

# Gameplay – Weekly Steps

The Project Manager ensures that the following steps are completed accurately each week.

## 1 Group Meeting

The project manager facilitates a “standup meeting” during which the team observe the state of the work on the board, and briefly discuss the strategy for the week. The team decide the dice to assign for each unit and the units to pull if necessary.

## 2 Play Board

Throw the dice, reduce work on assign units by the face value the dice shows, take notes of any leftover work. Spend leftover work on other units, pull units to do so if necessary (ensure WIP limits are honored). Repeat until all dice have been thrown for the week. Track the available time (i.e. the face value shown by the dice) and the used time (i.e. the face value used to reduce the work on assign unit) on the Resource Utilization Chart.

## 3 Sanity Check

The project manager ensures WIP limits are honoured, and all the unit cards are up to date: the week ready field is complete on all unit cards pulled into the board; the week accepted and lead time field is complete on all accepted cards.

## 4 Track Charts

The project manager ensures that the chart tracker updates their charts. Trackers complete charts: CFD at the end of every week; control the chart only if certain units have been accepted.

## 5 Week Complete

Pick up end of the week event card (if there is any). Read aloud, action if necessary, and place the event card back at the deck. See the plan for an event card section for pick up scheduling.

# Rules

## Unit Cards

- Unit cards may be selected from the Unit Cards Stack according to the priority order.
- Unit Cards may be pulled across the board in any order.
- The selected column must be filled to its WIP limit every week. If it is not possible to fill every column, the column with more upstream location is prioritized to be filled first.
- Unit cards may be moved downstream (as long as WIP limits are not exceeded) in order to make room upstream to pull tickets.

## Dice

- All dice must be assigned before any dice are thrown.
- Once assigned, dice may be thrown and work struck off in any order.
- Multiple dice could not be assigned to a single unit. Any leftover points must be spent in the same specialization that the die was originally thrown for.