

How to Achieve Continuous Improvement

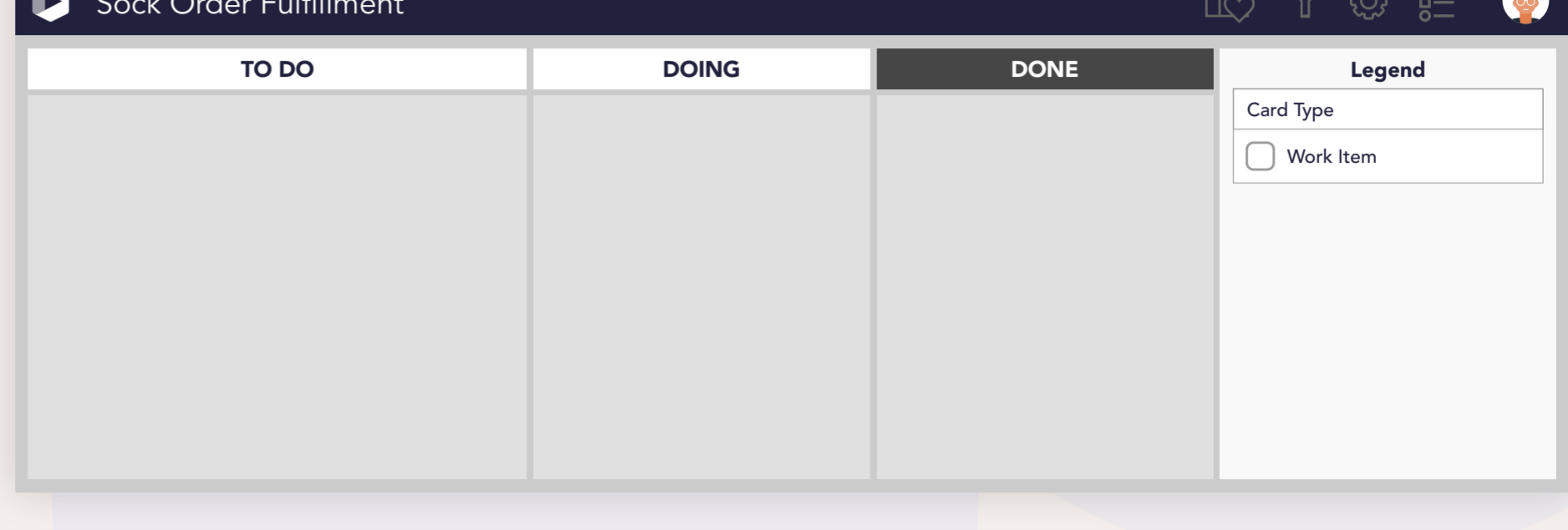
The Journey of a Digital Kanban Board in LeanKit

Kanban is all about continuous improvement – starting where you are, and then working to improve your process by making small, meaningful changes. This iterative mindset applies to working with your LeanKit® board, too: Rather than trying to create a “perfect” design from the get-go, start with a simple board that reflects the main elements of your process.

Then, as you start to uncover opportunities for continuous improvement, you can deploy various board design elements to get the visibility, insight, or clarity you need. Let us show you how!

