The Kanban Method: Enhancing Workflow Efficiency

Kanban is a flexible, visual approach to managing tasks and workflows. It focuses on continuous improvement, visualisation, and limiting work in progress to increase efficiency and productivity.

Key Concepts of Kanban

1

Visualise the Workflow

Use a visual board to represent tasks as cards moving through different stages.

2

Limit Work in Progress

Set limits on concurrent tasks to avoid overload and reduce bottlenecks.

3

Manage Flow

Ensure work flows smoothly, avoiding blockages and delays.

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More Key Concepts

1 **Make Process Policies Explicit**

Clearly define how tasks move through the system.

2 **Implement Feedback Loops**

Hold regular meetings to evaluate performance and progress.

3 **Improve Collaboratively**

Encourage small changes and experimentation to improve processes.

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Benefits of Kanban

1 **Flexibility**

Easily adapt to changing requirements and priorities.

2 **Increased Efficiency**

Prevent task overload and improve productivity.

3 **Better Visibility**

See work status in real-time, reducing confusion.

4 **Continuous Delivery**

Enable incremental delivery of features or work items.

More Benefits of Kanban

1 **Improved Collaboration**

Foster communication and teamwork through visual task management.

2 **Reduction of Bottlenecks**

Identify and resolve inefficiencies in real-time.

3 **Faster Feedback**

Implement fixes quickly, leading to better-quality outputs.

4 **Continuous Improvement**

Support a culture of ongoing enhancement in workflows.
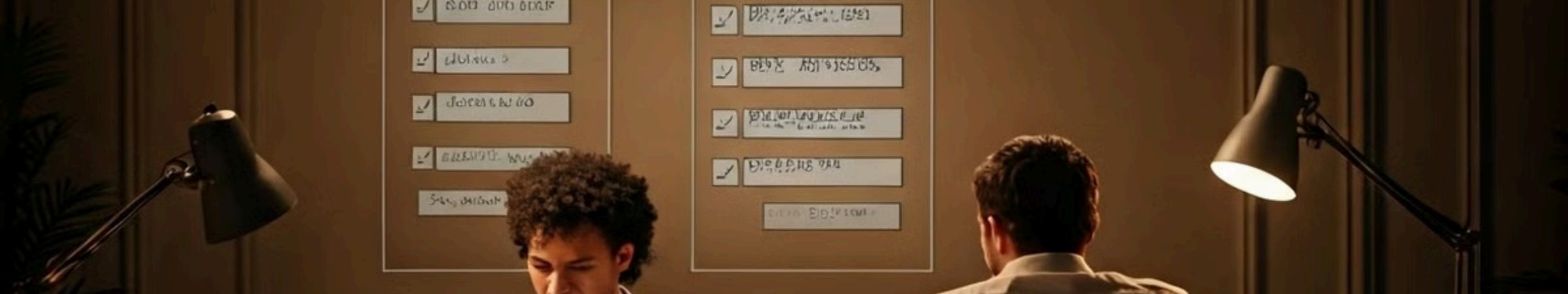
Kanban Board Structure

Columns

Represent different stages of workflow (e.g., "To Do," "In Progress," "Done").

Cards

Represent individual tasks or work items.

Purpose

Visualise work, identify bottlenecks, and ensure smooth task flow.

Work-in-Progress (WIP) Limits

Definition
Control how many tasks can be worked on simultaneously in a specific stage.

Purpose
Reduce multitasking, prevent overloading, and ensure efficient task flow.

Example
If WIP limit is 3, only 3 tasks can be in "In Progress" at once.

Flow Rules in Kanban

1

Definition of Done

Tasks move to "Done" only when meeting specific criteria.

2

Pull System

Tasks are "pulled" into next stage based on team capacity.

3

Priority Rules

High-priority work is completed first.

Performance Indicators in Kanban

Lead Time

Total time from task start to completion.

Cycle Time

Time to complete a task once work has begun.

Throughput

Number of tasks completed in a given period.

Cumulative Flow Diagram

Visual tool showing tasks in each workflow stage over time.