

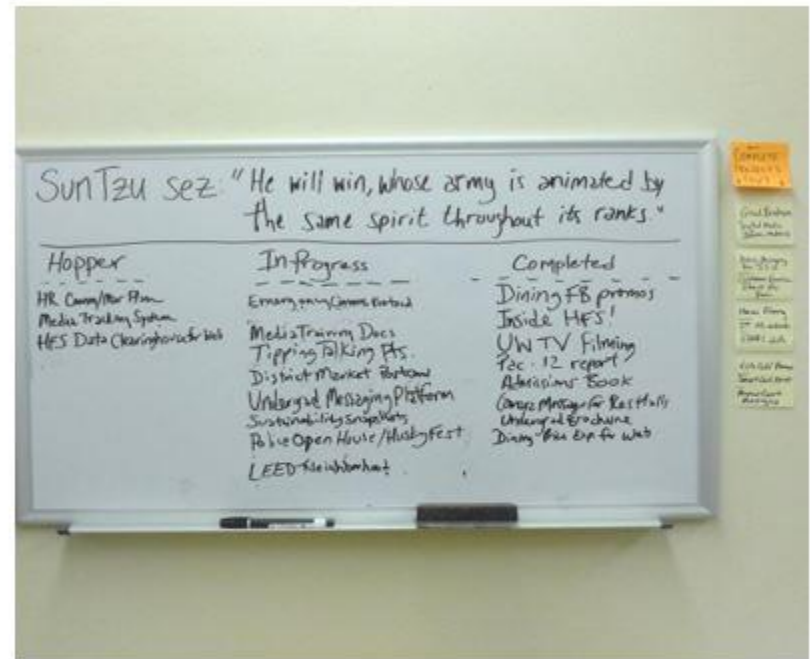
KANBAN BOARD (WORKFLOW)

- A Kanban board illustrates progress toward goals, accomplishments, roadblocks, cross-pollination, metrics
- Also shows ideas, kudos, etc
- It changes weekly, with monthly check-ins with leadership and others
- This can be a combination of those tasks that just you do, what your team is doing, etc. Deadlines can be added, along with who is responsible. The board should be visible; handwritten with post-its and moved as tasks
- The board should show progress
- You can also use an online tool such as kanbanflow.com
- Make it work for you!

INDIVIDUAL KANBAN BOARDS



Assistant Director's board



Communications Manager's board

Unit Kanban Board

PROJECTS

- CSF GREENSEED FUND
- Green Office
- Green Lab
- Sust. MAP
- Green Teams
- Eco Rpts
- Reporting
- CAP Comm
- CAP Policy
- Website
- Sust. in Curric.
- PC Power

EVENTS

Event	Date & Location	Planning Committee	Budget / Sponsors	Vendors	Speakers / Program	Things to Pack	Audio & Visual, other support	Marketing & Communications	Volunteers
AASHE Summit	Oct 6-9								
AASHE Summit	Oct 22								

Handwritten Notes:

- Next month **AUGUST** ESS Report 8/28
- Further out AASHE 10/6-9 Summit 10/22