

[55958-Aman Goswami, Documentation - 2, Date - 15 Dec 2025]

Q- What is Kanban, and what are the Lean Principles? What are Kanban Boards

1. What is Kanban?

Kanban is a **visual workflow management method** used to manage and improve work as it moves through different stages.

It focuses on:

- Continuous delivery
- Limiting work in progress (WIP)
- Improving flow and efficiency

Unlike Scrum, Kanban **does not work in fixed sprints**. Work moves continuously.

How it is used in a company (fresher view):

In a company, Kanban helps teams **see work clearly**, avoid overload, and finish tasks faster.

As a fresher, I can easily understand:

- What task should I work on
- What is already in progress
- What is completed

Real-world example:

Kanban is like a **restaurant order board**:

- Orders come in continuously
- Chef picks the next available order
- Too many orders are not taken at once
- Completed dishes are marked done

2. What are Lean Principles?

Lean principles are a set of **guidelines to improve efficiency** by delivering **maximum value with minimum waste**.

They originated from **Toyota's manufacturing system**.

Core Lean Principles (Simple Explanation):

1. Eliminate Waste

Remove anything that does not add value (waiting, rework, unused features).

2. Build Quality In

Fix issues early instead of later.

3. Deliver Fast

Deliver small, useful parts quickly.

4. Respect People

Trust team members and encourage collaboration.

5. Continuous Improvement (Kaizen)

Always look for ways to improve the process.

How Lean works in a company:

Lean ensures that teams:

- Don't do unnecessary work
- Reduce delays
- Improve quality continuously

Real-world example:

Lean is like **cooking only what is ordered**, not cooking extra food that may be wasted.

3. What are Kanban Boards?

A Kanban board is a **visual tool** that represents work stages using columns and cards.

Typical Kanban Board Columns:

- To Do
- In Progress
- Testing / Review

- Done

Each task is represented as a **card** and moves from left to right.

How Kanban boards are used in companies:

- Teams track progress visually
- Managers easily see bottlenecks
- Developers know their next task

Tools commonly used:

- Jira
- Trello
- Azure Boards

Real-world example:

A Kanban board is like a **student's study planner**:

- Topics to study
- Topics currently being studied
- Topics completed

“Kanban helps teams visualize work, Lean principles remove waste and improve efficiency, and Kanban boards help track work clearly in real time.”

