



IMPROVE TEAM
PERFORMANCE

Kanban: What is it?

**An information booklet
on Kanban method.**

kanbantool.com

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What is Kanban method

If you keep hearing about Kanban, but have no clue what it does and why you should be interested in it - take a look at this booklet to clear your doubts and get information, that is crucial for your business prosperity..



Chapter 1

What is Kanban?

Just how often do you find yourself juggling great numbers of tasks, not concentrating on any of them and getting frustrated with the chaos and getting nowhere in result?

A little too often?

Good news - there is an easy way out!

KANBAN FOR TASK MANAGEMENT

Kanban is a simple tool for managing tasks in an ordered and effective way.

The name “Kanban” derives from a Japanese word for a “sign card”. It’s a popular method enabling individuals, teams and organizations to visualize their process and by doing so - defeat bottlenecks, waste and chaos at work. It helps to achieve dramatic improvements in terms of throughput, lead time and quality of work in almost any business function.

Chapter 2

What do you need to do to get started?

What exactly does Kanban do to make the productivity increase? There are just a few simple rules that need to be followed in order for the system to produce results. They are:

- ● **VISUALIZATION OF THE WORKFLOW**
- ● **LIMITING THE WORK IN PROGRESS**
- ● **MANAGING THE WORKFLOW**

VISUALIZATION OF THE WORKFLOW

on a Kanban board, with use of Kanban task cards, utilizing columns and swimlanes that represent different stages and aspects of the process. Thanks to visualization of all tasks, every team member knows what is going on at each stage of the process, also who is the right person to ask which question and who will be the best candidate for a certain type of job. It also allows for a great reduction of time spent on discussing work rather than doing it and eliminates doubling up work.

LIMITING THE AMOUNT OF WORK IN PROGRESS

permitted per column (per stage of the process) or per user (so that any team member can only work on a certain number of tasks at any given time). By applying Work In Progress limits you are ensuring that your team's focus and dedication thrive, as people are able to simply do one thing at a time, without the need to multi-task, which always decreases productivity.

MANAGING THE WORKFLOW

and picking up on any problems as they happen, what helps to ensure their removal before escalation.

ADDITIONAL WORKFLOW PERFECTING KANBAN FEATURES

→ DECIDING ON PARTICULAR POLICIES and rules that will apply to your Kanban board - because of these guidelines your teamwork will be more uniform and with regard for a once established set of rules.

→ CONTINUOUS IMPROVEMENT - watching your team's performance, basing on the archived data and analytical information about it, is a great opportunity to pick up on the weaknesses in the process and improve it as you go. Through following this rule, you can constantly better your process..

→ STAYING FLEXIBLE - whenever you feel that an adjustment to the workflow is needed - just make it.

**Reason 1
Access**

The great difference between a physical and an online Kanban board is – yes - the fact that it isn't physical at all! Making the board exist in the virtual realm means that it can be opened and edited from virtually anywhere and any time.

So, you're no longer limited to your office hours and weekdays, nor to a specific area of the office either. No matter how large your team is or in how many different places they work, all of them can view and edit the Kanban board information any time they need. Brilliant!

**Reason 2
Information
Capacity**

The other problem with a physical board is that the cards are quite limited in the amount of information that they can take. With virtual Kanban cards, you can add as many details as you want, also supply the card with helpful attachments, a due date, a checklist (to make the task completion even more straightforward) and lots of room for comments.

On top of this, there is the ability to easily edit the card info, whereas with a physical card, this can cause a bit of a mess.

**Reason 3
Archives**

If you ever wonder whatever happens to physical Kanban cards once they're done, the answer is: they're disposed of. With an online Kanban board, all the cards get to be archived, from where they can still be taken into account for analysis and serve as a reference for current tasks, or just as a record of completed work.

Reason 4 Customization

The virtual nature of the cards is also well appreciated when it comes to customizing its look and function. Adding custom fields, switching fields on and off and changing the order in which they appear on the card is possible and very easy with an online Kanban application. The board itself can be modified within seconds, without the need to wipe out any information. Re-shuffling the cards creates no issues, neither does adding and deleting columns or swimlanes. And none of these changes are limited by any space constraints, the boards can get as large or small as you want.

Reason 5 Auto generated metrics

A marvelous advantage of an online Kanban application are the automatically generated metrics. Just by assigning cards to users, moving the cards along the board and using Time Tracking for measurements, your metrics and statistics are generated by the application itself. All that there's left for you is to watch the results on Breakdown Chart, Lead and Cycle Time Diagram, Cumulative Flow Chart and Time Report to notice what needs improving.

ONLINE KANBAN BOARD ADVANTAGES

With access to the workflow from where ever you are;

utilizing task cards full of helpful information, attachments and comments;

keeping a full archive of all past tasks - allowing you to measure and monitor the team performance and draw insightful conclusions;

fully customizable to exactly fit your particular needs;

and with detailed Analytics tracking the business operation performance -

- you will never see the need to go back to using a whiteboard again!

THE BENEFITS

1

REAL TIME COLLABORATION

Kanban gives you the ability for the whole team to collaborate in real time and to prioritize their tasks, never missing the most urgent jobs. The fact of using an online Kanban board means that the whole team is always up-to-date with all current information and new activity.

2

ALL PLANNING KEPT IN ONE PLACE

Applying this methodology offers a possibility of ignoring (up to a certain point) any other efforts to organize work, and simply to rely for that on Kanban. Instead of trying to remember to-do lists and calendar reminders, simply just follow the information in Kanban.

3

STREAMLINED COMMUNICATION

Utilizing Kanban provides a great shot at making team communication very straightforward and time-saving. The written card comments and online attachments render all new activity unmissable when looking at the board and received notifications.

4

NO MISSED DEADLINES

Useful Kanban features make sure that you never miss

a deadline again, what not only makes for a better productivity, it also raises your business reliability level.

5

UNLIMITED ACCESS TO YOUR WORKFLOW

An online Kanban board facilitates non-stop access to your tasks from wherever you are, any time of day or night. The workflow can be viewed and edited from a computer or any mobile device, by all team members simultaneously.

6

COMPLETE FLEXIBILITY

With this project management method, which leaves room for change and improvement, allows process alterations at any moment and promotes improvement by pin-pointing shortcomings and advantages - process perfecting is easy.

7

PRODUCTIVITY INCREASE

All the improvements made while using Kanban add up to a tremendous productivity increase, since waste and bottlenecks are very well omitted and any impediments can be solved quickly. Since you can quickly find the hold-up point on the board, it's only a matter of either delegating more people to work on it, or extending the deadline for the finishing time for that task, before it gets too late to delay without losing credibility.

Try Kanban For yourself

If Kanban for project management sounds good to you, you can test the online software now, for free.

Find out for yourself
how much more productive your process can be.



Try it Now!



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