

Checklists for Kanban teams

Anytime

(Shall be visible with the glance of an eye)

- Do we have a bottleneck? (look for congestion/queues)
- Do we have an impediment not dealt with?
- Are we keeping our work in progress limit (WiP)?
- Are priorities clear?

Daily standup

Expected outcome

- Impediments are surfaced so we deal with them
- Team members can share experience of problems earlier encountered
- NEVER takes more than 5 min (takes some training but is doable)

Schedule

- What did I do yesterday
- What will I do today
- Do I have an impediment?
- As a team, do we need to act?

Rule

- "60sek rule", you have 60s to offer advice to other team members if you can help them
- All other matter : face2face after daily standup



Iteration planning

(1/week or on need basis)

Expected outcome

- Prognosed delivery date (if required)
(Use size/velocity or tasks * cycle time)
- Stories is broken down and estimated

Schedule

1. Update charts (velocity and cycle time)
2. Remove done stories/tasks off kanban board
3. Lookback last week [max 5 min]
(What happened? Are we satisfied? Should we adjust WiP limit?)
4. Team picks one thing to improve on for upcoming week [max 2 min]
5. Write this down on top of Kanbanboard
6. PO reads new stories to team
7. Team breaks down and estimates stories [30 min]
8. PO revises priorities and makes them visible

Checklist

- Can all team members do the broken down tasks?
- Is WiP limit visible on board?
- Can we see if we exceed WiP limit at any time?

