**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12302&utm_source=template-word&utm_medium=content&utm_campaign=Basic+Agile+Kanban+Board-word-12302&lpa=Basic+Agile+Kanban+Board+word+12302)BASIC KANBAN BOARD TEMPLATE**

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** | **0** | **0%** | **NAME** |
| TEAM MEMBERS ASSIGNED TO TASKS |  |  |  |
| **Name** | **Name** | **Name** | **Name** |
| **Name** | **Name** | **Name** | **Name** |
| **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 |
|  |  |  |  |  |
|  |
|  |

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**

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |