

The Kanban Board

Keeping track of your tasks



How does this help me?

- You keep track of the status of your current tasks.
- Perfect for projects with specific deadlines (e.g., exam preparation) or when several people are working on one project (e.g., group presentations).
- By keeping track of your progress you can stay motivated.

What is a Kanban board?

A Kanban board provides a quick overview of all pending tasks and shows which phase each task is currently in.

The tool for visualizing your tasks – the board itself – consists in its basic version of three columns: “To do”, “In Progress” and “Done”.

A card is created for each task. The progress of each task can be tracked by moving the task card forward or backward on the board according to its status.

You can use the template on the following page in combination with sticky notes or create your own Kanban board, e.g., with index cards on a pin board. There are also many digital tools for creating Kanban boards, which can often be used collaboratively, such as *Meistertask* or *Trello*.

Literature:

Drews, Günter et al (2021): Praxishandbuch Projektmanagement. 3th ed., Haufe-Lexware: Freiburg, 93.
Küster, Jürg et al (2019): Handbuch Projektmanagement. Agil – Klassisch – Hybrid. 4th ed., Springer Gabler: Heidelberg, 22.



看板

The word “Kanban” is Japanese and simply means “card”. The method was originally developed by Toyota.



Use different colors or shapes to highlight high-priority tasks, identify different types of tasks, or assign responsibilities.



Adapt your Kanban board to your own needs! Which columns do you want to use?



To do

In Progress

Done

Tip: On each task card, note the expected duration, the submission date and, if necessary, the name of the person who is responsible.