

Kanban and Lean Principles

Kanban and Lean are Agile practices used to improve workflow efficiency, reduce waste, and deliver continuous value to customers. They focus on visualizing work, limiting overload, and improving processes step by step.

What is Kanban?

Kanban is a **visual workflow management method** used to manage and improve the flow of work. It helps teams see their work clearly, control work-in-progress, and deliver tasks continuously.

Key Features of Kanban

- Visual representation of work
- Continuous delivery (no fixed sprint)
- Limits work-in-progress (WIP)
- Focuses on flow and efficiency

Kanban is widely used in **software development, IT support, manufacturing, and service industries**.

Lean Principles

Lean focuses on **maximizing value for the customer while minimizing waste**. It originated from manufacturing but is now widely used in software development and Agile practices.

Core Lean Principles

1. **Eliminate Waste**
 - Remove unnecessary work, delays, and defects
2. **Build Quality In**
 - Ensure quality at every stage of development
3. **Create Knowledge**
 - Encourage learning and continuous improvement
4. **Defer Commitment**
 - Make decisions at the right time with proper information

5. Deliver Fast

- Reduce cycle time and deliver value quickly

6. Respect People

- Empower teams and encourage collaboration

7. Optimize the Whole

- Improve the entire process, not just one part
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What are Kanban Boards?

A **Kanban Board** is a visual tool used to represent the workflow. It helps teams track the status of tasks and identify bottlenecks easily.

Common Columns in a Kanban Board

- To Do
- In Progress
- Testing (optional)
- Done

Benefits of Kanban Boards

- Clear visibility of work
- Better task management
- Improved team collaboration
- Early identification of delays