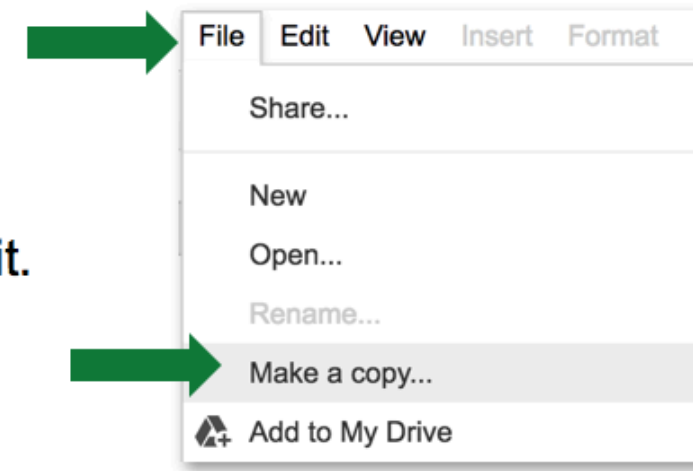


## How to use this template:

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## BASIC KANBAN BOARD TEMPLATE EXAMPLE

Template begins on page 2.



Using the tools on Page 4 of this document, fill out a Kanban Task Card and position it on the appropriate status column (i.e., Backlog, To Do, In Progress, or Testing) on your Kanban Board on Page 3. In order to assign task ownership, fill in each of the Assigned To icons with the initials/name of one of your team members. Position each icon to its relevant Kanban Task Card. Once a team member completes a particular task, drag the pertaining card to the Complete column.

START DATE	DAYS	PROGRESS	UPDATED BY
MM/DD/YY	12	52%	JOHN K.

TEAM MEMBERS ASSIGNED TO TASKS

Virginia W.	Brian r.	Travis R.	Jeff D.
Ryan R.	Keisha L.	Frank R.	Dawn D.
Name	Name	Name	Name

### KANBAN BOARD

The Kanban Board begins on Page 3 of this template. The Kanban Board tools are on Page 4.

KANBAN BOARD

BACKLOG	TO DO	IN PROGRESS	TESTING	COMPLETE
<div>Project Charter Revisions STATUS: Ready to Start POINTS: 2</div> <div><div>JD</div><div>MB</div></div>	<div>Projections STATUS: On hold POINTS: 3</div> <div><div>DD</div></div>	<div>Scope and Goal Setting STATUS: In Progress POINTS: 1</div> <div><div>VW</div></div> <div>Research STATUS: In Progress POINTS: 1</div> <div><div>TR</div></div>	<div>Projections STATUS: On hold POINTS: 3</div> <div><div>VW</div></div>	

# KANBAN TASK CARDS

Details of Task to Be Completed  
STATUS: Note Status Here  
POINTS: 0

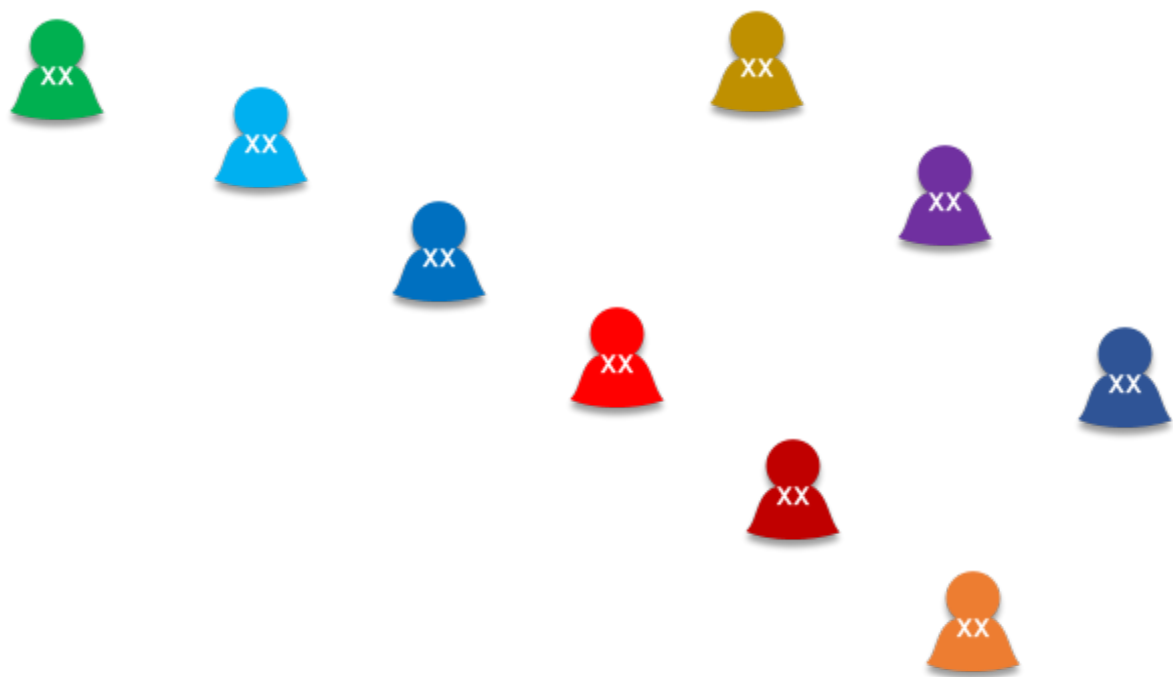
Details of Task to Be Completed  
STATUS: Note Status Here  
POINTS: 0

Details of Task to Be Completed  
STATUS: Note Status Here  
POINTS: 0

Details of Task to Be Completed  
STATUS: Note Status Here  
POINTS: 0

Details of Task to Be Completed  
STATUS: Note Status Here  
POINTS: 0

# ASSIGNED TO



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