**PROJECT MANAGEMENT TECHNIQUES**

**GANTT CHARTS**

A Gantt chart, commonly used in project management, is one of the most popular and useful ways of showing activities (tasks or events) displayed against time. On the left of the chart is a list of the activities and along the top is a suitable time scale. Each activity is represented by a bar; the position and length of the bar reflects the start date, duration and end date of the activity. This allows you to see at a glance:

* What the various activities are
* When each activity begins and ends
* How long each activity is scheduled to last
* Where activities overlap with other activities, and by how much
* The start and end date of the whole project

**SCRUM**

Within [project management](https://en.wikipedia.org/wiki/Project_management), scrum, sometimes written Scrum or SCRUM, is a framework for developing, delivering, and sustaining products in a complex environment, with an initial emphasis on [software development](https://en.wikipedia.org/wiki/Software_development), although it has been used in other fields including research, sales, marketing and [advanced technologies](https://en.wikipedia.org/wiki/High_tech). It is designed for teams of ten or fewer members, who break their work into goals that can be completed within time-boxed iterations, called *sprints*, no longer than one month and most commonly two weeks

**WORK BREAKDOWN**

A work breakdown structure (WBS) is a**visual project breakdown.** Beginning with the scope of work, the WBS shows the deliverables and how they connect back to the overarching project. Since a work breakdown structure is displayed visually, it can be created using a combination of workflow management software and project management frameworks.

**PRODUCT BACK CATALOG**

A product catalog is a type of marketing collateral that lists essential**product details** that help buyers make a purchase decision. These details include product features, descriptions, dimensions, price, weight, availability, color, customer reviews, and more.

**SPRINTS**

Sprints refer to short, repeating blocks of time in which key parts of the project are completed. Scrum, on the other hand, is the name of an Agile project management methodology that uses set processes and protocols, including sprints, to enhance collaboration and continuously improve upon problems.

**KANBAN-TRELLO**

[Kanban is a visual-first project management method that’s based on the Agile methodology.](https://www.bing.com/ck/a?!&&p=75ca1f4ec50759cde9ac47051c928d769b12996526b32cca537452a13eafab3fJmltdHM9MTY1NTI2MjYzMCZpZ3VpZD0yOWNlOTA2YS0xZTIwLTQyYTktYTEyMy1mZTU5MDk1YmQ0ZjUmaW5zaWQ9NTY3MQ&ptn=3&fclid=b637d09f-ec58-11ec-8bb7-27121a8ea9b5&u=a1aHR0cHM6Ly9jbGlja3VwLmNvbS9ibG9nL2thbmJhbi1wcm9qZWN0LW1hbmFnZW1lbnQv&ntb=1" \t "_blank)

[In the Kanban method, your project tasks are visualized as sticky notes (known as Kanban cards) on a board (known as a Kanban board).](https://www.bing.com/ck/a?!&&p=aa9f5fa0431493943fbc047948f509f9bffa3bf251dad45ddf34045efeb7a21cJmltdHM9MTY1NTI2MjYzMCZpZ3VpZD0yOWNlOTA2YS0xZTIwLTQyYTktYTEyMy1mZTU5MDk1YmQ0ZjUmaW5zaWQ9NTY3Mw&ptn=3&fclid=b637d3dc-ec58-11ec-9377-9610aad010d7&u=a1aHR0cHM6Ly9jbGlja3VwLmNvbS9ibG9nL2thbmJhbi1wcm9qZWN0LW1hbmFnZW1lbnQv&ntb=1" \t "_blank)

[In the 1940s, a Toyota engineer named Taiichi Ohno developed a ‘just-in-time’ production system. The system was based on visual communication, kind...](https://www.bing.com/ck/a?!&&p=34e8687fb61129aa390bea0ef0339b8a800dc54217882f8c11605813897d5afaJmltdHM9MTY1NTI2MjYzMCZpZ3VpZD0yOWNlOTA2YS0xZTIwLTQyYTktYTEyMy1mZTU5MDk1YmQ0ZjUmaW5zaWQ9NTY3NQ&ptn=3&fclid=b637d695-ec58-11ec-9fb3-70ac53356d1b&u=a1aHR0cHM6Ly9jbGlja3VwLmNvbS9ibG9nL2thbmJhbi1wcm9qZWN0LW1hbmFnZW1lbnQv&ntb=1" \t "_blank)

[What are the 3 components of Kanban project management?](https://www.bing.com/ck/a?!&&p=df039f6495d3959f25e766cd504b3b2b0b0b52c8f2c0e7636bfbb9dcf2ff74fdJmltdHM9MTY1NTI2MjYzMCZpZ3VpZD0yOWNlOTA2YS0xZTIwLTQyYTktYTEyMy1mZTU5MDk1YmQ0ZjUmaW5zaWQ9NTY3Nw&ptn=3&fclid=b637d947-ec58-11ec-b924-67ed95900b3d&u=a1aHR0cHM6Ly9jbGlja3VwLmNvbS9ibG9nL2thbmJhbi1wcm9qZWN0LW1hbmFnZW1lbnQv&ntb=1" \t "_blank)

[A Kanban board, Kanban cards, commitment point, and delivery point are the main components of Kanban project management.](https://www.bing.com/ck/a?!&&p=df039f6495d3959f25e766cd504b3b2b0b0b52c8f2c0e7636bfbb9dcf2ff74fdJmltdHM9MTY1NTI2MjYzMCZpZ3VpZD0yOWNlOTA2YS0xZTIwLTQyYTktYTEyMy1mZTU5MDk1YmQ0ZjUmaW5zaWQ9NTY3Nw&ptn=3&fclid=b637d947-ec58-11ec-b924-67ed95900b3d&u=a1aHR0cHM6Ly9jbGlja3VwLmNvbS9ibG9nL2thbmJhbi1wcm9qZWN0LW1hbmFnZW1lbnQv&ntb=1" \t "_blank)

1. To Do: Tasks that need to be picked up
2. Work In Progress: Tasks currently being worked on
3. Done: Completed tasks