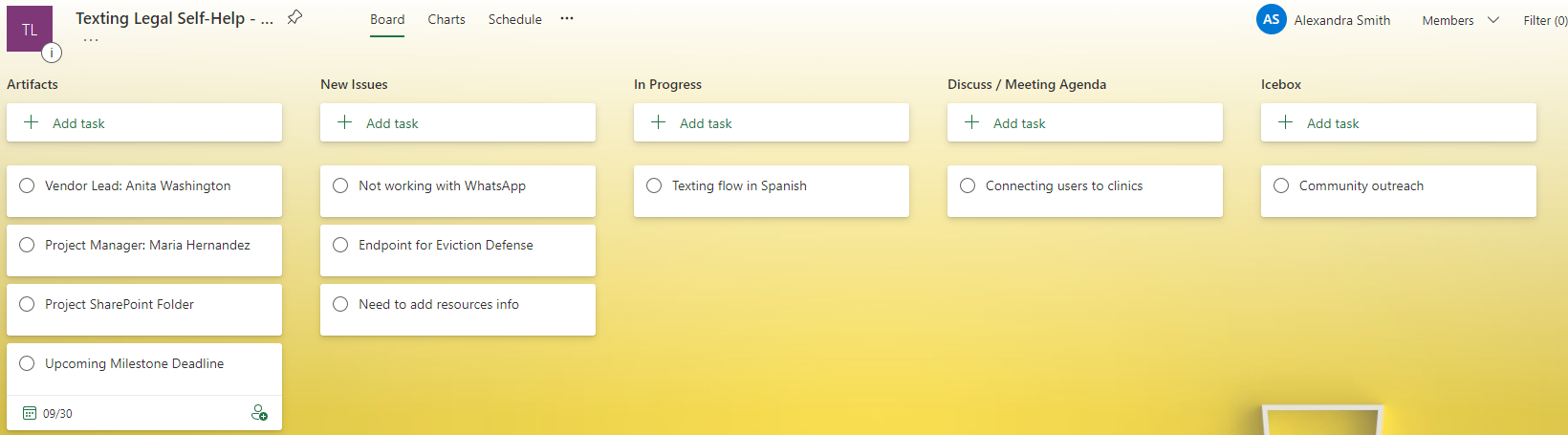


Kanban Board How-To Guide

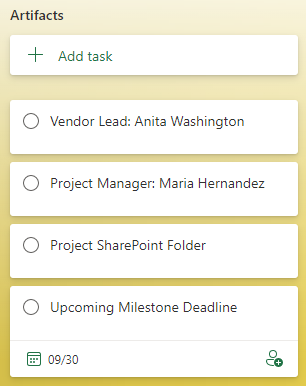
Step 1 – Choose your Kanban board platform

* Find the best platform for your team
  + Microsoft Planner
  + Trello
  + Monday.com
* Considerations
  + Cost
    - You may already have a license to use MS Planner
    - Trello and Monday.com have free versions
  + Inter-Organization Access
  + Notifications

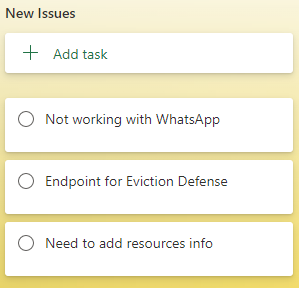
Step 2 – Set up your Kanban board for the project



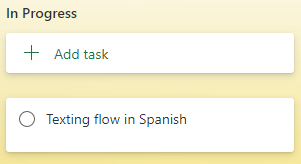
* Common buckets
  + Artifacts



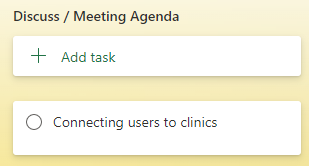
* + New Issues



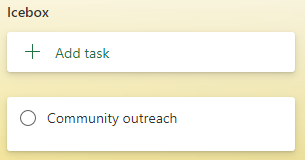
* + In Progress



* + Discuss / Meeting Agenda



* + Icebox



Step 3 – Add team members

* Add your team members to the Kanban board
* Assign tasks to team members as appropriate

Step 4 – Track each task

* Open each task and add detail
* Upload documentation to each task as necessary
* Update the notes section in each task throughout the lifecycle
* Utilize the drag and drop feature to move the task when its status changes