

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.”

