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Introduction to Kanban

Master your workflow with Kanban's visual management system.

DEFINITION

> Kanban is a visual project management method that helps teams manage and improve their workflow. It uses boards to visualize tasks and track progress.

KEY CONCEPTS

Visual Board

A Kanban board displays tasks in columns representing different stages of work.

Work In Progress (WIP)

WIP limits restrict the number of tasks in progress to enhance focus and efficiency.

Flow

Flow refers to the smooth progression of tasks through the workflow, minimizing delays.

Pull System

Tasks are pulled into the workflow only when capacity is available, preventing overload.

Continuous Improvement

Kanban encourages regular evaluation and adjustment of processes for ongoing efficiency.

EXAMPLES

→ A team uses a Kanban board to track software development tasks.

→ A marketing team visualizes their campaign tasks on a Kanban board.

→ A personal Kanban board helps an individual manage daily chores.

MEMORY TIPS

★ Think of 'Kanban' as 'Can Ban' tasks visually.

★ Remember WIP limits as 'Work Is Priority' to focus on fewer tasks.

★ Visualize flow as a river, where tasks should move smoothly.

COMMON MISTAKES

✗ Not setting WIP limits, leading to task overload.

✗ Neglecting to update the board regularly.

✗ Confusing Kanban with Scrum, which has fixed iterations.

QUICK RECAP

Kanban is a visual management tool that enhances workflow efficiency. By using boards and WIP limits, teams can improve their processes and focus on continuous improvement.