

Kanban Guide Introduction

Introduce the Kanban Guide

Give an introduction, covering the following main points

- ☐ The guide is a list of options to get value from the kanban practices
- ☐ It's used with an improvement loop that's run on a regular basis
- ☐ The Kanban Practices are: Read them
- ☐ It's used as an "information radiator" to make visible the options a team is using, is trying out, or has decided to drop
- ☐ Explain the use of the post-its
- ☐ This can act as a warning (stagnation, too much change)
- ☐ These are options, not mandatory things to try. It may well be that you choose options that are not on the poster
- ☐ Get people to read out the text on the bottom right and left.
- ☐ Get people to pair and discuss, then play back key points about what it is, what it isn't and any observations

Populate the Kanban Guide

For each practice area

- ☐ Get someone to read out the practice name and describe it
- ☐ For each option for that practice
 - ☐ Ask if anyone can describe it, add clarifying remarks if needed
 - ☐ Check if the team is doing that option now and add the appropriate colour post-it (actively using, trying out, stopped using)
- ☐ Once the poster is populated ask the team for observations and have a short discussion. Now you're ready for the improvement loop.