lanes are based on the needs of your project.
- The work lanes titles can be as simple as To-Do, In Progress and Done.



WIP

- Numbers on the top of lane represents WIP (Work in Progress) limits.
- The number of tasks in each lane is limited to your WIP number.



Agreements

- Determine WIP limits and define when a task is considered "done".
- Decide how tasks are prioritized and how they are moved on the board.



Story Cards

- Features/Tasks are documented on a card.
- The card should include at least the task description, owner, due date, and tracking number.

Hints

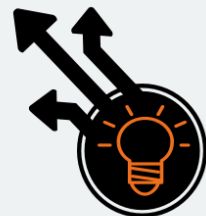
Stop Starting
and Start
FINISHING!

Kanban Benefits

- Visualizing the project means problems are easy to spot.
- Easy identification of bottlenecks and opportunities.
- Prioritization of work can be seen and communicated.
- When you multitask too many things are started, but the highest priority task often does not get done.
- Pull vs Push: Next team member pulls work only when ready for it
- Improve collaboration when everyone knows who is working on each task.

Kanban Tools

- Kanban boards can be a physical board displayed in an open space or an electronic board that is accessible to everyone on the team.
- Whiteboards with sticky notes work great for a physical board. Use different color stickers or stickers to visually see differences in the cards.
- Trello is a great free electronic tool that can be used for a personal or team Kanban Board.
- Take Kanban principals and apply what works best for your project using a tool that the whole team will use. Any agreements or WIP set can be easily adjusted for continuous and quick improvements.



Contact AITS PMO (aits_pmo@uillinois.edu) if you would like us to help set up a Kanban Board for your team.

Need more Project Management information? Visit: <http://go.illinois.edu/PMToolkit>