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Syllabus

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Designer

www.certmind.org

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KANBAN DESIGNER

Our goal at CertMind is to certify the skills of professionals working in the Technology context. To achieve this, we seek to ensure that professionals demonstrate their skills and knowledge through the application of an International Certification Exam.

Certification category

Main category: Agile Frameworks

Subcategory: Kanban Designer

Alcance de la certificación

The purpose of the Kanban Designer certification is to demonstrate that the professional has a practical understanding of the basic concepts, terminology, structure, design and application of this methodology in the organization, also to be able to analyze the current situation of the processes and design a solution using Kanban boards for workflow optimization.

Prerequisites

• Be of legal age, according to the minimum age determined by law (according to the National Identity Card that must be uploaded to the platform).

• Have basic knowledge of reading, writing and basic arithmetic: addition, subtraction, multiplication and division.

• Reading and acceptance of the Code of Ethics available on the platform before taking the certification exam.

Code of Ethics

All certified professionals must know, accept and abide by the Code of Ethics, which is available for consultation on the platform.

Recommendations

• It is highly recommended that the professional attends a formal Kanban Designer training of at least 16 hours, segmented in 5 sessions of approximately 3 hours.

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Required competencies and job description

In order to ensure that the professional has the minimum competencies and knowledge that can be applied in a real environment, the following topics are addressed in the exam:

Módulo	Job Description	Required competencies
1. Kanban Introduction	Learn and understand the basic concepts of Kanban, its approach and use, and how to apply these to workflows within an organization.	1. History, contextualization and basic concepts of Kanban 2. The 6 Toyota Rules for applying Kanban 3. Visual management 4. Relationship of Kanban with the Lean Philosophy 5. Kanban benefits
2. Kanban principles	Identify and understand the Kanban principles, their approach and how they help the organization to maintain synergy with the teams and the customer, and thus achieve more organized, efficient and updated production processes.	1. Leading in all areas 2. Embrace change 3. Focus on value outcomes 4. Advance incrementally (Iterative)
3. Kanban practices	Understand and apply the 5 Kanban practices, which are essential to ensure a correct implementation of the system; these practices are often associated with rules or standards that guarantee consistency.	1. Limit work in progress (WIP) 2. Manage workflow 3. Set rules 4. Collect feedback 5. Improve and evolve

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Módulo	Descripción del trabajo	Competencias requeridas
4. Kanban implementation	Understand how to perform Kanban planning and implementation, by applying the knowledge of techniques to identify the current state of the organization.	1. Análisis inicial 2. Diseño del Kanban 3. Despliegue 4. Mejora y mantenimiento
5. Kanban and Scrum	Compare and understand the differences, similarities and relationship between Kanban and scrum as agile methodologies whose focus is on iterative work, quality and early deliveries.	1. Introduction to Scrum 2. Comparison of Kanban and Scrum 3. Scrumban

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Evaluation of competencies

CertMind performs two types of assessment to ensure that the professional has the required competencies:

1. **Multiple choice questions with only one answer:** this evaluation modality consists of theoretical questions of multiple-choice single answer that seek to measure the degree to which the professional has understood the theoretical concepts of the certification.

2. **Case study:** It is structure is similar to that of the questions mentioned in the previous section, the difference being that, instead of asking about a particular concept, it presents a description of a situation that takes place in the real context and that must be analyzed by the professional in such a way that he/she can first identify the problem and then evaluate which of the options presented reflects the best solution to the problem situation.

