**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11578&utm_source=integrated-content&utm_campaign=/content/kanban-board-templates&utm_medium=Sample+Basic+Kanban+Board+doc+11578&lpa=Sample+Basic+Kanban+Board+doc+11578)BASIC KANBAN BOARD TEMPLATE EXAMPLE**

Using the tools on Page 3 of this document, fill out a Kanban Task Card and position it on the appropriate status column (i.e., Backlog, To Do, In Progress, or Testing) on your Kanban Board on Page 2. In order to assign task ownership, fill in each of the Assigned To icons with the initials/name of one of your team members. Position each icon to its relevant Kanban Task Card. Once a team member completes a particular task, drag the pertaining card to the Complete column.

|  |  |  |  |
| --- | --- | --- | --- |
| START DATE | DAYS | PROGRESS | UPDATED BY |
| **MM/DD/YY** | **12** | **52%** | **JOHN K.** |
| TEAM MEMBERS ASSIGNED TO TASKS |  |  |  |
| **Virginia W.** | **Brian r.** | **Travis R.** | **Jeff D.** |
| **Ryan R.** | **Keisha L.** | **Frank R.** | **Dawn D.** |
| **Name** | **Name** | **Name** | **Name** |

KANBAN BOARD

The Kanban Board begins on Page 2 of this template. The Kanban Board tools are on Page 3.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| KANBAN BOARD |  |  |  |  |
| BACKLOG | TO DO | IN PROGRESS | TESTING | COMPLETE |
| **MB**  **JD**  Project Charter Revisions  STATUS: Ready to Start  POINTS: 2 | **DD**  Projections  STATUS: On hold  POINTS: 3 | **TR**  **VW**  Research  STATUS: In Progress  POINTS: 1  Scope and Goal Setting  STATUS: In Progress  POINTS: 1 | **VW**  Projections  STATUS: On hold  POINTS: 3 |  |
|  |
|  |

KANBAN TASK CARDS

Details of Task to Be Completed

STATUS: Note Status Here

POINTS: 0

Details of Task to Be Completed

STATUS: Note Status Here

POINTS: 0

Details of Task to Be Completed

STATUS: Note Status Here

POINTS: 0

Details of Task to Be Completed

STATUS: Note Status Here

POINTS: 0

Details of Task to Be Completed

STATUS: Note Status Here

POINTS: 0

ASSIGNED TO

**XX**

**XX**

**XX**

**XX**

**XX**

**XX**

**XX**

**XX**

**XX**

|  |
| --- |
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