

# CHANGE KANBAN

The Change Kanban replaces excel spreadsheets as the tactical change work plan. It is visual and intuitive for everyone to see what is going on. Kanban allows you to focus on value first, pull more work as work is completed, and establish flow. It also helps keep everyone aligned on what the change plan is.

## 1 Create the Backlog

Add work items to the backlog as they arise. You're not committed to work items in the backlog, it's just a place to hold your ideas and insights.

## 2 Prioritize the backlog

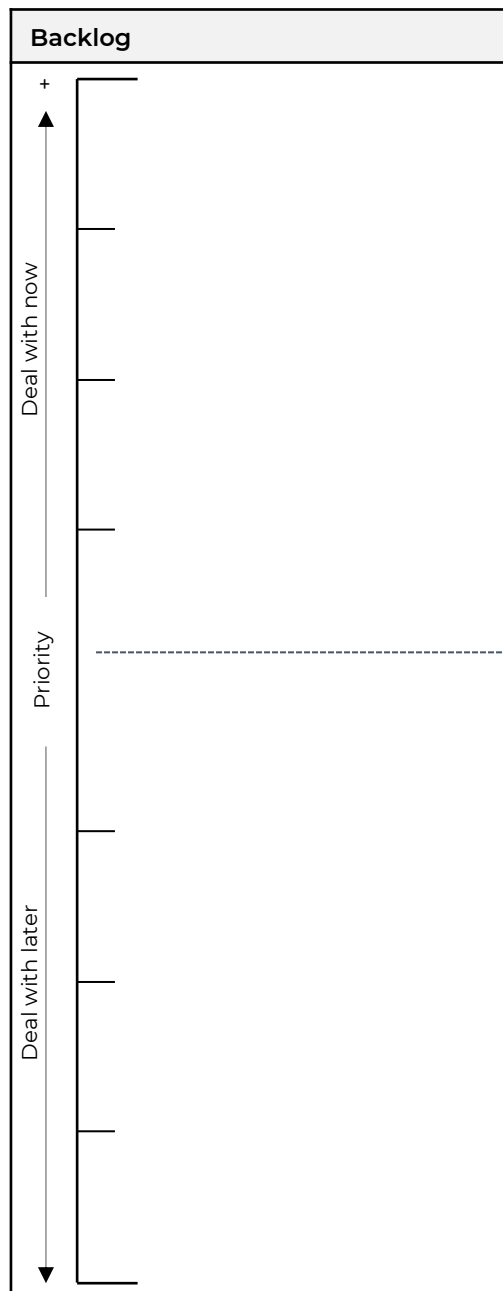
Establish a regular cadence for reviewing the backlog and reprioritizing the work items based on current requirements.




## 3 Establish a Pull-Based Process

- Pull the most valuable work items into the "Next" column
- Pull the work items into the "Doing" column when you start working on them
- If the work needs to go through an internal review process, move the items into the "Review" column when they are ready for review
- When work is complete, pull it into the "Done" column

## 4 Limit Work-in-Progress

Limit work items in the "Doing" column so that you don't create a bottleneck of work that interrupts the flow of value.



Theme	Next	Doing	Review	Done
Engage 				
Comms 				
Training 				
Admin 