

		SPRINT DURATION IN WEEKS			
MEETING	GUIDELINE	1	2	3	4
SPRINT PLANNING	2 HOURS/WK	2	4	6	8
DAILY SCRUM	15 MINUTES/DAY	1.25	2.5	3.75	5
SPRINT REVIEW	1 HOUR/WK	1	2	3	4
SPRINT RETROSPECTIVE	1 HOUR/WK	1	2	3	4
MEETING TIME		5.25	10.5	15.75	21
TOTAL TIME		40	80	120	160
%		13%	13%	13%	13%

Kanban differs from Scrum in several ways:

**Flexibility:** Kanban allows for more flexibility in workflow management, as there are no fixed iterations or predefined roles.

**Continuous Delivery:** Kanban emphasizes delivering value continuously, with work items being pulled as capacity allows, rather than waiting for the end of a sprint.

**Focus on Flow:** Kanban focuses on optimizing the flow of work through the system, whereas Scrum focuses on delivering potentially shippable increments at the end of each sprint