KANBAN BOARD (WORKFLOW)

- A Kanban board illustrates progress toward goals, accomplishments, roadblocks, cross-pollination, metrics
- Also shows ideas, kudos, etc
- It changes weekly, with monthly check-ins with leadership and others
- This can be a combination of those tasks that just you do, what your team is doing, etc. Deadlines can be added, along with who is responsible. The board should be visible; handwritten with post-its and moved as tasks
- The board should show progress
- You can also use an online tool such as kanbanflow.com
- Make it work for you!
## INDIVIDUAL KANBAN BOARDS

![Assistant Director’s board](image1)

![Communications Manager’s board](image2)

<table>
<thead>
<tr>
<th>TO DO</th>
<th>DOING</th>
<th>DONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jordan Items</td>
<td>Dashboard</td>
<td>Assess Curation</td>
</tr>
<tr>
<td>Reside Google Search</td>
<td>SL URC Training Follow Up Plan</td>
<td>Back Office Evaluation</td>
</tr>
<tr>
<td>HR Communications Plan</td>
<td>Digital Brand Guidelines</td>
<td>Sales Tax Audit</td>
</tr>
<tr>
<td>Dashboard</td>
<td>DD Document</td>
<td>TV Video Survey</td>
</tr>
<tr>
<td>Reviews &amp; Analysis</td>
<td>Global Incident Protocol</td>
<td>Spring Follow Up Survey</td>
</tr>
<tr>
<td>Rate Communications</td>
<td>Student Life URC Training</td>
<td>We Need You Canny</td>
</tr>
<tr>
<td>BD Update</td>
<td>Video Strategy</td>
<td>Open House w/ODA Town Hall</td>
</tr>
<tr>
<td>Surveys</td>
<td>Policy</td>
<td>TV Video Survey</td>
</tr>
<tr>
<td>NACWS</td>
<td>Terry Super Graphics</td>
<td>SunTzu sez: “He who will win, whose army is animated by the same spirit throughout its ranks.”</td>
</tr>
</tbody>
</table>

**Hopper**
- HR Communications Plan
- Media Tracking System
- Tipping & Talking Plan
- District Market Workshop
- Unplugged Messaging Platform
- Sustainability Initiatives
- Work Open Hours/Workforce

**In-Progress**
- Emergency Management Plan
- Media Tracking System
- Tipping & Talking Plan
- District Market Workshop
- Unplugged Messaging Platform
- Sustainability Initiatives
- Work Open Hours/Workforce

**Completed**
- Donor FB promotion
- Inside HES!
- UN TV Filming
- Foc 2022 report
- Administrative Data
- Campus Marketing
- Work Open Hours/Workforce

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**Assistant Director’s board**

**Communications Manager’s board**
Unit Kanban Board