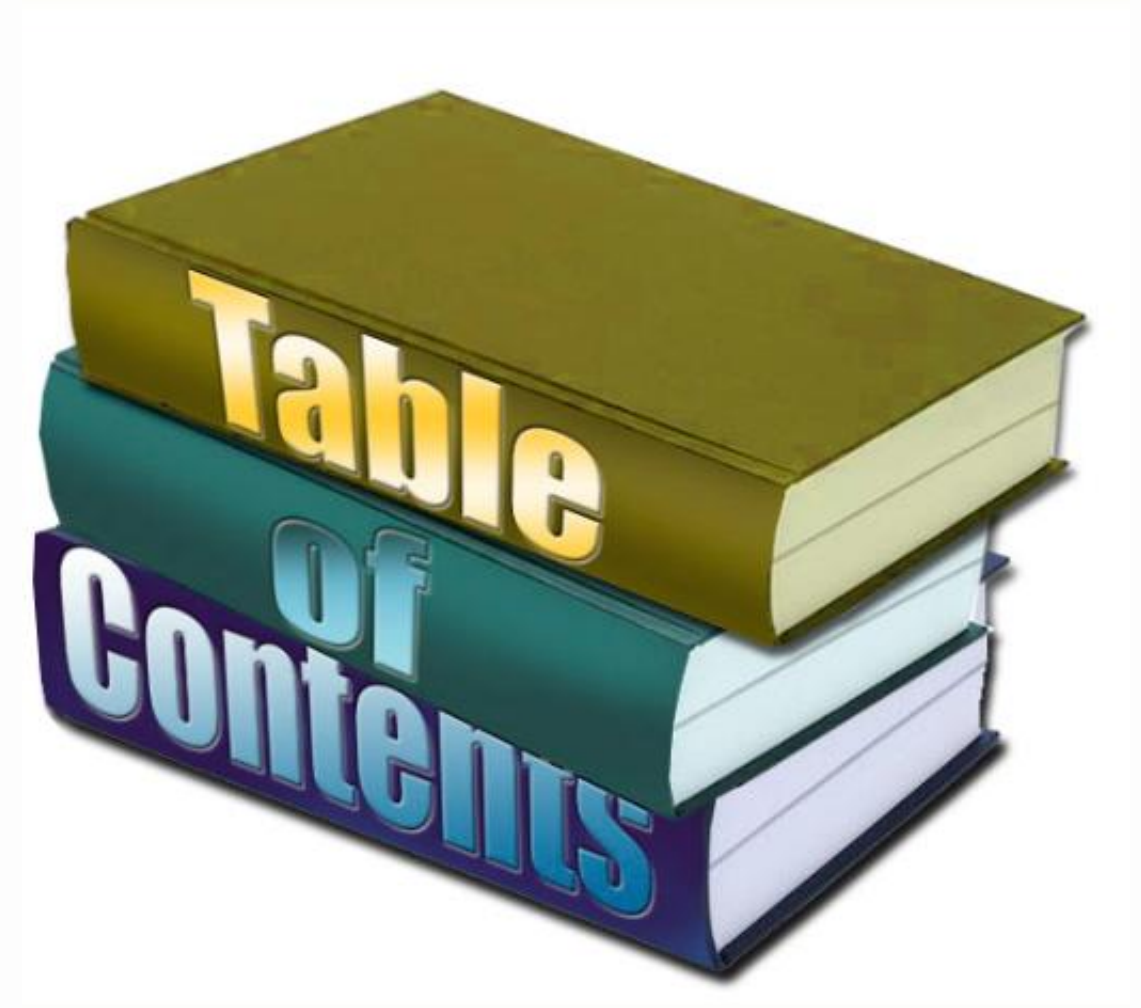


Kanban Essentials Certified (KEC™)

**Webinar and Certification Prep
(2.5 hours)**

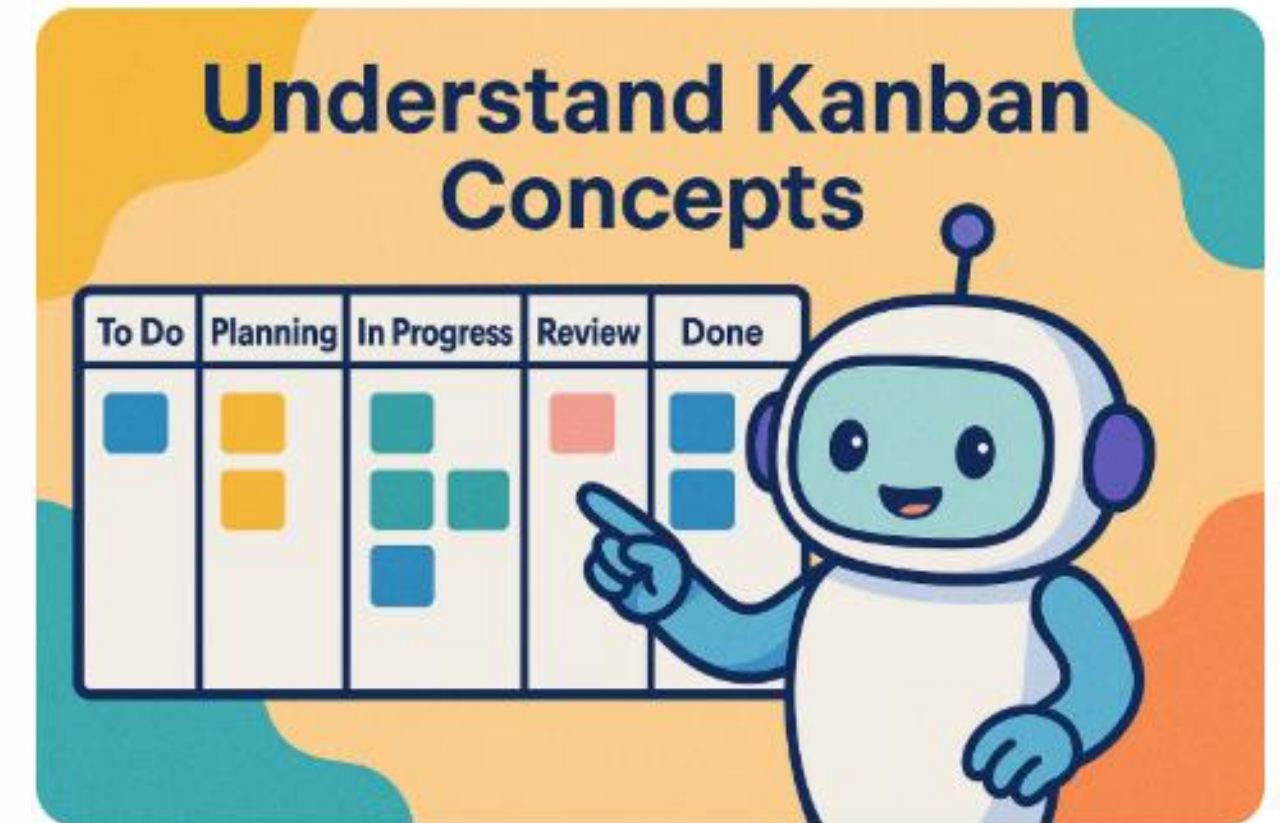
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 - b. Kanban Roles, Overview and Why use Kanban? (60 mins)
 - c. Why use the KBOK™ Guide? (3 mins)
 - d. Kanban Principles (7 mins)
 - e. Kanban Metrics and Reports (35 mins)
 - f. Kanban Processes (20 mins)
3. Next Steps (5 mins)
4. All ready for the KEC™ Certification! (5 mins)



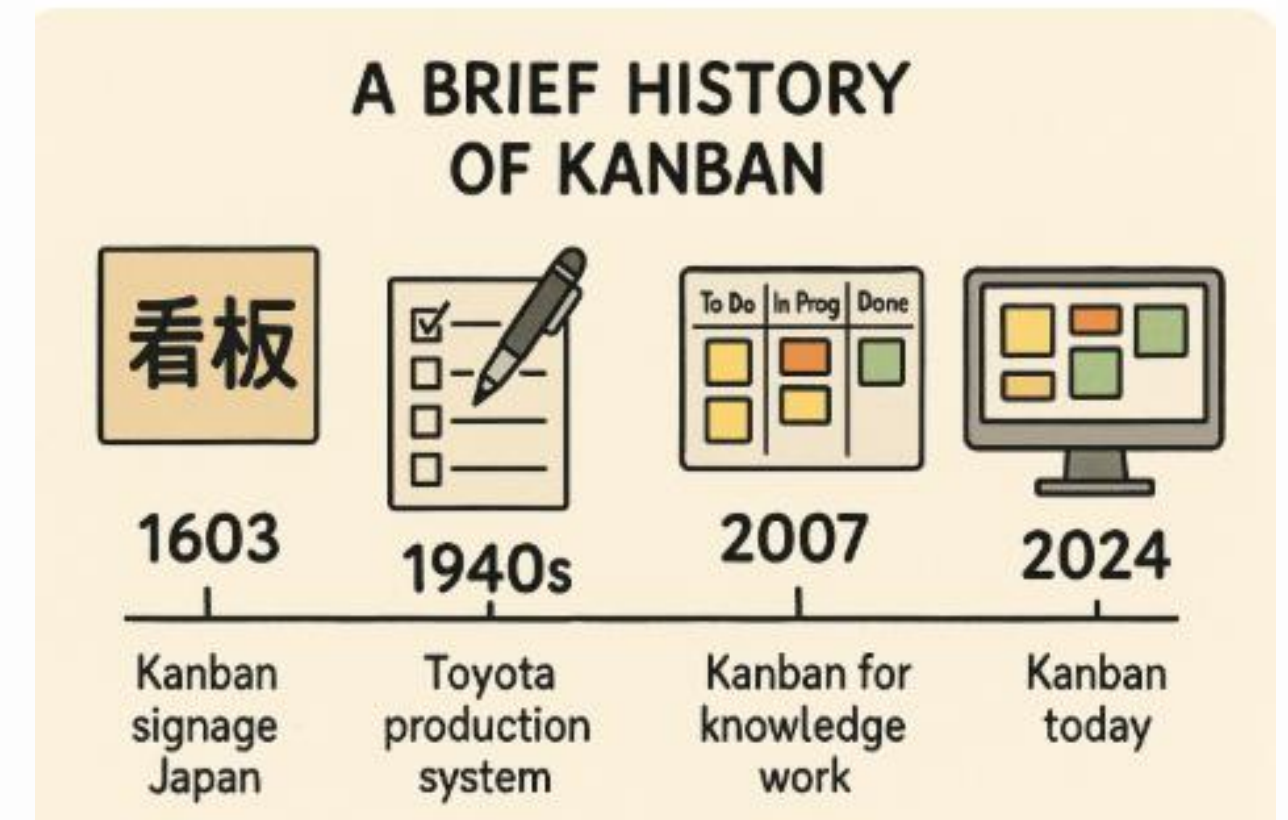
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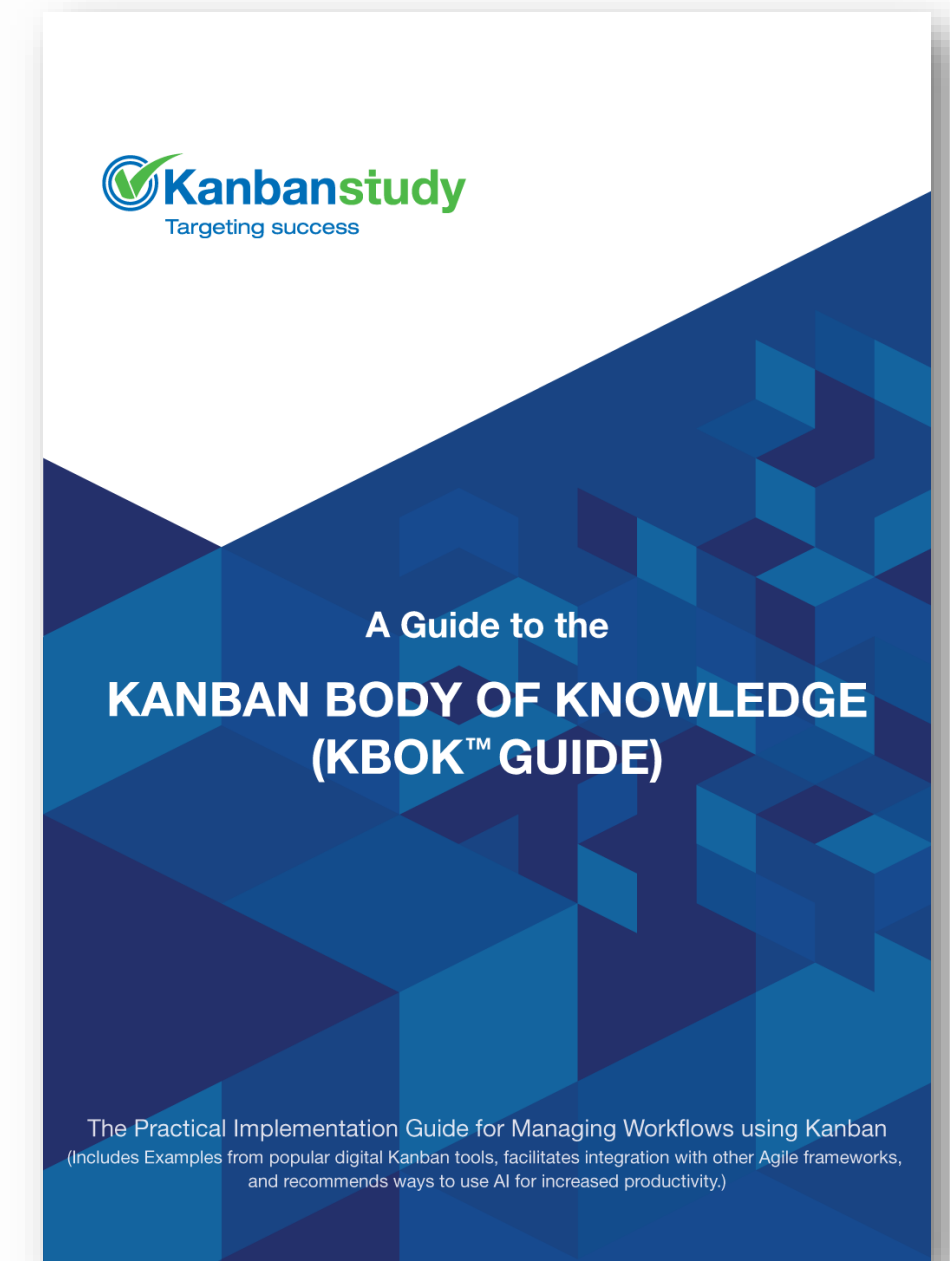
