

# Introducing the Kanban Guide

## Overview

At the end of this introductory session a team using kanban will

- Explain what the Rough Guide to Kanban Is and what it isn't
- Demonstrate how its used
- Have a printed Rough Guide to Kanban on their wall and visualise their current practices.
- Be ready to run the first improvement loop

## Preparation

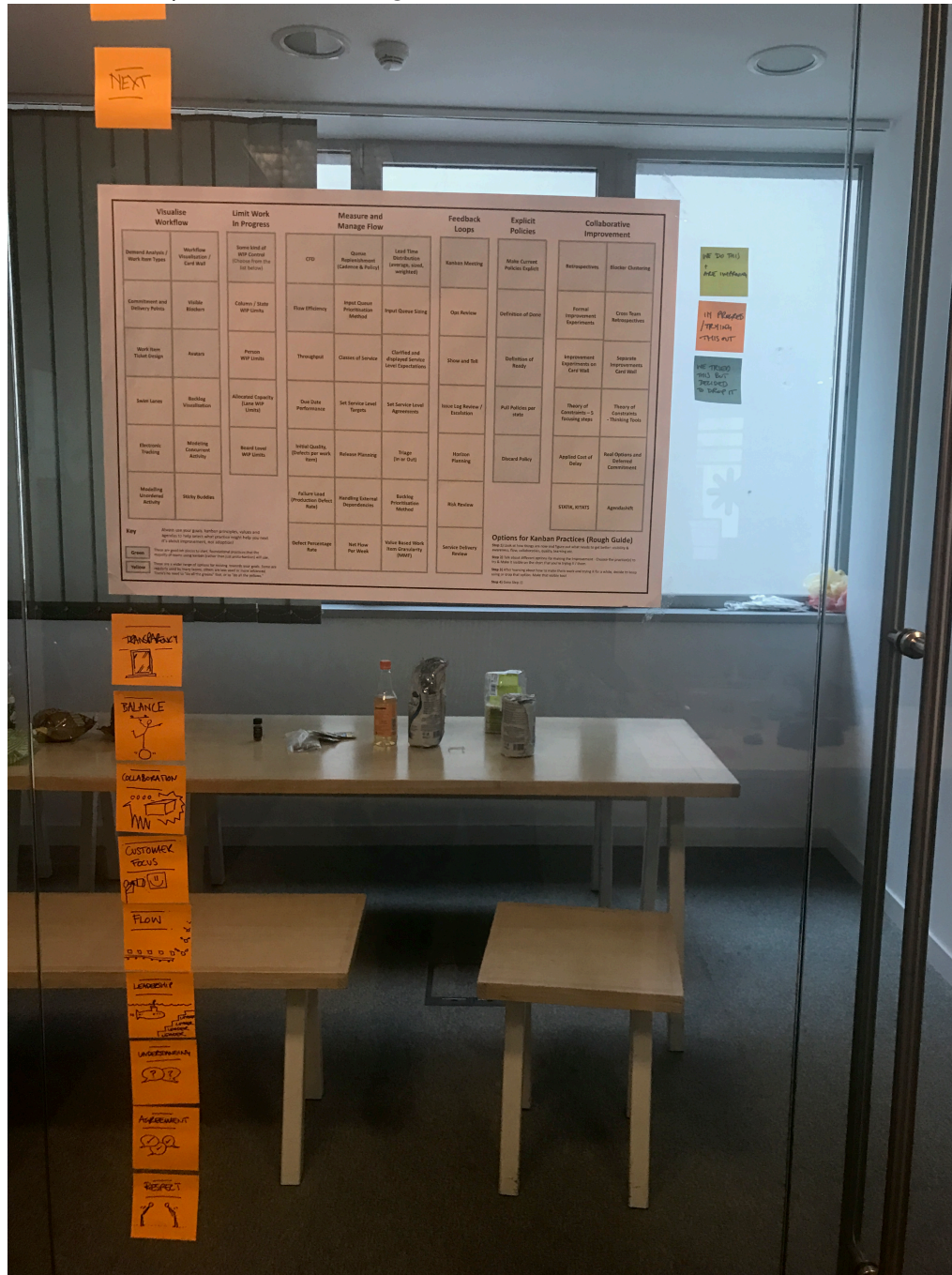
### Materials

- Printed Copy of the Rough Guide on A2
- 48mm square post-its of 3 colours
- Standard size square post-its

### Before the session

- Book an hour slot with the team in their work space to introduce the guide, set expectations that we probably won't need the full hour
- Book a 60-90 minute slot following that (can be back to back or another day to run the first Improvement Loop)
- Set up space for the rough guide
  - o Rough Guide poster on the wall
  - o create a key with the small post-its to the right of the poster, e.g.
  - o green = "We do this and are improving",
  - o orange = "We are trying this out"
  - o blue = "We tried this but decided to drop it"

- You'll end up with something like this (this one uses the values):

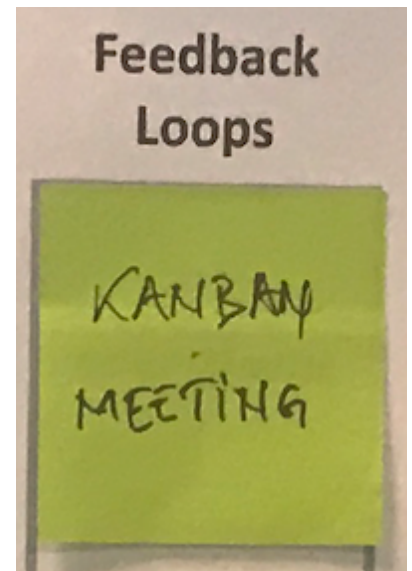


# Running the Session

## Introduce the Kanban Guide

This part of the session will introduce the rough guide and help people understand what the above three things and how they're used. Bullet points to include in the narrative are listed below:

- This is a list of some options you might try for getting value from the Kanban Practices
- Once it's setup - you use it with an improvement loop to move towards your goals, we'll talk about how that works in a minute.
- The kanban practices are (list practices by reading along the top of the poster)
- You can use it to make visible what's a standard part of your work, and what practices you're experimenting with, or have discarded. You do that by attaching the relevant coloured post-its (show them by posting up a green post-it on an option that they're using e.g. Kanban Board) and write the option on the front with a Sharpie e.g.



As you try to establish and try out new practices this makes visible what practices you're using, trying or have dropped.

- It can also act as a warning signal - you probably don't want to have too much orange (trying this out) on the rough guide at any one time, that would signal that you're trying to take on too much change at once.
- The Rough Guide is not meant to be a list of practices for you to adopt, and you wouldn't expect different teams to all apply the same options, it's OK and expected for different teams to take on practices in a different order and pace

- These are a set of options to try, not a list that you need to complete to adopt the practice, it would be very unusual for a team to need to adopt all these practices.
- Open discussion on the Rough Guide, inviting questions around the different practices and options. Get people to read out the key and guidance on the bottom right and left and discuss in pairs for two minutes, sharing back any observations.

## Make your practices visible

In this session, we populate the Rough Guide with the practices that the team is using, trying out, or has discarded.

There are a bunch of ways of doing this - here's a simple suggestion:

For each Practice Heading

- Read out the practice heading and ask if anyone in the team can describe it
- For each option in that practice area
  - o point to the option, read it out and ask "can anyone describe to the team what this is?" get someone to describe it and add clarifying remarks if necessary.
  - o Once we have a common understanding ask "are you doing this now as a team?" when the team has agreed get someone to attach a post it of the appropriate colour in the appropriate place (writing the option name on the front of the post-it)
- Once you've completed "Visualise Workflow" you might want different people to take turns in clarifying and making visible the options for each of the practice areas - e.g. one person does Limit WIP, one does measure and manage flow etc etc
- At this stage you will have something like the picture to the right. Ask the team for observations and questions and have a short discussion.

