

Kanban Ceremonies Guide

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5 Service Delivery Review

Frequency: Bi-weekly **Metrics Review:** 1. Lead Time 2. Cycle Time 3. Throughput 4. Quality Metrics

1 Overview

Kanban ceremonies focus on maintaining flow and continuous improvement.

2 Daily Standup

Duration: 15 minutes **Focus:** Flow discussion and blockers

Key Points: 1. Board Review 2. Blocked Items 3. WIP Limits Check

3 Replenishment Meeting

Frequency: Weekly or as needed **Purpose:** Ensure sufficient ready work items

Activities: 1. Backlog Review 2. Priority Assessment 3. Item Refinement

4 Delivery Planning

Frequency: On-demand **Focus:** Coordinate delivery of completed work

Components: 1. Release Planning 2. Risk Assessment 3. Coordination Planning