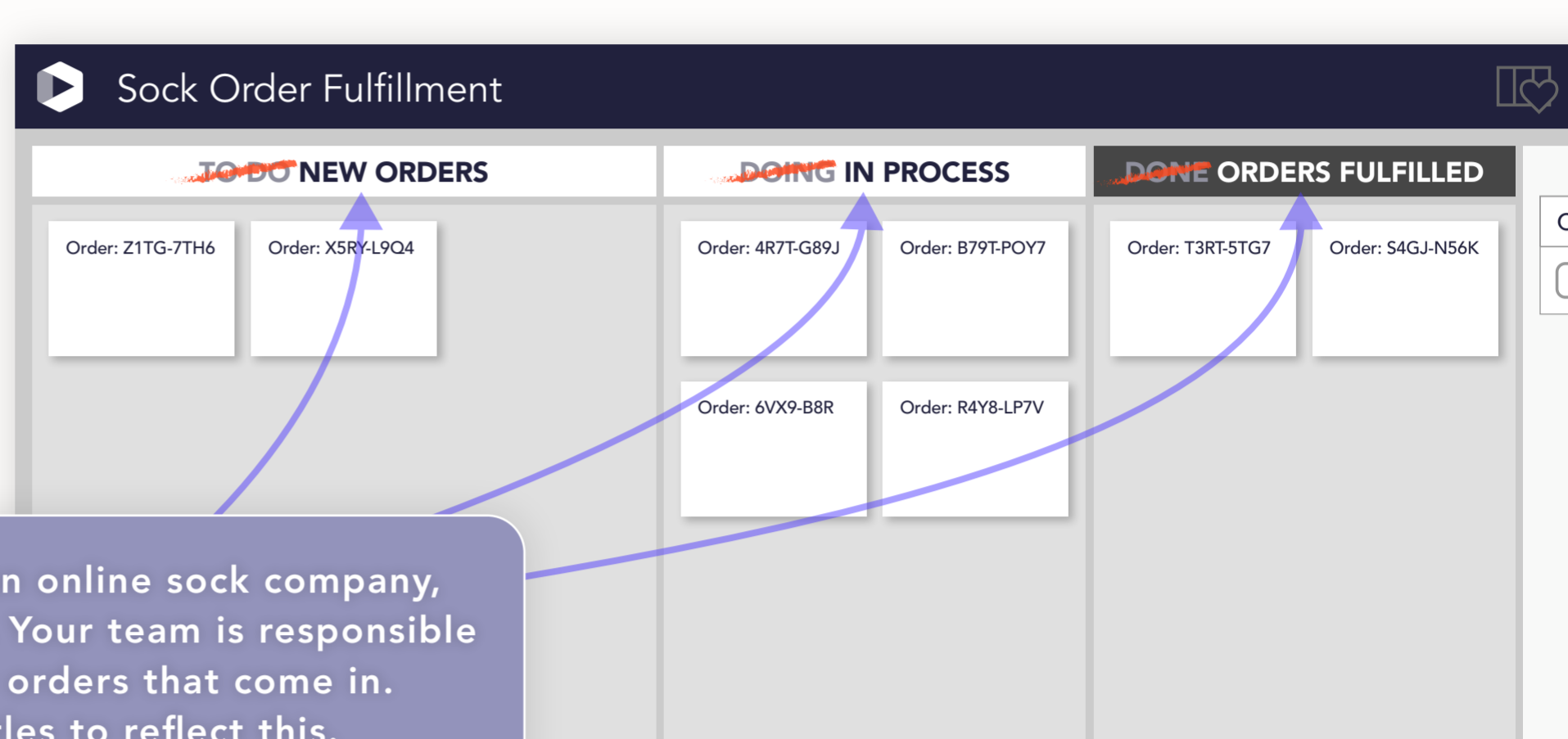
Get started: Basic board setup

Let's start with the simplest version of a Kanban board: To Do, Doing, and Done. This is the fundamental structure that makes a Kanban board – well, a **Kanban board**. Kanban boards are read from left to right.



