

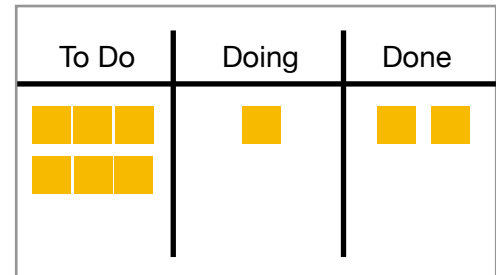
Tracking & Visualization

Transparency is a fundamental tenet of Agile. Showing a team's progress visually and broadcasting their state improves communication across teams and helps to manage expectations.

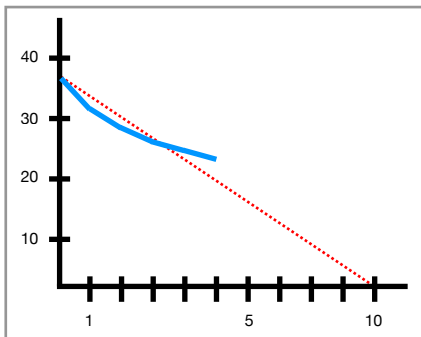
Kanban Boards

A Kanban board is used to track stories or tasks. Each item is written on a separate sticky note. A simple Kanban board consists of 3 columns: *To-Do*, *Doing* and *Done*. Items that are yet to be started go in *To-Do*, items being worked on go in *Doing* and items that are complete go in *Done*.

A **WIP** (Work In Progress) limit should be set so that only a few items are being worked on at a time. More complex boards split the *Doing* column up into more columns to indicate steps in a process, e.g. *Programming* and *QA*.



Burn-Down Charts



A burn-down chart shows how much work is completed, or *burnt-down*, and how much is left to be done. The Y-axis shows the total number of stories or story-points in the sprint. The X-axis shows the number of days in the sprint.

As a sprint progresses, the amount of work completed is subtracted from the total and a line is drawn. This is usually done daily. A goal line (red in the example) shows how you are progressing. A dot above the goal line is behind schedule, below the goal line is ahead of schedule.

Burn-Up Charts

Burn up charts also help you track progress and include an element of forecasting. Burn-down charts are typically used for a single sprint, whereas burn-up charts are used for a release comprised of multiple sprints.

The Y-Axis is the number of story points, the x-axis is the number of sprints in a release. The black line is the total number of points in the backlog, including those done. This line may change over time as stories are added or refined. The blue lines are the velocity of each sprint. The orange lines are the optimistic and pessimistic predictors based on the slope of the best and worst sprints.

The orange cone allows you to forecast the range of points deliverable by a point in time, or the number of sprints a set amount of points will take to deliver.

