



## Purpose

Give teams a fast, visual way to manage WIP: make work visible, limit multitasking, clear blockers, and keep a reliable weekly cadence for delivery.

## Board Anatomy (columns & policies)

- **Columns:** Backlog → To Do → In Progress → Review → Done (optional: Blocked flag).
- **WIP limits:** firm caps on In Progress and Review; Blocked is cleared fast, not queued.
- **Swimlanes:** group by project/value stream or team (optional).
- **Card fields:** Title, Owner, Due, Priority/Tags; add Blocker note if stuck.

## Card Anatomy & Writing Tasks

- One outcome per card; split anything > 3 days.
- Good title: Verb + object + context (e.g., “Qualify alt label on Line B”).
- Add Owner, Due, Swimlane; attach links/PO refs when relevant.

## Definition of Ready (DoR) / Definition of Done (DoD)

- **DoR examples:**  
Clear outcome; owner set; dependencies known; files/PO refs attached; estimated  $\leq 3$  days.
- **DoD examples:**  
Delivered/validated; documentation updated; stakeholder confirmed; follow-ups created.

## WIP Limits (start here)

- To Do: no hard cap
- In Progress:  $= \text{\#people} \times 1$
- Review:  $= \text{\#people} \times 0.5$
- Blocked: 0 (you clear it, you don't queue it)

If any column exceeds WIP, pull from it before starting new work.



## Blocker Protocol

- Mark blocked cards in red (or with a “B:” prefix).
- If blocked > 24–48h: escalate to board owner, assign a *blocker owner*, set a same-day next step.
- Discuss blockers first in stand-ups; don’t let them age silently.

## Cadence

- **Daily stand-up (10–15 min):**  
Walk the board left→right; pull blocked first; agree 1–2 commitments.
- **Weekly review (30–45 min):**  
Throughput, lead time, overdue; reset WIP limits if needed; confirm next week’s focus.
- **Monthly/quarterly:**  
Retrospective on policies, WIP, throughput; adjust swimlanes/definitions as needed.

## Minimal Metrics (visible on the board)

- Throughput (weekly): # cards moved to Done.
- Lead time (median): Start → Done (by swimlane).
- WIP by column: current count vs limit.

## First-Week Rollout Checklist

- ☐ Pick board owner & cadence; publish meeting times.
- ☐ Agree DoR/DoD and initial WIP limits.
- ☐ Seed the board with 10–20 real tasks; tag blockers.
- ☐ Run stand-ups daily for 1 week; adjust limits Friday.
- ☐ Log 3 metrics; share a 5-line recap.

## Optional Variants

- Add a “Ready for Review” buffer if QA time is constrained.
- Use color tags for priorities or work types (CI, Maintenance, Customer).
- Pair with the Excel Kanban for reporting (aging highlights, WIP monitor).