Use your team's lingo: Customize your lane titles

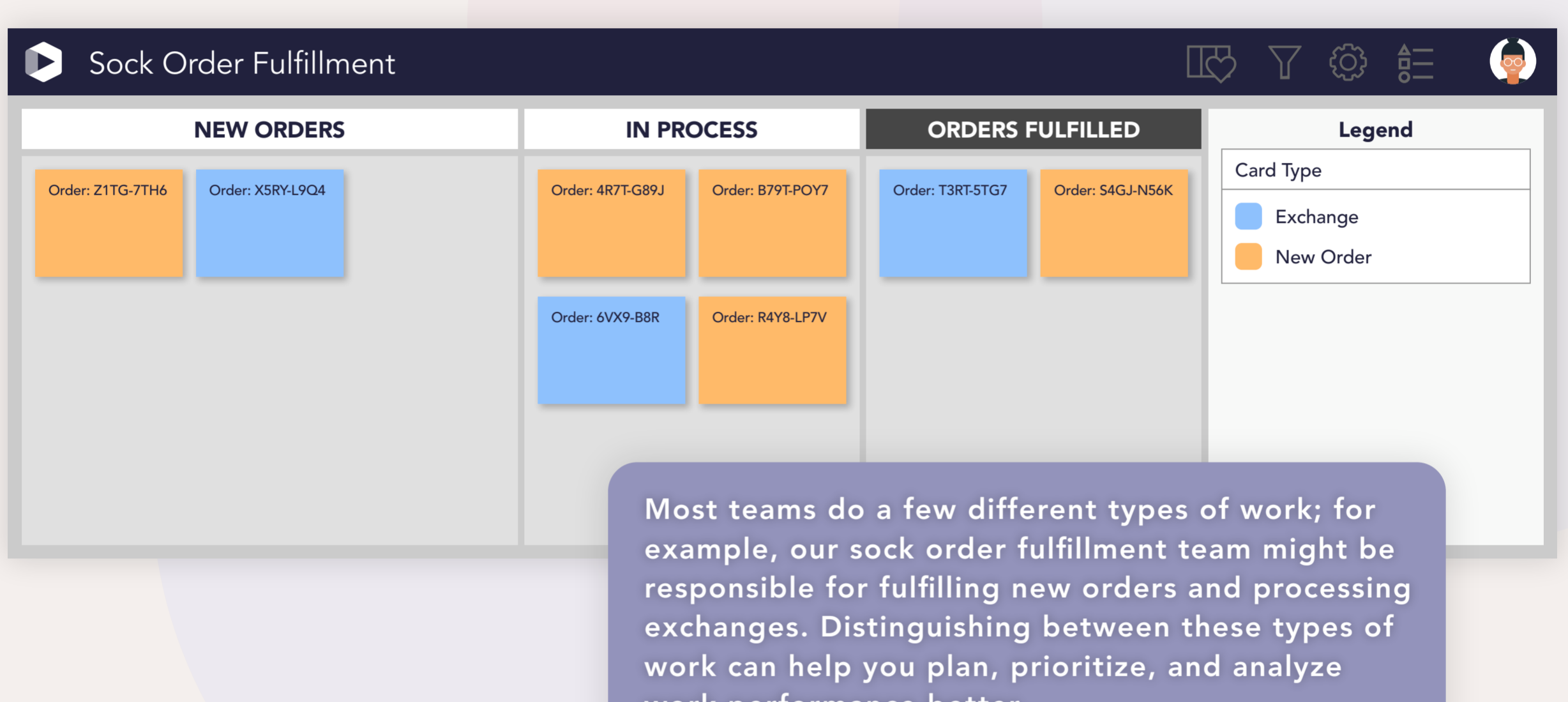
Your Kanban board should reflect your team's unique process. Customizing your lane titles is an easy first step toward making your board your own.



Let's say you work for an online sock company, on the fulfillment team. Your team is responsible for fulfilling all the new orders that come in. Let's modify the lane titles to reflect this.

Differentiate types of work: Use card types

In LeanKit, you can use Card Types to visually distinguish between different types of work. Each Card Type will appear as a different color on your board, making it easy to see how your team's work is distributed. You can use board filters to quickly get a view of all of the cards of a certain type that are on your board.

