KANBAN / A4 LANDSCAPE / PRINT-READY

SPRINT BOARD

make work visible · limit work in progress · measure flow

project .....

timeframe .....

team .....

01 BACKLOG	02 TO DO	03 IN PROGRESS	04 REVIEW	05 DONE
WIP __	WIP __	WIP 3	WIP 2	WIP __
task 01 ▢	task 01 ▢	task 01 ▢	task 01 ▢	task 01 ▢
owner due ○○○	owner due ○○○	owner due ○○○	owner due ○○○	owner due ○○○
task 02 ▢	task 02 ▢	task 02 ▢	task 02 ▢	task 02 ▢
owner due ○○○	owner due ○○○	owner due ○○○	owner due ○○○	owner due ○○○
task 03 ▢	task 03 ▢	task 03 ▢	task 03 ▢	task 03 ▢
owner due ○○○	owner due ○○○	owner due ○○○	owner due ○○○	owner due ○○○
task 04 ▢	task 04 ▢	task 04 ▢	task 04 ▢	task 04 ▢
owner due ○○○	owner due ○○○	owner due ○○○	owner due ○○○	owner due ○○○

legend: ○ owner · ⋯ due · ● priority (high / mid / low)