

TACHE 1: ENTRETIEN AVEC LE PDG

The **Kanban method** is a flexible, visual approach to managing tasks and workflows. It focuses on **continuous improvement**, **visualization**, and **limiting work in progress (WIP)** to increase efficiency and productivity. Here are the **key concepts** and **benefits** of using Kanban:

Why Kanban Is Ideal for Our Company:

Key Concepts of Kanban:

1. Visualize the Workflow:

- Kanban uses a **visual board** to represent tasks as cards that move through different stages (columns like "To Do," "In Progress," "Done").
- This gives everyone a clear view of what work is happening, what's completed, and what's upcoming.

2. Limit Work in Progress (WIP):

- Kanban sets **limits** on how much work can be in progress at once to avoid overloading team members and reduce bottlenecks.
- By focusing on fewer tasks at a time, teams can complete work faster and with better quality.

3. Manage Flow:

- The goal is to ensure that work flows smoothly through the system, avoiding blockages and delays.
- Continuous monitoring helps identify inefficiencies, so teams can quickly adjust and improve the process.

4. Make Process Policies Explicit:

- Clearly defining how tasks move through the system ensures everyone understands the process and follows the same rules.

5. Implement Feedback Loops:

- Regular meetings or reviews help teams evaluate performance and progress. These loops allow for continuous learning and improvement.

6. Improve Collaboratively, Evolve Experimentally:

- Kanban encourages teams to make small changes, experiment with new ideas, and improve based on what works best for them.



Benefits of Kanban:

1. Flexibility:

- Kanban can easily adapt to changing requirements and priorities, making it ideal for projects with evolving needs. You can add, remove, or reorder tasks at any time.

2. Increased Efficiency:

- Limiting WIP helps prevent task overload, keeping team members focused on completing tasks rather than multitasking, which leads to better productivity.

3. Better Visibility:

- The visual nature of Kanban boards allows everyone to see the status of work in real time. It provides clarity, reduces confusion, and makes it easier to track progress.

4. Continuous Delivery:

- Unlike traditional methods (e.g., Waterfall), Kanban enables incremental delivery of features or work items, allowing teams to deliver value to clients regularly, rather than at the end of a long cycle.

5. Improved Collaboration:

- Team members can see who's working on what, which fosters communication and teamwork. Kanban boards encourage discussions about priorities and task dependencies.

6. Reduction of Bottlenecks:

- By limiting WIP and managing flow, teams can identify bottlenecks and inefficiencies in real-time, enabling quick action to resolve them.

7. Faster Feedback and Adjustments:

- Regular feedback loops and continuous progress help identify problems early and implement fixes, leading to faster, better-quality outputs.

8. Continuous Improvement:

- Kanban supports a culture of ongoing improvement. Teams regularly reflect on how they're working and seek ways to enhance their processes.

Conclusion: Kanban helps teams **visualize work, increase efficiency, adapt quickly to change**, and **continuously improve** their workflow, making it an excellent approach for dynamic environments and projects.

TACHE 2 : MISE EN OEUVRE DE KABAN

1. Kanban Board :

A **Kanban board** is a visual tool used to manage tasks and track workflow in the Kanban method. It represents the entire workflow, showing the progress of tasks from start to finish.

- **Structure:** A typical Kanban board has columns that represent different stages of the workflow (e.g., "To Do," "In Progress," "Done"). Each task or work item is represented by a card, which moves across the columns as it progresses.
- **Purpose:** The Kanban board helps teams **visualize their work**, identify bottlenecks, and ensure smooth task flow. It also provides transparency, so everyone can see the status of tasks in real-time.

Example columns on a Kanban board:

- **To Do:** Tasks that are ready to start.
- **In Progress:** Tasks currently being worked on.
- **Review/Testing:** Tasks awaiting feedback or testing.

- **Done:** Completed tasks.

2. Work-in-Progress (WIP) Limits:

WIP limits control how many tasks can be worked on simultaneously in a specific stage of the workflow. The goal is to reduce multitasking, prevent overloading team members, and ensure tasks move efficiently through the system.

- **How it works:** You assign a maximum number of tasks allowed in each column (e.g., no more than 3 tasks in "In Progress").
- **Purpose:** By limiting WIP, teams can focus on completing tasks instead of starting too many at once. This helps reduce bottlenecks, improve task flow, and maintain quality.

Example: If the WIP limit for "In Progress" is 3, team members can only work on 3 tasks at a time. If the column is full, no new tasks can be started until one of the 3 tasks is completed.

3. Flow Rules:

Flow rules guide how tasks should move through the Kanban board, ensuring consistency and efficiency in task management. They help establish the conditions for when tasks can be moved between stages.

- **Examples of Flow Rules:**
 - **Definition of Done:** A task can only be moved to the "Done" column if it meets all specific criteria (e.g., testing is complete, all subtasks are finished).
 - **Pull System:** In Kanban, tasks are "pulled" into the next stage based on availability (team capacity), rather than being pushed. This ensures tasks are only moved when there is room in the next stage (adhering to WIP limits).
 - **Priority Rules:** Tasks may be moved based on priority, ensuring high-priority work is completed first.

Purpose: Flow rules ensure that work moves smoothly through the system while maintaining quality and order.

4. Performance Indicators:

Kanban uses several **performance indicators** (metrics) to track the effectiveness of the workflow and help teams improve their processes. These indicators provide data on how work is progressing and where improvements can be made.

- **Key Performance Indicators (KPIs) in Kanban:**

1. **Lead Time:** The total time it takes from when a task is started to when it is completed. A shorter lead time indicates faster delivery.
2. **Cycle Time:** The time it takes to complete a task once work has begun. Monitoring cycle time helps identify bottlenecks or delays.
3. **Throughput:** The number of tasks completed in a given period. High throughput indicates an efficient workflow.
4. **Cumulative Flow Diagram (CFD):** A visual tool that shows the number of tasks in each stage of the workflow over time. It helps teams spot bottlenecks and track progress.

Purpose: These metrics provide valuable insights into the team's performance, helping to improve efficiency, optimize task flow, and achieve continuous improvement.

