**Literature Review**

Task management within project management has been evolving over time and will continue to do so, from early Gantt charts and linear “Waterfall” approaches to modern and adaptive frameworks. Traditional methods, such as the Critical Path Method and Waterfall approaches (Seymour, 2025) are very effective in well-defined projects but can become messy and unorganised in dynamic or fast paced environments. This gave rise to Agile methodologies (Nelson, 2023), including Scrum, which emphasizes iterative development such as sprints, frequent feedback, and continuous improvement.

Kanban focuses on visualizing work, limiting work-in-progress, and reducing bottlenecks. Unlike Scrum’s timeboxed sprints, Kanban (Oivo, 2013) manages tasks as a flow, with cards moving across columns (e.g “To Do,” “In Progress,” “Done”) (Atlassian, n.d.). Both methods prioritize adaptability, transparency, and short feedback loops. Hybrid models like “Scrum-ban” combine elements of both frameworks, offering additional flexibility.

In parallel, project management software has grown more sophisticated, with tools such as Microsoft Project, Jira, and Trello supporting different approaches. These platforms offer collaboration features like real-time tracking and often integrate automation or analytics to optimize workflow (Choban, 2024). Best practices include breaking tasks into manageable components, maintaining visibility, fostering communication, and regularly reviewing progress. This ensures teams can respond effectively to changing requirements and deliver consistent value to stakeholders.

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