2.2 I can apply appropriate project management techniques

Once I have set up a project plan for developing my website I can start applying project management techniques to ensure that the project is completed to a high quality and in a timely manner. My chosen project management method is the use of Kanban methodology.

In the first instance I need to identify my product back log, tasks that I want to be completed in a particular timeframe or ‘sprint’. Sprints are not a principle of Kanban but are a feature borrowed from SCRUM methodology. Whilst Kanban focuses on a continuous work flow I have chosen to use sprints as I prefer to set a timeframe for my work to be completed and I also have a specific deadline I need to adhere to. Tasks are prioritised and are ordered by dependency, for example Task A needs to be finished before Task B, not considering dependencies will cause tasks to remain uncompleted and disrupt the workflow.

Once the product backlog has been decided my tasks will be assigned as follows;

**Product Backlog > In Progress > On Hold> Done**

I use a virtual Kanban board to track my project on Trello, a web based project management tool. The use of virtual Kanban cards allows me to easily see the status of my work as it progresses through the workflow. Each category is assigned a WIP limit (work in progress limit) ensuring that tasks cycle through the work flow to completion delivering tangible results rather than staying in the in progress stage. Focusing on too many tasks can be time consuming and inefficient and risk me taking on too many tasks at a time.

The Blocked/On hold category helps me to see any bottlenecks in the workflow. Items that are blocked can be flagged for input to resolve the issues and identify any recurring themes. Typically items that are blocked on my board are due to needing more time to research and broaden my knowledge so that I can complete the task.

In a collaborative environment a quick daily ‘walk the board’ meeting would take place at the start of the working day. Going from right to left on the board, work in progress is reviewed with the main focus being on items that are near completion and/or high priority.

Kanban is best suited for me to use as a project management tool as it is simple, easy to breakdown tasks and it is motivating for me to see what is complete whilst working towards completion of the project. I can add updates on tasks in progress, add labels to identify priorities quickly and as well as add reminders and attachments.