

# MILESTONE

*Providing Stepping Stones  
Along the Path to Success*



A WOMAN-OWNED  
SMALL BUSINESS

SIX CORE  
PRINCIPLES  
OF KANBAN

In the 1940s, the first Kanban system was developed by Toyota to streamline manufacturing processes. Kanban is the Japanese word for “signboard.” Because of this, a task board plays an important part in the Kanban methodology. The task board is posted in a highly visible area so all stakeholders can easily see how the project is progressing.

Kanban focuses on limiting the work in progress of a project. The goal is to identify issues and minimize the waste and costs associated with changes made during the project. It operates on six core principles.

#### ***Visualize the workflow***

The project team should be able to visualize the work that must be done by creating a task board. When first creating a task board, keep it simple. Create columns for To Do, Doing, and Done. All work items being in the To Do column. When work begins on Item A, it moves to the Doing column. When it is finished, move it to Done. As you become accustomed to using the board, or if the project becomes more complex, add more columns.

#### ***Limit WIP***

Keeping work in progress low encourages team members to complete current work before adding new tasks, which creates a pull through system. Determine what your WIP limit will be (typically 1 to 1.5 times the number of people working on the project). If a team has set a WIP of 5, and there are already 5 items in the Doing stage, a new activity can't start until at least one activity has moved from Doing to Done.

#### ***Manage flow***

By tracking the flow of work through the system, issues can be identified, and changes measured for effectiveness. Keep an eye on if there are bottlenecks or unnecessary waiting stages. If the workflow moves through the Kanban system smoothly, it creates value more quickly.

#### ***Make process policies explicit***

Clearly explaining to the team how the process works lets everyone understand how to do the required work. Knowing the task objectives, who can move a task to the next column, or when a task is considered done are types of explicit policies.

#### ***Implement feedback loops***

Receiving continual feedback about how the system is working allows an organization to respond to needed changes or knowledge transfers quickly.

#### ***Improve corroboratively***

The process should be continuously improved upon by the entire team. Evolving the process throughout the project allows you to adopt small changes at a pace that is suitable for your team. Create a hypothesis, test it, and make changes based upon the outcomes.

Using the Kanban system encourages teams to try new approaches and make changes in processes to eliminate waste.

Join Dr. Mathis on Tuesday, April 19 for our free *The Kanban Experience & Project Management* webinar. If you cannot attend, a replay link will be sent out after the webinar. To register, go to [www.themathisgroup.com/webinars](http://www.themathisgroup.com/webinars).

## UPCOMING FREE WEBINAR

### THE KANBAN EXPERIENCE & PROJECT MANAGEMENT

TUESDAY,  
APRIL 19

10:00 - 11:00 AM CST

1 PDU

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# SCRUM PROJECT MANAGEMENT: RUNNING PROJECTS LEANER AND FASTER - 3 DAY

***PDU's - 19.5***

**PMI's Talent Triangle Breakdown**

Technical - 15.00

Leadership - 4.50



face-to-face



virtual  
instructor-led

**Course Description:** In the early 1990s, Ken Schwaber and Jeff Sutherland created Scrum as a simplified project management approach. The goal of Scrum is to produce software or a product every 30 days for the customer. While Scrum is a straightforward process, it is not easy to put into place and maintain. It is also not simple to shift from traditional project management to Scrum methodologies and cultures. During this three-day course, participants will examine the beginning framework of Scrum, the roles and responsibilities of team members, and each aspect of running projects using Scrum methodologies. Students will learn how to shift the roles from a traditional project manager to ScrumMaster. The course will include situations to challenge participants with what Scrum is and is not.

## **Course Objectives:**

### **Objective 1: History of Scrum**

The success factors of Scrum Project Management

### **Objective 2: Define Scrum Roles and Responsibilities**

ScrumMaster

### **Objective 3: Describe Scrum and Its Success Factors**

The Scrum methodology and how/why it is successful

### **Objective 4: Define Scrum Events - Ceremonies**

Sprints

### **Objective 5: Review Scrum Artifacts**

Product Backlog

### **Objective 6: Identify the Sprint Review**

Single team reviews

### **Objective 7: Launching Scrum**

Apprentice Stage

### **Objective 8: Planning a Scrum Project**

Estimating the work on the Product Backlog

### **Objective 9: Estimate a Scrum Project**

Creating user stories

### **Objective 10: Contracting Challenges in a Scrum Project**

Fixed-price contracts

### **Objective 11: Communicating in a Scrum Project**

Benefits of communicating with team members

### **Objective 12: Providing value-driven delivery**

Defining value-driven

### **Objective 13: Defining quality initiatives**

Acceptance criteria for quality and the prioritization backlog

### **Objective 14: Defining risk and reducing it**

Risk identification

### **Objective 15: Retrospectives and Continuous Improvements**

Process for conducting retrospectives



A WOMAN-OWNED SMALL BUSINESS (WOSB)



*Providing quality, customized training and consulting services that inspire, educate, and equip organizations to be better tomorrow than they are today.*

**DR. KEITH MATHIS, PMP, PMI-ACP, CSM**  
**WANDA MATHIS, M.ED. PMI-ACP**

# **PROJECT MANAGEMENT TRAINING**

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## **VALUES STATEMENT**

Every person has worth and should be treated with respect.

## **AREAS OF EXPERTISE**

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