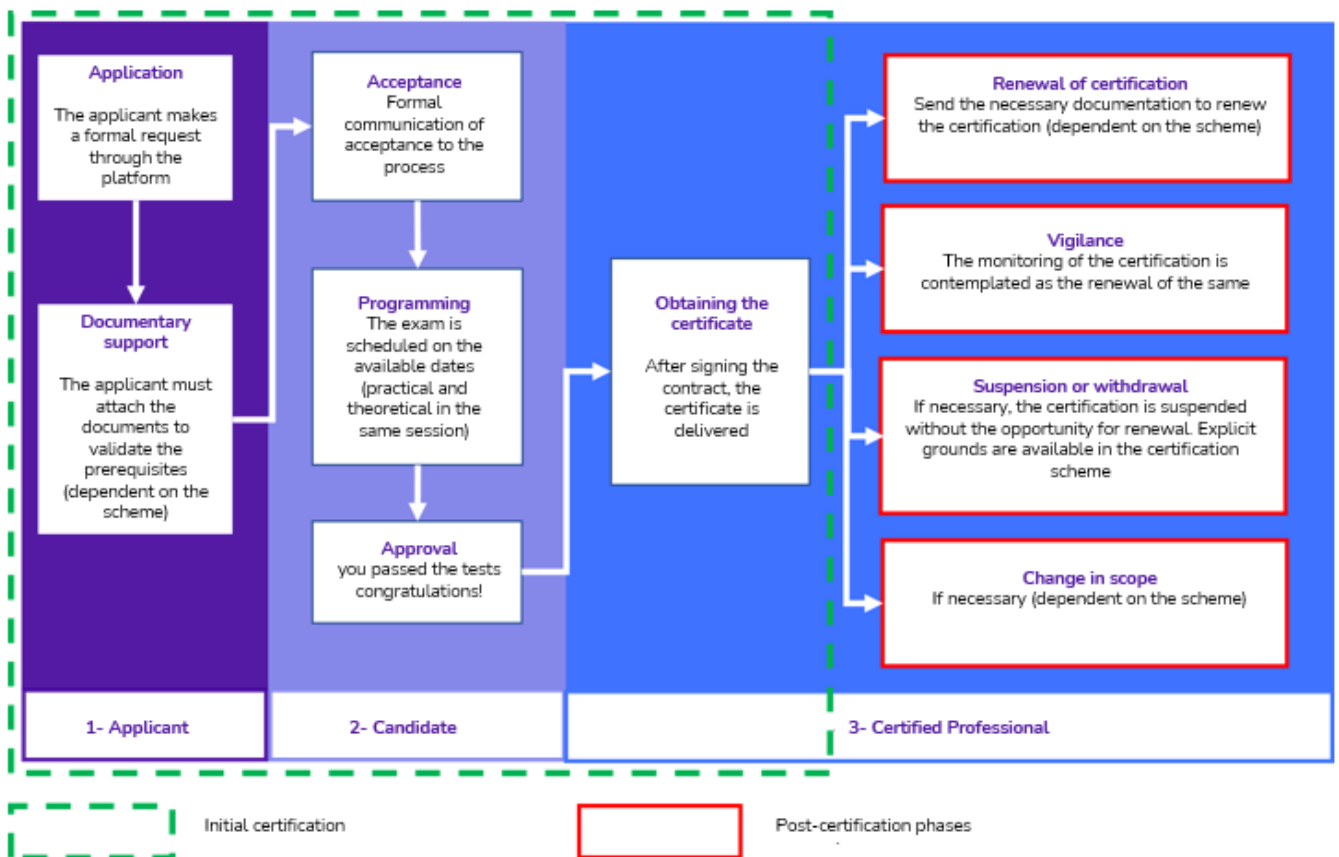| Competition	Questions (1)	Case study (2)
To clearly understand the basic concepts in order to apply the methodology in the workflows of the organization.	X	X
Understand, understand and apply the 4 Kanban principles so that the organization can achieve more organized, efficient and up-to-date production processes.	X	X
Demonstrate and apply knowledge of practices as key tools for Kanban board design and management.	X	X
Demonstrate knowledge of the key stages of Kanban system design and implementation.	X	X
Understand the differences and similarities, when using Kanban and Scrum, and how these tools benefit and bring value to the customer, the team and the organization.	X	X

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Who should take this exam?

This exam is ideal for individuals or responsible teams seeking to understand the added value that the Kanban Designer methodology offers, related to the development of organizations.

Roles such as: Managers, analysts, leaders, specialists and entrepreneurs interested in enhancing and adding value to their processes, projects; besides being a methodology for different professional areas and can be applied to personal projects.

Certification process

The following chart shows the general life cycle for obtaining a certification:

Application
The applicant makes a formal request through the platform

Acceptance
Formal communication of acceptance to the process

Renewal of certification
Send the necessary documentation to renew the certification (dependent on the scheme)

Documentary support
The applicant must attach the documents to validate the prerequisites (dependent on the scheme)

Programming
The exam is scheduled on the available dates (practical and theoretical in the same session)

Obtaining the certificate
After signing the contract, the certificate is delivered

Vigilance
The monitoring of the certification is contemplated as the renewal of the same

Approval
you passed the tests congratulations!