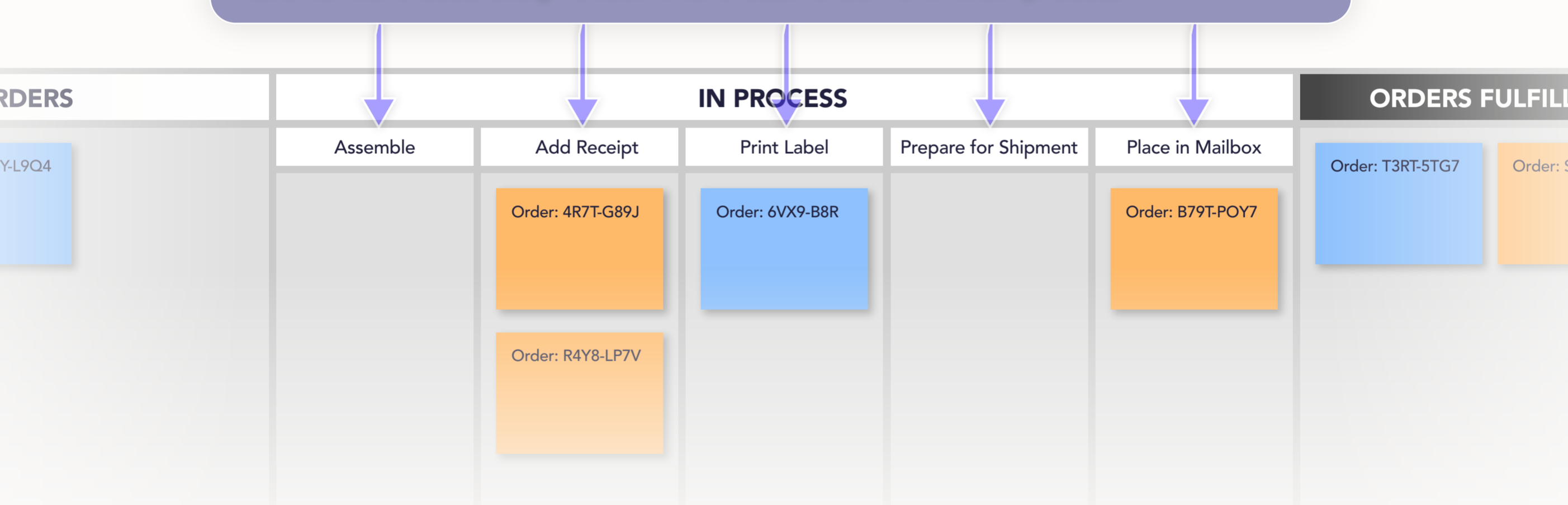


Most teams do a few different types of work; for example, our sock order fulfillment team might be responsible for fulfilling new orders and processing exchanges. Distinguishing between these types of work can help you plan, prioritize, and analyze work performance better.

Visualize each step in your process: Add more vertical lanes

Most teams have several steps within their “Doing” step, and find it helpful to break their “Doing” lane into these more granular steps. Adding more **vertical lanes** for each of these steps can not only help to visualize exactly where each work item is in the process, but it can also generate more insightful data around how work flows through your process.

