Ready Set Kanban

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What in the world is Kanban?

- Taiichi Ohno – Toyota in 1953
- Idea came from supermarket shelf-stocking techniques
- Kanban means *visual signal* or *card*
- Pull system rather than a push method
- Visual signals to the team of work in progress
- What does Kanban look like?
Simple:

<table>
<thead>
<tr>
<th>TO DO</th>
<th>DOING</th>
<th>DONE</th>
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<tbody>
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- **Activity name**
- **Task ID**
- **Due Date**
- **Owner**
Extra Advanced:
So why should I use Kanban?

- Visualize the project means problems are easy to spot
- Identification of bottlenecks
- Prioritization of work can be seen and communicated
- Work in progress is better managed with limits
- Pull vs Push: Next team pulls work only when ready for it

*Remember: At 100% capacity, you have minimal throughput*
How do I use Kanban?

1. Create a board with work lanes
2. Set Work in Progress (WIP) Limits
3. Make Agreements
4. Create Story Cards
How do I use Kanban?

- Setting up the Board with work lanes
  - Titles and amount of lanes are based on needs of your project
  - Additional lanes such as in Progress and Done can be added to assist in Pull vs Push.

<table>
<thead>
<tr>
<th>Backlog</th>
<th>Requirements</th>
<th>Design</th>
<th>Development</th>
<th>Testing</th>
<th>Ready for Production</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>Done</td>
<td>In Progress</td>
<td>Done</td>
<td>In Progress</td>
<td>Done</td>
</tr>
</tbody>
</table>
How do I use Kanban?

- Set Work in Progress Limits
  - Numbers on top represent WIP limits
  - The number of tasks in each phase is limited by WIP limits
How do I use Kanban?

• Agreements
  – Initial WIP limits and policies
  – What does “Done” mean?
  – How does a task enter the board?
  – What is the prioritization process?
How do I use Kanban?

• Story Card
  – Keeps track of features/tasks
  – Story cards include task information, owner, tracking identification, due date
  – Sticky Notes are great for physical board
  – Different colored sticky notes can be used for different issues types such as bugs, features, tasks, improvements
How do I use Kanban?

• Make it work for you
  - Do not need to add any roles or responsibilities to implement new system.
  - Implement Kanban with existing system
  - No such thing as “Kanban Software Development Process”
  - Take principals and apply what works best for your project

*Remember*: *Stop Starting and Start** Finishing**!
Kanban Tools

• Physical
  – Board with lanes
  – Post-it notes

• Electronic
  – Trello - https://trello.com/
  – Many other options - http://collaboration.about.com/od/projectmanagement/tp/7-Kanban-Board-Tools-For-Project-Collaboration.htm
Kanban Boards Examples
Kanban Electronic Example
Questions??
Contact

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For a PDF of this presentation and the Kanban Toolkit please go to:

go.Illinois.edu/Kanban