Suspension or withdrawal
If necessary, the certification is suspended without the opportunity for renewal. Explicit grounds are available in the certification scheme

Change in scope
If necessary (dependent on the scheme)

1- Applicant

2- Candidate

3- Certified Professional

Initial certification

Post-certification phases

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Certification process

Each of the phases for obtaining certification for the first time is described below; the phases after obtaining the certificate (red-bordered boxes) will be explained later.

1. **Request for certification:** the applicant submits his or her certification application, on the QuizLab platform or through the partner company (where the applicant has taken his or her training). Once the application is approved, the applicant's profile is created in CertMind.

2. **Documentary support:** the applicant must attach in the CertMind platform his or her identity document and additionally complete the registration of his or her resume (CV).

3. **Verification and acceptance:** the platform verifies the applicant's compliance with the prerequisites, once verified, the application is accepted and the applicant becomes a candidate for the certification process.

4. **Programming:** the call for the presentation of the exam is made, directly on the platform or through its representative. The format of the exam is explained below:

- **Type:** 40-question, multiple-choice, single-answer online exam.

- **Duration:** 60 minutes.

- **Minimum passing grade:** 28/40 or 70%.

- **Additional time:** If the professional does not take the exam in his/her native language, he/she will have an additional 15 minutes and is also allowed to use a dictionary.

- **Supervision:** CertMind monitors the tests to ensure that they are performed correctly and transparently through the Invigilator Program (also known as "Proctor"). To learn more about this surveillance mechanism, please visit the following website www.certmind.org

- **Open book:** No.

- **Modality:** Available online only on the CertMind platform.

- **Validity :** 5 Years.

- **Others:** All applicants are required to read and accept the company's code of ethics and terms and conditions.

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Levels of Difficulty: Bloom's Taxonomy

Bloom's Taxonomy is a theory known in the educational sector because many teachers consider it suitable for evaluating the cognitive level acquired in a subject. The objective of this theory is that after a learning process, the learner acquires new skills and knowledge. The following table presents a description of the categories of Bloom's taxonomy present in the certification exam, as well as a description of in the certification exam, as well as the percentage of each type of question in the exam.

Module	Level 1	Level 2	Level 3
Description	**Knowledge**. It can comprise remembering a wide range of elements, from specific data to complete theory. But all that is needed is to bring to mind the appropriate information.	**Compression.** This can be demonstrated by passing, or translating, material from one form to another (words to numbers), interpreting the material (explaining or summarizing), and estimating future trends (predicting consequences or effects).	**Application.** Refers to the ability or capacity to use the material learned in concrete, new situations.
Percentage of questions present in the exam	40%	30%	30%

Note: For more information on the monitoring system visit our web site https://certmind.org.

5. Obtaining the certificate: once the exam is passed and the terms and conditions contract is accepted, the certification is delivered.

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Renewal, surveillance and withdrawal of certification

This phase occurs after the professional has obtained his or her certification. Renewal refers to the reissuance of the certification once its validity has come to an end. Surveillance refers to CertMind's supervision of the professional's performance during the period between certification and recertification to ensure compliance with the stipulations of this certification scheme. The activities that the certified professional must perform in order to obtain recertification are described below:

1. Application for recertification: before the certification becomes invalid, the certified professional submits his or her recertification application on the QuizLab platform. In case the certification loses its validity, the professional must go through the certification process again.

2. Registration of PUC's: 15 PUC's (Professional Update Credits) are required every 5 years for certification renewal.

For more information about the Professional Update Credits (PUC) system visit our website https://certmind.org. The certified professional must attach the supports that accredit the PUC's in the CertMind platform.

3. Validation of documentation: the platform verifies compliance with the PUC's of the certified professional, once verified, the recertification application is accepted.

4. Obtaining recertification: Once the documents have been validated, the new certification is delivered.

Criteria for suspension or withdrawal of certification

Certification will be withdrawn from the professional in the following cases:

1. Failure to comply with the code of ethics.
2. Failure to comply with the requirements of the scheme.
3. Unsatisfactory results of the surveillance process.
4. Inability to continuously meet the competency requirements of the scheme.

Changes to the certification scheme

The Kanban Designer certification scheme does not contemplate changes in scope as currently no extensions or reductions in scope or level are applied.

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