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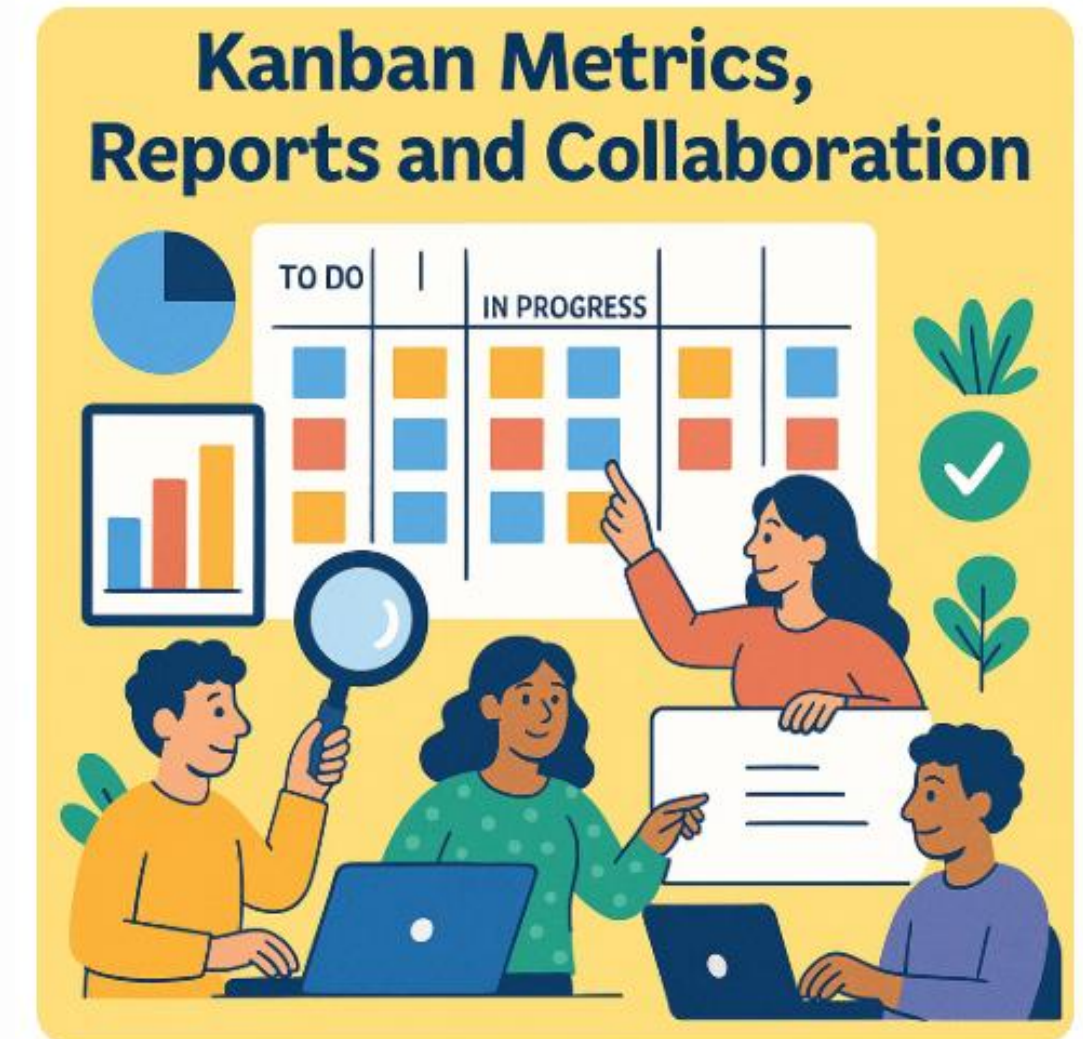
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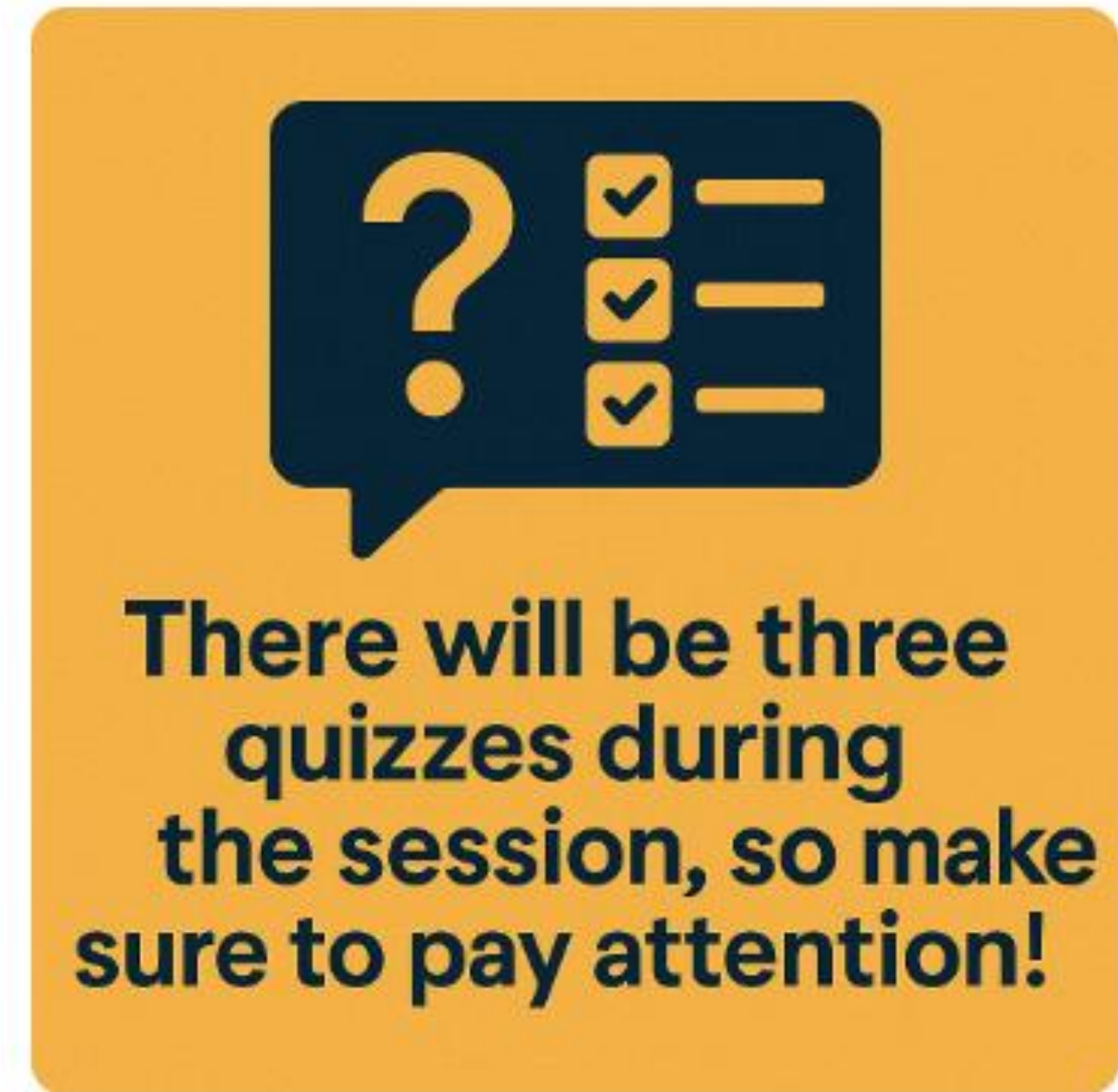
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Discount Vouchers and other benefits as you refer friends and grow the Agile community!



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1. Prerequisites

- There are no prerequisites for this webinar.
- Anyone interested in understanding Kanban and Agile concepts can join this webinar
- Students can also take the coveted Kanban Essentials Certified (KEC™) certification exam after the webinar.



