



Practical Kanban with MS Project Agile – 3

February 14, 2024 @ 12pm-1pm EST

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About the Presenter



- I'm an entrepreneur, management professional, coach and author of multiple books, and courses on Agile Management.
- A number of professionals have used my courses and books to clear certifications such as CHAMP, PfMP, PMP, RMP, ACP, Scrum Master, Product Owner and CAPM.
- I frequently write on Agile, Scrum, Lean, Kanban and XP topics, with a focus on hands-on, practical applicability.
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Agenda

- Tracking A Kanban Project
- Adjusting A Kanban Project
- Reporting in Kanban
- Building Cumulative Flow Diagram Reports
- Kanban Events (Planning, Daily Stand-ups, Review and Retrospective)

1. Tracking A Kanban Project

Tracking A Kanban Project

(1/2)

- After you set-up project (Kanban) board, board columns, % complete value and the just-in-time plan, it's time to track.
- Tracking can happen mainly with two views:
 - Task Board or Backlog Board
 - Task Board Sheet or Backlog Sheet
- **Satya's Speak:**
“Unlike Scrum, where tracking ends at the end of iteration, in Kanban, tracking is continuous – till all the backlog items are delivered or value delivered as per the contract.”

Tracking A Kanban Project

(2/2)

- The Flow Master tracks the Kanban project.
- The Flow Master manages the flow and sees that there are no bottlenecks.
- If a big Kanban team, then individual teams can have their team boards. The (sub)team, in this case, takes the responsibility of tracking on their team boards.

2. Adjusting A Kanban Project

Adjusting A Kanban Project

- Adjusting a Kanban Project means that you can:
 - Add new Kanban work items
 - Remove existing work items
 - Reprioritize the work items
 - Change resources dynamically
 - Change the % complete dynamically
 - Change the workflow states (can add new ones)
 - Deactivate and Reactivate work items,
 - among others.

3. Reporting in Kanban

Reporting in Kanban

(1/2)

- MS Project provides a number of reports for a Kanban Project.
- By default following two main (consolidated) reports are available:
 - Board – **Task Status** Reports
 - Board – **Work Status** Reports
- **Satya's Speak:**
“MS Project Agile provides a large number of reports and associated metrics. One can also create many custom reports. The idea is always measure what matters!”

Reporting in Kanban

(2/2)

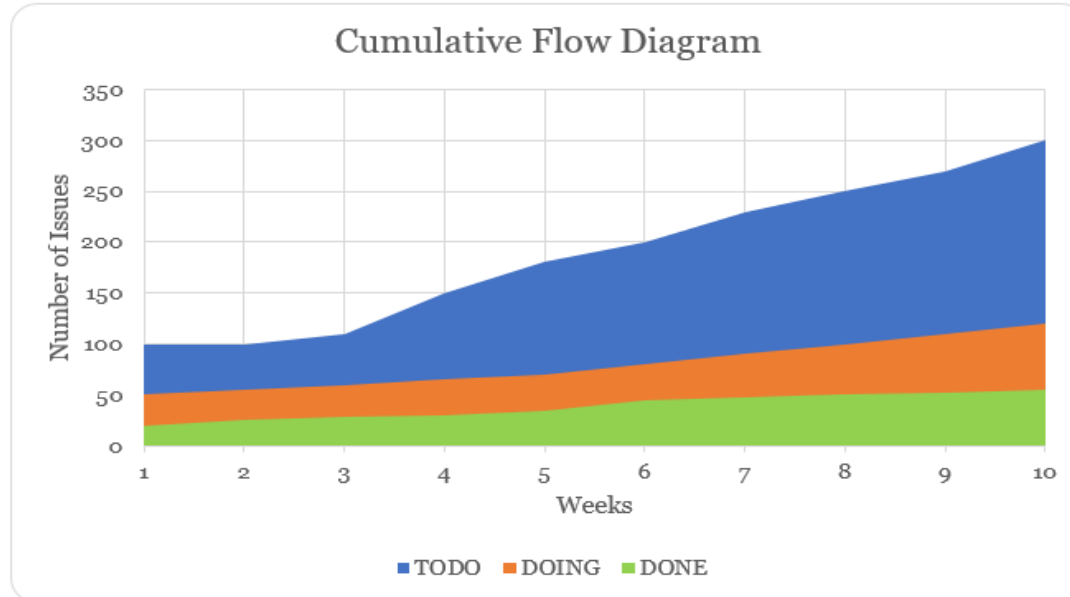
- **Task Status Reports:**
 - **Tasks By Board Status**
 - **Remaining Tasks**
 - **Remaining Tasks by Resource**
 - **Remaining Tasks Over Time**
- **Work Status Reports:**
 - **Remaining Work**
 - **Remaining Work By Resource**
 - **Remaining Work (and Tasks)**
 - **Remaining Work over Time**

5. Building Cumulative Flow Diagram

Building Cumulative Flow Diagram

(1/2)

- One of the key reports in Kanban is the Cumulative Flow Diagram (CFD).
 - As the name tells, it's cumulatively represented.
 - It gives insight into how many items are completed,
 - Where are the bottlenecks in the process flow.