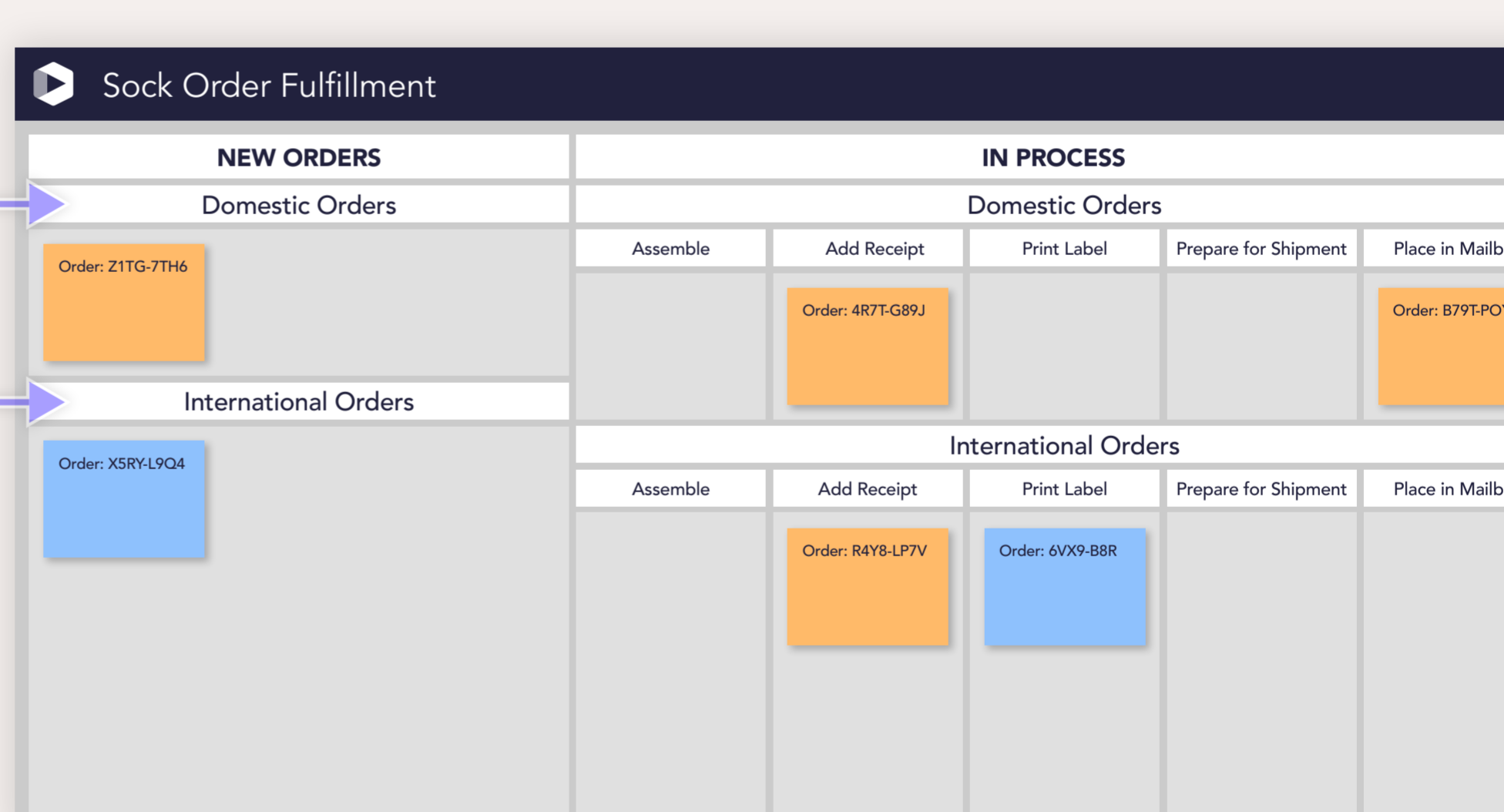
Our sock fulfillment team might add these vertical lanes within their “In Process” lane to more accurately reflect where each order is in their process.



