

Kanban cards present critical information about that particular work item giving the entire team full visibility of who handles that item of work, a brief description of the job being done, how long that piece of work is estimated to take etc. Cards on virtual Kanban boards will often also feature screenshots and other technical details that are valuable to the recipient.

Allowing team members to see the state of every work item at any point in time as well as all the associated details ensures increased focus, full traceability, and fast identification of blockers and dependencies.

### **Core Practices of Kanban Method**

Six core practices need to be present for a successful implementation.

1. *Visualize the workflow*: Kanban systems use mechanisms such as a Kanban board to visualize work and the process it goes through. In order for the visualization to be the most effective, it should show where in the process a team working on a service agrees to do a specific work item, where the team delivers the work item to a customer, policies that determine what work should exist in a particular stage, and work in progress limits.
2. *Limit work in Progress (WIP)*: By limiting work in progress, you encourage your team to complete work at hand first before taking up new work. With this, you can smooth out the flow of work, reduce lead times, improve quality, and deliver more frequently.
3. *Manage Flow*: A Kanban system helps you manage flow by highlighting the various stages of the workflow and the status of work in each stage. It helps your team analyse the system and make adjustments to improve flow so as to reduce the time it takes to complete each piece of work.
4. *Make Process Policies Explicit*: the process should be clearly defined, published, and socialized. People would not associate in and take part in something they do not believe would be useful. Distributed, visible, well-defined, and subject to change work policies have the power to boost people's self-organization.
5. *Take Feedback*: implementing an effective feedback system is extremely important. Use feedback loops to better understand your customers and their desires.