**Kanban:**

Kanban is a Japanese Term meaning “Visual Card”. It is an efficient method which reduced inventory and time wastage.

**Visualize Workflow**:

* Spilt entire work into defined segments or states represented as named columns on a board
* Define each item as a card and put each card in a column to indicate where it sits in a workflow.

The easy visualization where each task stand in which workflow reduces bottlenecks and can be managed easily.

**Limit WIP**:

Assign limits on how many items can be WIP in each column (state/segment).

**Measure the Lead Time:**

Lead time is the time to complete an item. Optimize process to reduce lead time and make it predictable. Bottlenecks are identified and worked in collaboration for quick completion.

e.g.:

|  |  |  |
| --- | --- | --- |
| **TO DO** | **Being Done**  (2) 🡪 WIP Limit | **Done** |
| Task 5  Task 6 | Task 2  Task 4 | Task 1  Task 3 |

Thus an item can move to next segment only if it gets a slot there. In Kanban, planning is flexible and not time boxed.

**Reduce Resource wastage:**

Due to improved visibility, team does not have to multi task and wait for information. IT can decide and move on with next task.

**Kanban Board:**

* Empowers team with relevant information.
* Bottlenecks are visible and can be resolved collaboratively.
* Decisions can be taken by team.
* Focus on work completion
* Limited requirements at any point of time

**Pull Approach**:

In projects with multiple teams, the velocity of work of different teams are different which may cause friction. The pull approach fixes that. A team will only pull a card from TO DO column once all tasks in DOING column is complete.

JIRA is a common Kanban tool.