



STEAM BO.SS

boosting soft skills

Kanban



Sapere utile



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

Saaremaa
Gümnaasium



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What is Kanban?

Kanban is a tool that promotes flexibility in work, allowing teams to quickly adapt to changes, improve collaboration, and optimize processes. Implementing this method can lead to increased productivity and a more responsive and proactive work environment.

Description of the Tool

The Kanban system is based on a visual board, often divided into columns that represent different stages of work (for example: "To Do," "In Progress," "Done"). Tasks are represented by cards that are moved from one column to another as they progress. This approach provides a clear view of the status of each task and the team's workload.

What is it Useful For?

Kanban is useful for:

- **Managing workflow:** Helps keep work organized and prioritized.
- **Adapting to changes:** Allows for the addition of new tasks or modifications to existing ones without disrupting the workflow.
- **Improving collaboration:** Encourages communication among team members, as everyone can see the same information on the board.
- **Identifying bottlenecks:** Enables monitoring of where delays occur in the process, facilitating operations optimization.

Benefits of Using It

1. **Flexibility:** Kanban allows for quick adaptation to new priorities or changes in requirements.
2. **Transparency:** Visualizing work makes progress and areas needing attention clear.
3. **Increased Efficiency:** Reduces downtime and inefficiencies, as the team can focus on the most important tasks.
4. **Better Resource Management:** Enables balancing the workload and assigning tasks more effectively.
5. **Customer Satisfaction:** With a quicker response to changes and greater visibility of progress, customer satisfaction can be improved.

Exercise: Managing an Urgent Change

Scenario:

A team is designing a multimedia art exhibition that includes simple installations and videos. During development, the exhibition curator requests to add a feedback button to allow visitors to share their opinions.

Tasks:

1. Review the activities in the Kanban and discuss as a group what modifications to make (ex. **Make simple signs**: Add information on how to use the feedback button.).
2. Complete the modifications and move the activities to the appropriate columns.
3. Present how the team responded to the change and what decisions were made.

TO DO

- Create a short video
- Write descriptions of the artworks
- Make simple signs
- Have a team meeting

IN PROGRESS

- Set up the display area
- Test the video
- Install the screens
- Add a button for visitors

DONE

- Define the theme of the exhibition
- Choose background music
- Find local artists
- Organize the arrangement of the artworks
- Prepare the budget

TO DO

IN PROGRESS

DONE