

Kanban Ceremonies Guide

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Table des matières

1	Core Kanban Ceremonies	1
1.1	Kanban Planning	1
1.2	Daily Standup	1
1.3	Service Delivery Review	1
1.4	Kanban Retrospective	1
2	Remote Ceremony Guidelines	1
3	Comparison with Scrum	1
3.1	When to Choose Kanban	1
3.2	Key Advantages	1
3.3	Trade-offs vs Scrum	2
4	Ceremony Effectiveness	2
4.1	Success Criteria	2
4.2	Quality Gates	2
4.3	Metrics Integration	2

1 Core Kanban Ceremonies

1.1 Kanban Planning

- Duration: As needed
- Frequency: Continuous flow
- Participants: Team members
- Outputs: Prioritized backlog, WIP limits

1.2 Daily Standup

- Duration: 15 minutes
- Format: Kanban board walk-through
- Focus: Flow blockages and WIP limits
- Timing: Same time daily

1.3 Service Delivery Review

- Duration: 30-60 minutes

- Frequency: Bi-weekly
- Focus: Metrics and flow efficiency
- Delivery predictability review

1.4 Kanban Retrospective

- Duration: 1 hour
- Format: Flow-based improvements
- Metrics review
- System optimization focus

2 Remote Ceremony Guidelines

- Video always on
- Virtual Kanban board usage
- Clear WIP limit visualization
- Documentation of flow metrics

3 Comparison with Scrum

3.1 When to Choose Kanban

- Continuous flow of work needed
- Variable priorities common
- Support/maintenance focus
- Team size flexibility required
- Just-in-time planning preferred

3.2 Key Advantages

- Flexible workflow
- Lower ceremony overhead
- Continuous delivery possible
- Focus on flow efficiency

3.3 Trade-offs vs Scrum

- Less predictable delivery dates
- Requires flow discipline
- Harder to plan long-term
- May lack structured cadence

4 Ceremony Effectiveness

4.1 Success Criteria

- Planning: Flow optimization → Flow Metrics
- Daily Standup: Flow blockers identified
- Review: Delivery metrics reviewed
- Retrospective: System improvements identified

4.2 Quality Gates

- Work item readiness
- Service level expectations
- Flow efficiency metrics

4.3 Metrics Integration

See Flow Performance for detailed tracking