Visualize parallel processes: Add horizontal lanes

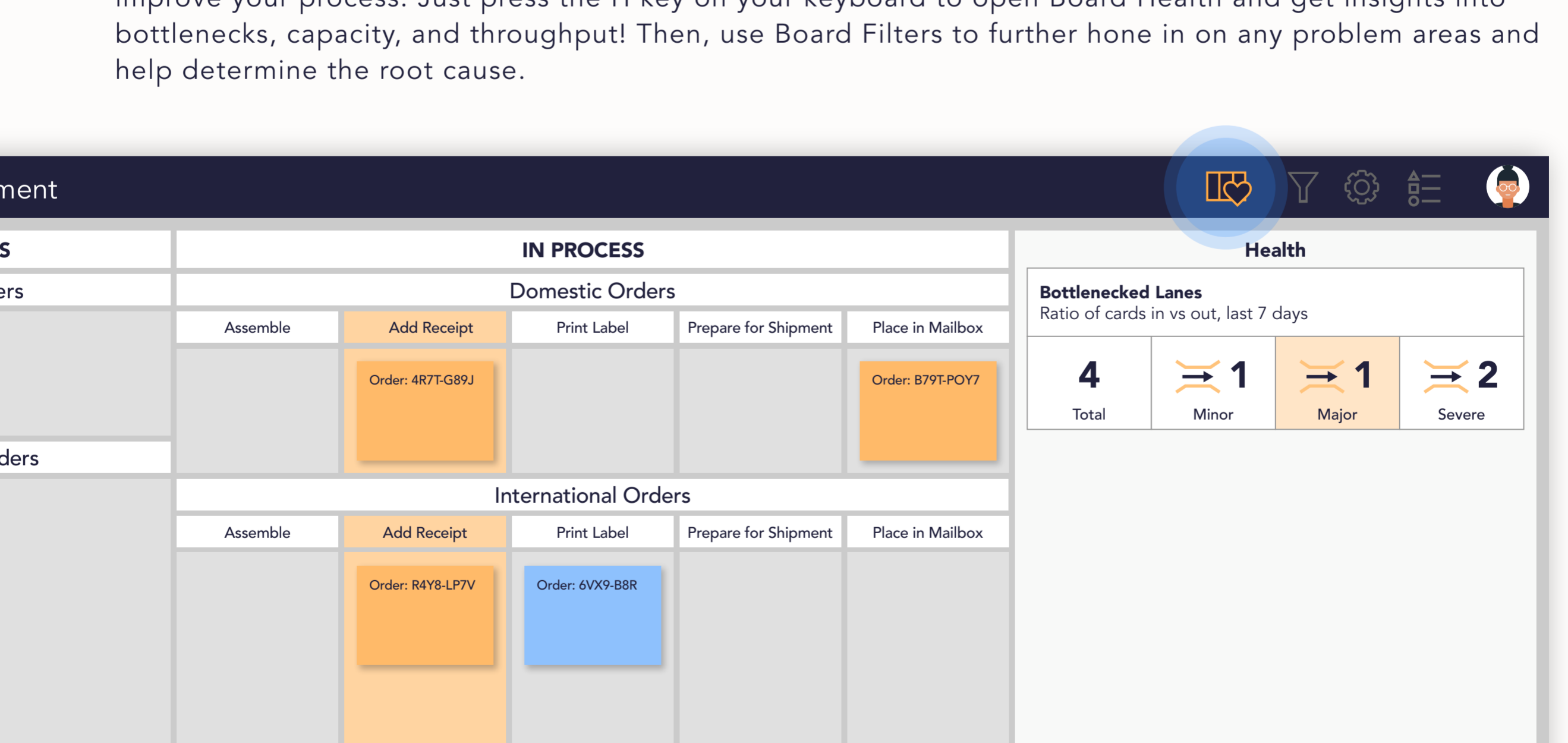
Some teams find that within their team's process, they actually have two or more separate processes being followed. This is where horizontal swimlanes can be hugely helpful: By adding a horizontal lane to your board, you can visualize two or more parallel processes on the same board.

For example, our sock order fulfillment team might have a slightly different process for fulfilling domestic and international orders. The team might want to track metrics for domestic and international orders separately, in case there are any opportunities to improve the process for either.



Identify opportunities for improvement: Monitor board health

When you manage your team's work on a LeanKit board, you generate data that you can use to continue to improve your process. Just press the H key on your keyboard to open Board Health and get insights into bottlenecks, capacity, and throughput! Then, use Board Filters to further hone in on any problem areas and help determine the root cause.



Time to dive in!

Start with a simple design that reflects your big-picture process, then work to add elements that help clarify, refine, and improve the way your team works.



Ready to design your LeanKit board? We have just the guide for you.

Process Design Worksheet Part 1: Defining Your Process

[GET THE WORKSHEET](#)

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