

# Kanbans for All

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## Welcome!

### **Fire exits**

- In case of fire, please walk to the nearest exit.

### **Unsafe act or condition**

- If you see an unsafe act or condition, please notify the instructor



# Michigan Technological University

*We prepare students to create the future.*

## Our Vision

Michigan Tech will lead as a global technological University that inspires students, advances knowledge, and innovates to create a sustainable, just, and prosperous world.

- Leading public research university, established in 1885
- Enrollment > 7,000 students
- Located in the Upper Peninsula of Michigan
- More than 120 degree programs in arts, humanities, and social sciences; business and economics; computing; engineering; forestry and environmental science; natural and physical sciences; and technology.
- Education emphasizes research, cross-disciplinary study, and team learning.

**MichiganTech**  
Create the Future

Tammy LaBissoniere  
About me...



## Julie Seppala About me...



BS in Accounting

Executive Director, Sponsored  
Programs Office

Executive Director, Financial  
Services & Operations

Practicing Lean Thinking for 6 years

Enjoys spending time at the lake,  
golf, walking, reading and  
attending family events

Facilitator training in 2009 & 2012

## Today's Objectives



- Describe the concept & purpose of a Kanban
- Identify multiple uses of the Kanban
- Examples of Kanbans
- Michigan Tech Kanbans
- Hands on Exercise
- Wrap up



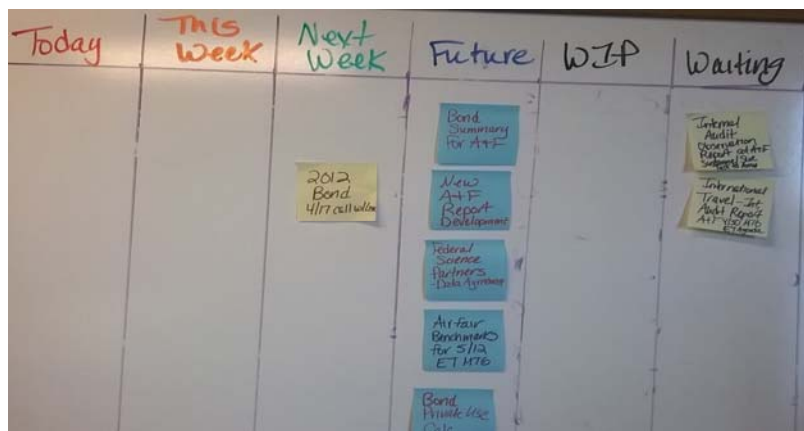


## What is a Kanban?

- Literally means “signboard” or “billboard” in Japanese.
- Implemented by Toyota in 1953
- Began as a method used to signal for replenishment.
- Used as a system to improve & maintain high level of production.
- Simple visual project management tool

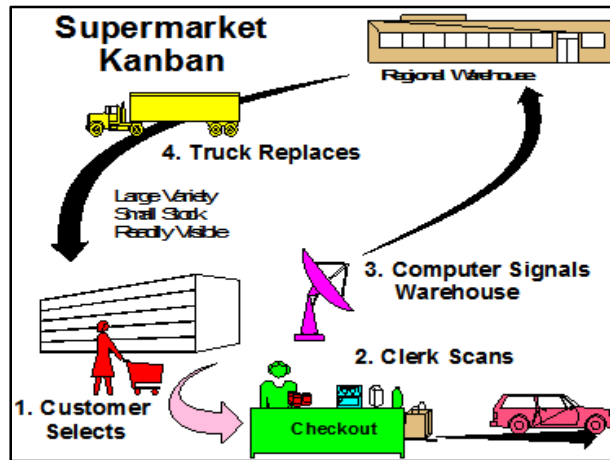


## What does Kanban look like?



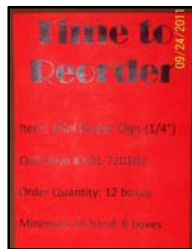


## Kanban Example (electronic)



## Office Environment Kanban

(Sponsored Programs Supply Closet)





## Financial Audit Kanban

- Our first Kanban
- End Product
- How do we get there?
- Solution
- What were the benefits?
- Lessons learned



