**[](https://www.smartsheet.com/try-it?trp=12330&utm_source=template-word&utm_medium=content&utm_campaign=Basic+Kanban+Board-word-12330&lpa=Basic+Kanban+Board+word+12330)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**

|  |
| --- |
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