# Applied Enterprise Kanban Training

Duration: **3 Day**

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## Overview

**Get guidance on Kanban implementation and bootstrapping a Kanban system in your own organization.**

Kanban methods have increased in popularity. Going beyond the manufacturing origins, more and more teams in information technology are adopting the practices. Kanban methods go beyond the visual aspects of the Kanban board. In addition to visualizing the work in progress, Kanban provides techniques to manage the flow of work and continuously improve on that flow. You learn how to focus on the work that is needed and reduce the time spent on the wrong work. Other advantages include flexibility of process, increased productivity, and improved efficiency. The concepts are easy to understand yet difficult to master.

The Kanban training Workshop provides guidance on Kanban implementation and bootstrapping a Kanban system in your own organization. You will learn how Kanban is a cultural change initiative and what that shift means, how Kanban can be applied to your software development workflow, and how it differs from other development methods.

**Organizing and Leading Kanban Teams**
The Kanban Method is an adaptive system that helps organizations evolve their processes. It can start small but it can be a catalyst for overall cultural change. Kanban promotes incremental change in process, processes tailored to each project or value stream and continuous improvement.

**Discover Real-World Techniques**
This two-day course gives you a jump-start on your Kanban journey, helps you to understand how it differs from other methods, and provides the foundation for applying Kanban principles in your own organization. The case studies and examples demonstrate how other companies leverage Kanban.

**In-Class Group Exercises:**
In-class exercises help to reinforce the fundamental principles of Kanban and the techniques that will increase their effectiveness. With our exercises, you will learn ways to manage your Kanban initiatives and learn to lead your organization to continuous improvement. Exercises include:

- Building a Kanban board
- Documenting a work flow
- Change a workflow into a Kanban system
- Kanban Simulation

**Who Should Attend?**

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This is an immersion course and the intent is to engage in the practices every team will employ, this course is recommended for all team members responsible for delivering outstanding software. That includes, but is not limited to, the following roles:

- Business Analyst
- Technical Analyst
- Project Manager
- Software Engineer/Programmer
- Development Manager
- Product Manager
- Product Analyst
- Tester
- QA Engineer
- Documentation Specialist

The Introduction to Kanban Workshop is a perfect place for cross-functional teams to familiarize themselves with Kanban and learn the basics of how to function as an Agile team. It's also a wonderful springboard for team building & learning. We invite you to bring your team and a team project to work on in class.

## What You Will Learn

- Kanban origins and evolution
- The benefits of Kanban
- Kanban concepts, principles and terminology
- Visualization of Work
- Limiting Work-In-Process
- Analyzing the Flow of Work
- Optimizing your Kanban system
- Continuous improvement culture
- Common misunderstandings and pitfalls of Kanban
- Experiments and analysis to improve team performance
- Kanban Metrics and Management Reporting
- Issue Management and Escalation

## Outline

**Section I: Welcome**

- Summary: General logistics for the class.
- Topics covered:
  - Housekeeping
  - Course Objectives
  - Introductions
  - Instructor Bio
  - Agenda
  - Kanban Parking Lot

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**Section II: The Case for Change**

- Summary: Gain an overall understanding of the basic principles, and benefits of Kanban along with how it differs from other development methodologies. Review similar methodologies practiced in organizations today. Show how it differs from Scrum as an example.
- Topics covered:
  - What is Lean
  - What is Agile
  - What is Kanban
  - Why Kanban
  - How Kanban differs from other methodologies
  - Difference from Scrum
  - Kanban Team and Roles
- Objectives From Summary:
  - Benefits of Kanban
  - How Kanban differs from other Agile methodologies

**Section III: Kanban Overview and Concepts**

- Summary: Learn the foundation of Kanban concepts, properties, and terminology. Understand the philosophy behind the Kanban framework and how it originated.
- Topics covered:
  - Kanban's 5 Core Properties
  - Kanban Emergent Behaviors
  - General Concepts at high level
- Objectives From Summary:
  - Kanban origins and evolution
  - The Kanban concepts, principles, and terminology
  - Understand the Kanban core principles

**Section IV: Implementing Kanban**

- Summary: The best way to understand Kanban is to go through the process of implementing it. This section goes through the various techniques and ceremonies associated with Kanban.
- Topics covered:
  - Work Item Types
  - Card Walls
  - Workflow
  - Queues and Buffers
  - Cadences
  - Work-in-Progress
  - Bottlenecks
  - Issues and Blocked Items
- Objectives From Summary:
  - Visualization of Work
  - How to set up a Card Wall
  - Setting Work-in-Process Limits
  - Limiting Work-In-Process
  - Analyzing the Flow of Work
  - Learn to build visualization methods like a Kanban board
  - Understand implementation approaches
  - How to use Work Item Types
  - Setting input and output limits

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**Section V: Metrics and Reporting**

- Summary: Kanban needs to report slightly different metrics than traditional or Agile project management. Understand how metrics and reporting differs in Kanban.
- Topics covered:
  - Metrics Overview
  - Tracking Work-in-Process
  - Cumulative Flow Diagram
  - Lead Time
  - Trends
  - Throughput
- Objectives From Summary:
  - Kanban Metrics and Management Reporting
  - How to use metrics and tracking methods
  - How to optimize the Flow of Work

**Section VI: Scaling Kanban**

- Summary: Applying Kanban techniques to other types of efforts. How to track requirements, decouple work, and leverage the Minimal Marketable Release.
- Topics covered:
  - Scaling Kanban for different size efforts
  - Minimal Marketable Release
  - Two-Tiered Card Walls
  - Swim Lanes
- Objectives From Summary:
  - Understand considerations for scaling Kanban
  - Learn how Kanban is used by software development teams
  - Using the Minimum Marketable Release to break work down

**Section VII: Improvements**

- Summary: Learn how to recognize opportunities for improvement in your Kanban system and what to do about them.
- Topics covered:
  - Three types of Improvement Opportunities
  - Estimations
  - Class of Service
  - Service Level Agreements
  - Policies
  - Issue Management and Escalation Policies
- Objectives From Summary:
  - Optimizing your Kanban system
  - Practices to improve Kanban team performance
  - Understand Service Level Agreements

**Section VIII: Kanban Change Initiative**

- Summary: Understand the cultural change components of Kanban. Understand the goals behind the Kanban approach to change.
- Topics covered:
  - Kaizen Culture
  - Kaizen Mindset

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    - Agile Leadership
    - Servant Leader
    - Kotter's Model
- Objectives From Summary:
    - Continuous improvement culture
    - Learn the role of Continuous Improvement

**Section IX: Summary**

- Summary: Summarize key takeaways.
- Topics covered:
    - Review Key Takeaways
    - Review Kanban objectives board
    - Survey Information

**Exercises**

- Summary: In-class exercises help to reinforce the fundamental principles of Kanban and the techniques that will increase its effectiveness. With our exercises, you will learn ways to leverage Kanban and lead your project to success.
- Topics covered:
    - Review Kanban Emergent Behaviors
    - Building a Kanban board
    - Documenting a work flow
    - Change a workflow into a Kanban system
    - Kanban Simulation

**Videos**

- Topics covered:
    - Kanban pronunciation
    - High Performing Tree
    - Building a Kanban Board
    - Six Sigma Career Day
    - Changing the World