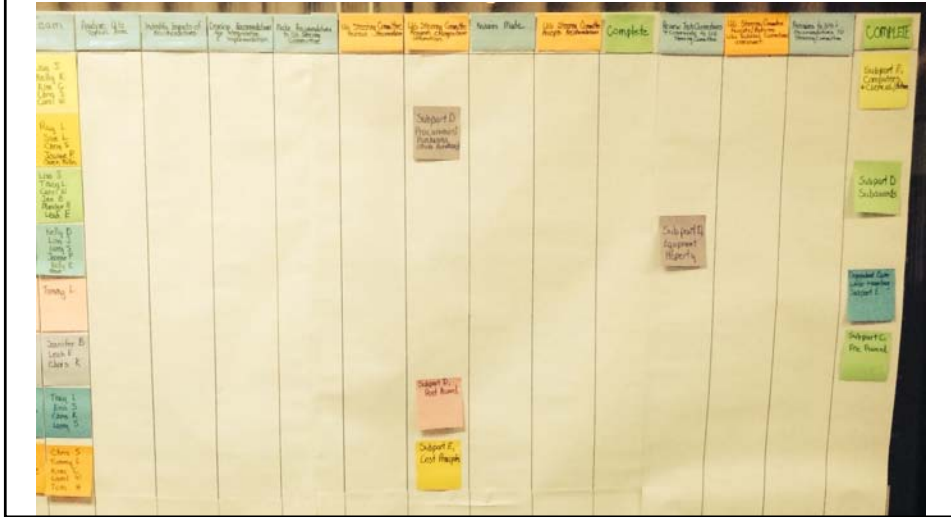
## Staff Training Kanban

- End Product
- How do we get there?
- Solution
- What were the benefits?
- Lessons learned





# Project Management Kanban



# Fiscal Year End Financial Close Kanban



ZOEY

## Lessons Learned...

- Make it a habit!
- There's no right or wrong way
- Don't get caught up in LEAN terminology
- If what you're doing isn't working... try something different!



## Small Group Discussion

- How might you apply Kanbans in your work environment?
- Report out to the group







## Why is it called “personal”

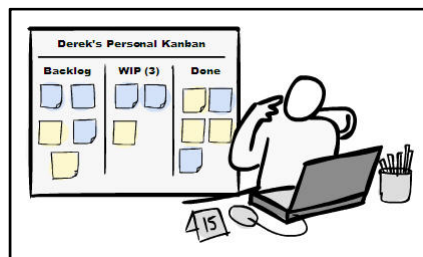
- Personal Kanban can be used anywhere
  - Family
  - With a Team
  - In an Office Environment
  - For an Individual
- Tracks items of “personal” value – tasks, work, and goals

<http://www.personalkanban.com/pk/expert/getting-personal-with-your-kanban/>



## Personal Kanban

- Visualizing (signaling) tasks, expectations, and commitments we have and helping us prioritize and complete
- Aids in managing work by volume and highest value
- Works with your brain to help you be successful



<http://www.personalkanban.com/pk/>



## Family Kanban

- The fridge
  - The first place you go to in the morning and after work/school
  - Backlog is the fridge, Work in Progress is the Freezer and completed tasks are move to the right side



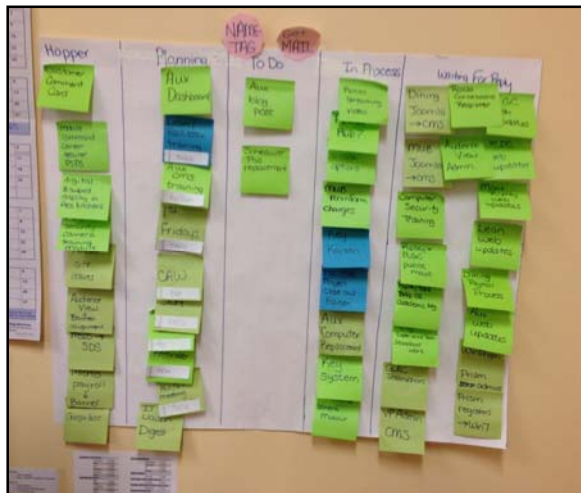
- Hanging Chart
  - Images of chores and schoolwork
  - Flip cards over when complete!

<http://scrumfamily.wordpress.com/2010/05/26/all-aboard/>



## Megan Ross Personal Kanban

- ❖ Due dates listed with white tags
- ❖ Daily items (pink hexagons)





## Make Your Own Personal Kanban

### Possible Categories

- Hopper / To Do
- In Progress
- Waiting
- Done
- Today / This Week
- Project Management
- High Priority / Low Priority
- Cool / Warm / Hot
- Quick Tasks / Projects
- Plan / Do / Check / Adjust
- Repeat Daily / Weekly / Monthly



## Share personal Kanban ideas





## Reflection

Partner with the person next to you, and discuss:

- Key take-aways or Aha! moments
- How you might use what you've learned today

Report out to the group



## Wrap Up

