

Make Work Visible Worksheet

An agile individual makes their work visible, so they can manage it better.

Making work visible is more than just having a to do list.

When work is visible, everyone involved can instantly see what is happening, where a task is at, what has been done and the work that is coming up.

There are various techniques you can use to make work visible; the best-known approach is the Kanban board.

Create a Kanban board and use it to make work visible.

Step 1. Identify workflow steps

Thinking about the work that flows through your area, what is the flow of valuable customer outcomes? Identify the steps in your process.

| Workflow steps | |
|----------------|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

Step 2. Create the columns

Next create the columns that will allow the work to be visible.

You might use a large whiteboard or simply stick coloured tape on a wall to create your columns.

Label each column.



