



# Video transcript

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## Visualising your workflow

Visualising the work that you have on is critical because it actually allows you to see what's happening in the system. And that means – any status of a project, or task, or people – you can see what they're doing. And it's different to what you might do today because today you might have a project report, or a steering committee, or a status, or something like that. And it's gone through, like, filters – through layers of people – who interpret it and change it. And you might even get it the week after it's true. But when you visualize it – when you make it data and raw – everybody can see it and it's the facts, of the time, in real time.

The easiest way that I've found to visualize all of the work that's in your system is literally just to draw a task board. And imagine it, on a whiteboard, and you're drawing three separate columns on the whiteboard. And one of them says something like: “to do”, “in progress”, and then “done”. And the work then moves between those columns, as it moves through the states.

And each of the work items can just be as simple as a sticky note and you just write on that sticky note what the thing is. Like, imagine you're building a house: “seek approval”, “contact architect”, all of those kinds of things. And it moves through those, as you complete the tasks.

Now, you can make it more complex – so let's say for instance you wanted: “to do”, “in progress”, “review”, “analyse”, “done” – those kinds of things. So, you can adapt and improve the task board as you need. But the most simple one is just those three columns.