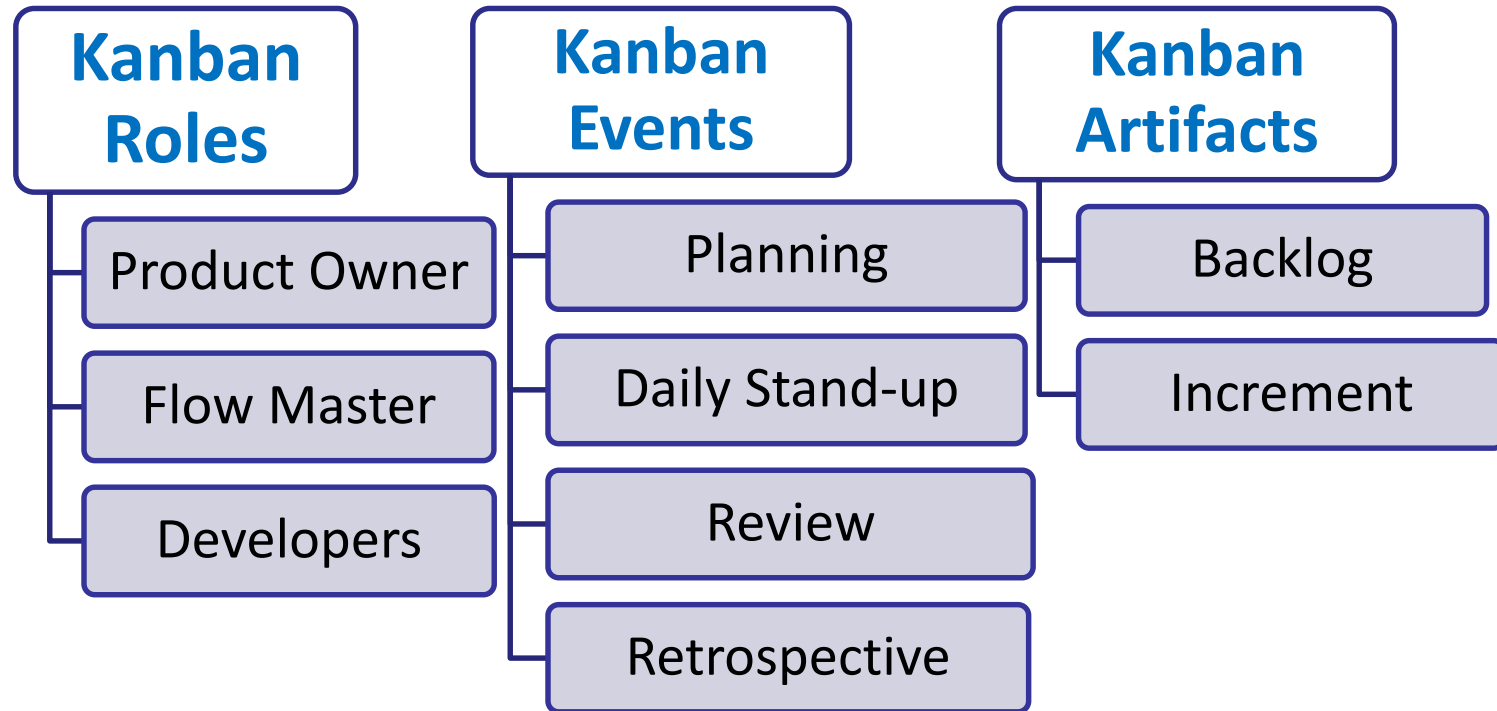
Building Cumulative Flow Diagram

(2/2)

- In the previous CFD, the TODO items are getting added up at a faster rate, whereas the DOING and DONE items are not able to catch up.
- TODO items in the graph are getting fattened, but DOING flow state is in a narrower patch. It means the bottleneck is there – in the DOING flow state.
- Also, the team is not able to move the DONE items well either.
- it may suggest that the items taken may be very big in size and hence needed to be broken up or it may be possible that the team is unable to deliver on the issues taken up.
- **Now, let's see them all practically!**

5. Kanban Events (Another Way)

Kanban Roles, Events and Artifacts



- **Cadence:** Items are delivered on a cadence. Cadence can be single, multiple or event-based.
- More on cadence: <https://www.mpug.com/the-rhythmic-dance-of-agile-with-cadence/>

Drunken Lemurs Vs Knowledge Workers!



**No One
Ever Complained
about Reduced
Workload!**

Reference Articles and Main Course

- **Building and Analyzing Kanban Cumulative Flow Diagrams with MS Project Agile:**
<https://www.mpug.com/building-and-analyzing-kanban-cumulative-flow-diagrams-with-ms-project-agile/>
- **Understanding and Finding Bottlenecks with Cumulative Flow Diagrams:**
<https://www.youtube.com/watch?v=tWj6M9-x3o4>
- **Main Course: Mastering MS Project Agile**
<https://www.managementyogi.com/p/mastering-ms-project-2019-agile.html>

Reference Books and Courses

- **Book: I Want To Be An ACP, The Plain and Simply Way**
<https://www.managementyogi.com/2019/05/book-for-pmi-acp-exam-prep-i-want-to-be-an-acp.html>
- **Course: ACP Live Lessons – Guaranteed Pass**
<https://www.managementyogi.com/p/acp-live-lessons.html>
- **Course: ACP 21 Contact Hours – Guaranteed Money Back**
<https://www.managementyogi.com/p/acp-21-contact-hours-online-course.html>



Thank You!

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