

KANBAN BOARD

Kan ban means “visual sign” in Japanese. A *kan ban* is often a token that represent work or a need that can be displayed on a “kanban board”. When written as *Kanban* it refers to a method (by *David J Anderson*) that use visual tokens and boards to visualize bottlenecks and increase flow.

Columns represent states that your work can be in. Model **your** situation, these are just common examples.

Large inbox does **NOT** make things flow faster. Prioritize so that deadlines will be met. You can split large things into smaller and track both. When schedules slip the deadlines become urgent. Limit work to actual capacity to increase flow. Waiting queues should be removed. When even important things are queued up you spot bottlenecks. Separate states for when waiting for external actors. Balance urgent/nor- mal says a lot about the situation.

Urgent things are given priority. You need **rules** for what is urgent.

Too many urgent things blocks the whole flow!

Normal things are the default.

All things has a forecast, but only some things have deadlines!

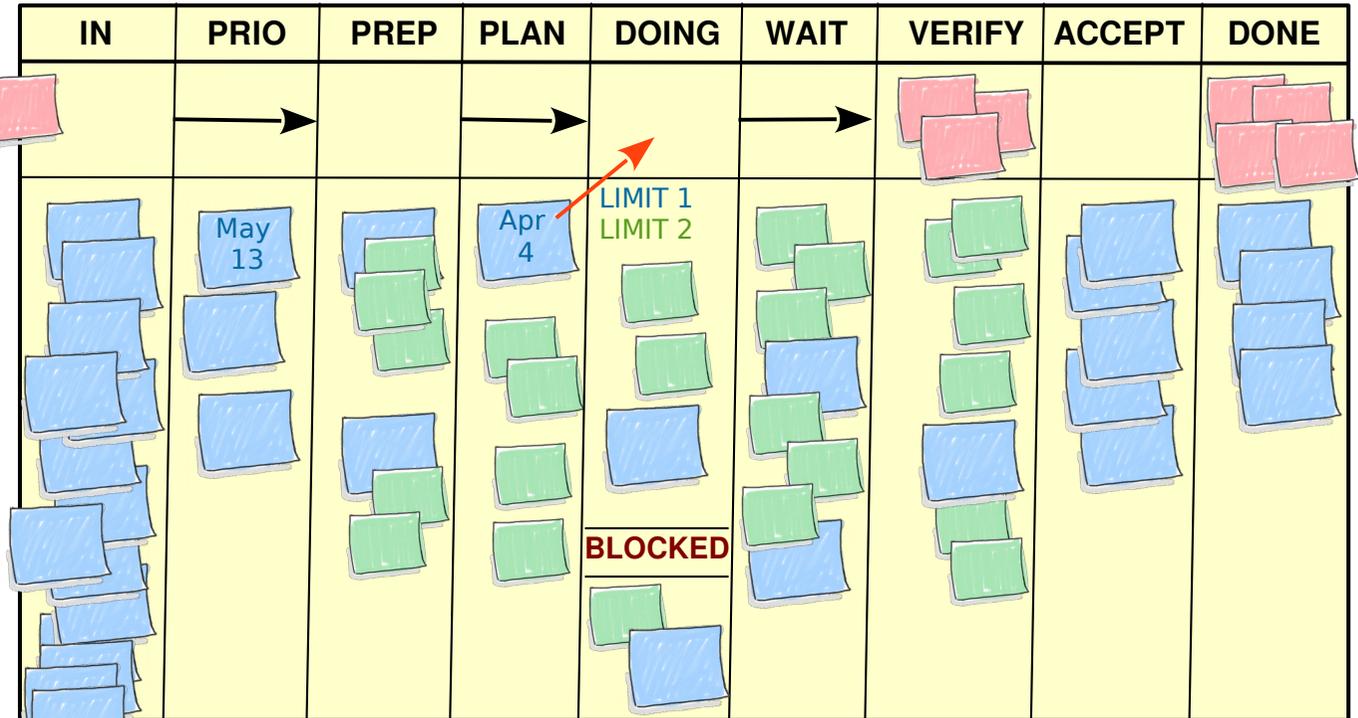
Many deadlines = blocked flow!
(Normal items must be in majority to accomodate for natural variation.)

Swarm around the board every day and solve the issues together.



Use **continuous improvement** (*kaizen*) like **retrospectives** to update the rules and the board layout and improve the way you work together, as a team and with the external stakeholders.

Be **Kind, Empathic and True**, and let the board show you the reality.



Have written rules for every column:

- What goes in?
- What goes out?
- Who can pull forward?
- Who can push back?
- Who can prioritize?
- How long can stuff stay?
- How many items max?

Signalling **BLOCKED** items raise awareness

Remove queues by using limits

Use limits to push bottlenecks like these to the left

Do you have agreed **acceptance criteria?**

Only things that meet a **definition of DONE** are done.

Suggestions for metrics:

DONE items per week, urgent items per week, days on the board per item, number of changes of the board rules/layout per month, number of deadlines per month, number of deadlines broken per month, number of things on the board on a wednesday morning...