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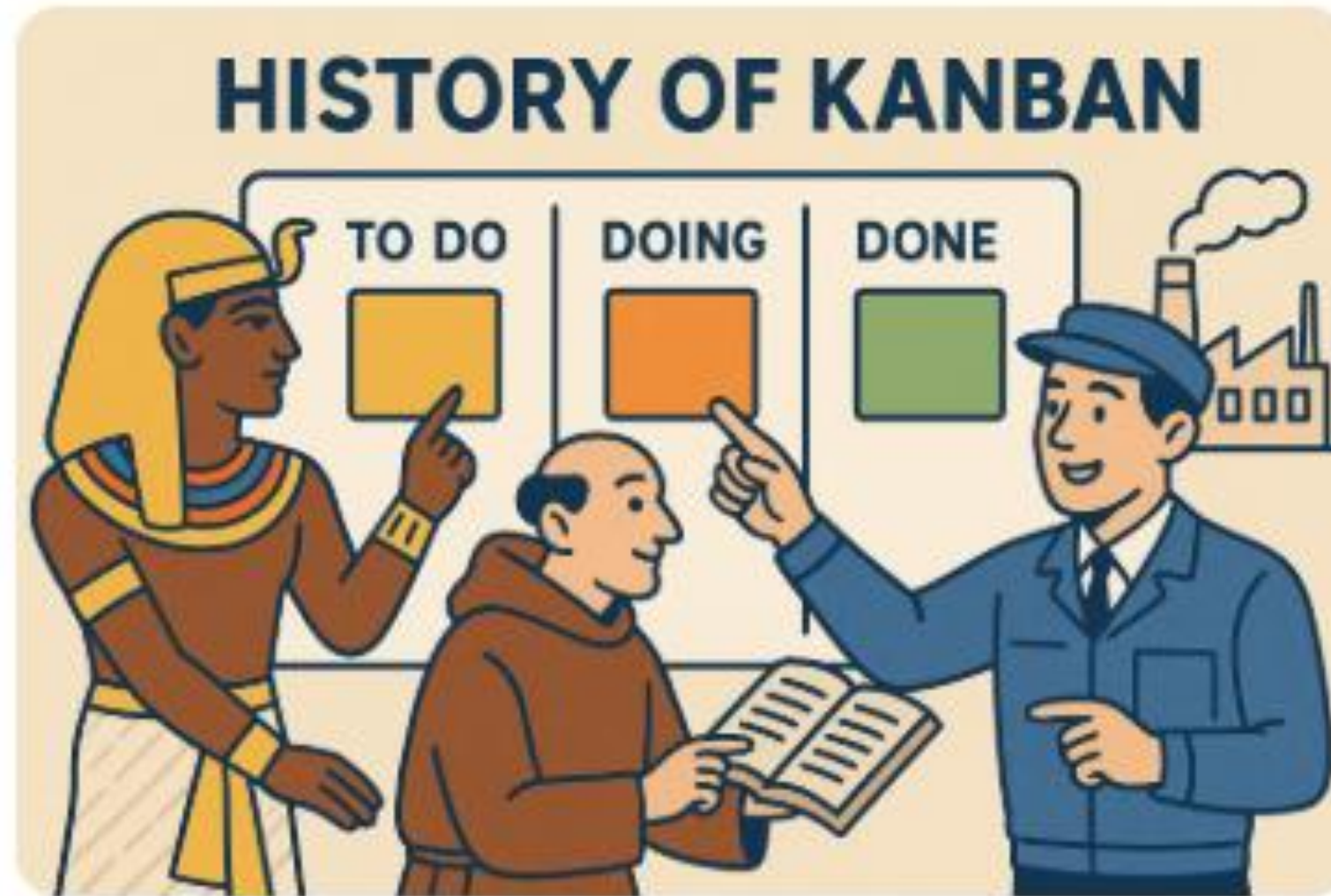


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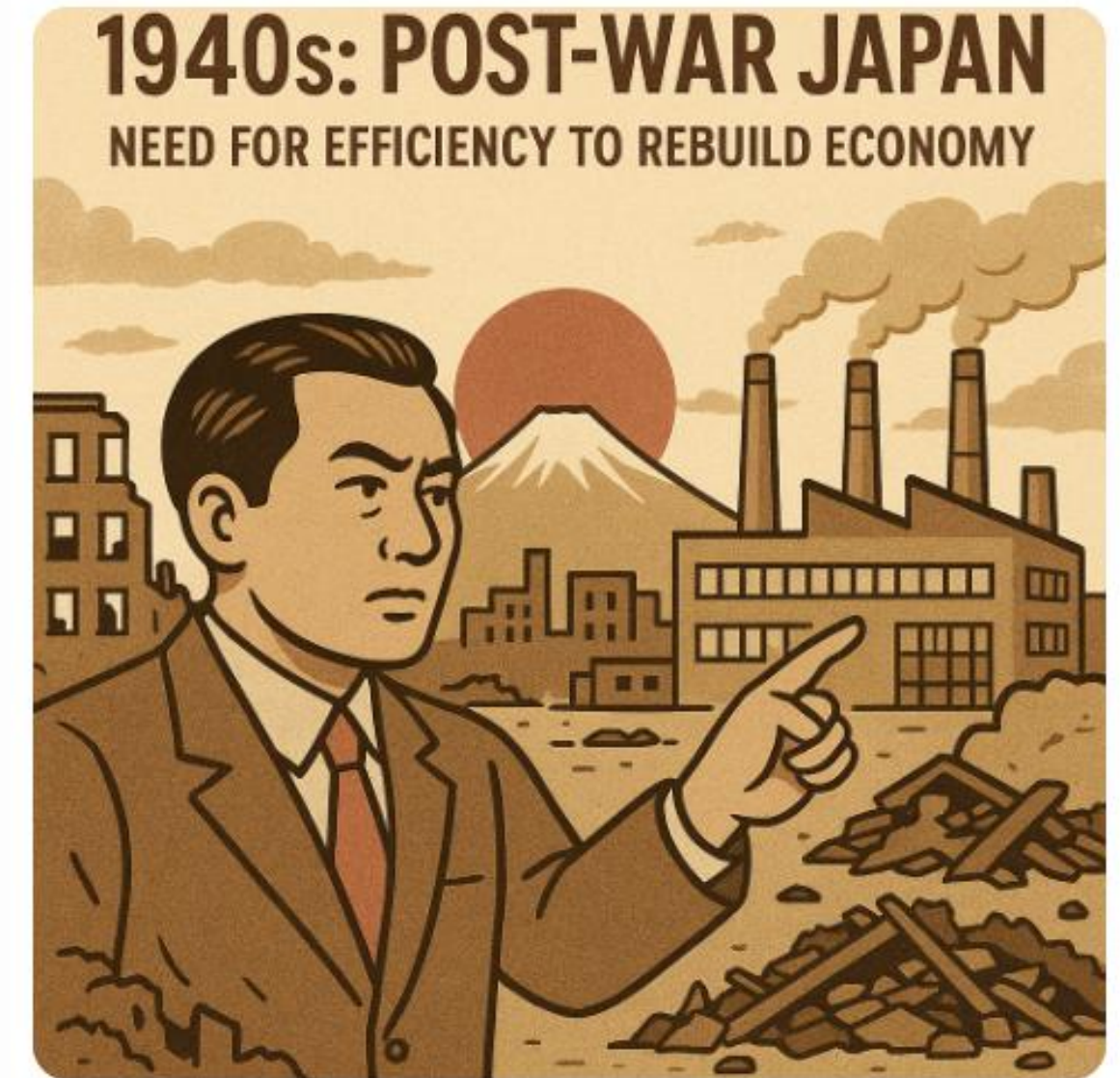


2.a Brief History of Kanban



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- 1940s: Post-war Japan needed efficiency to rebuild economy.
- Taiichi Ohno: Used Kanban inside Toyota. Kanban means “signboard” or “visual card” in Japanese.
- 2000 – Kanban goes Mainstream, used for processes across industries
- 2025: KBOK™ Guide created to standardize Kanban
- Current adoption of Kanban



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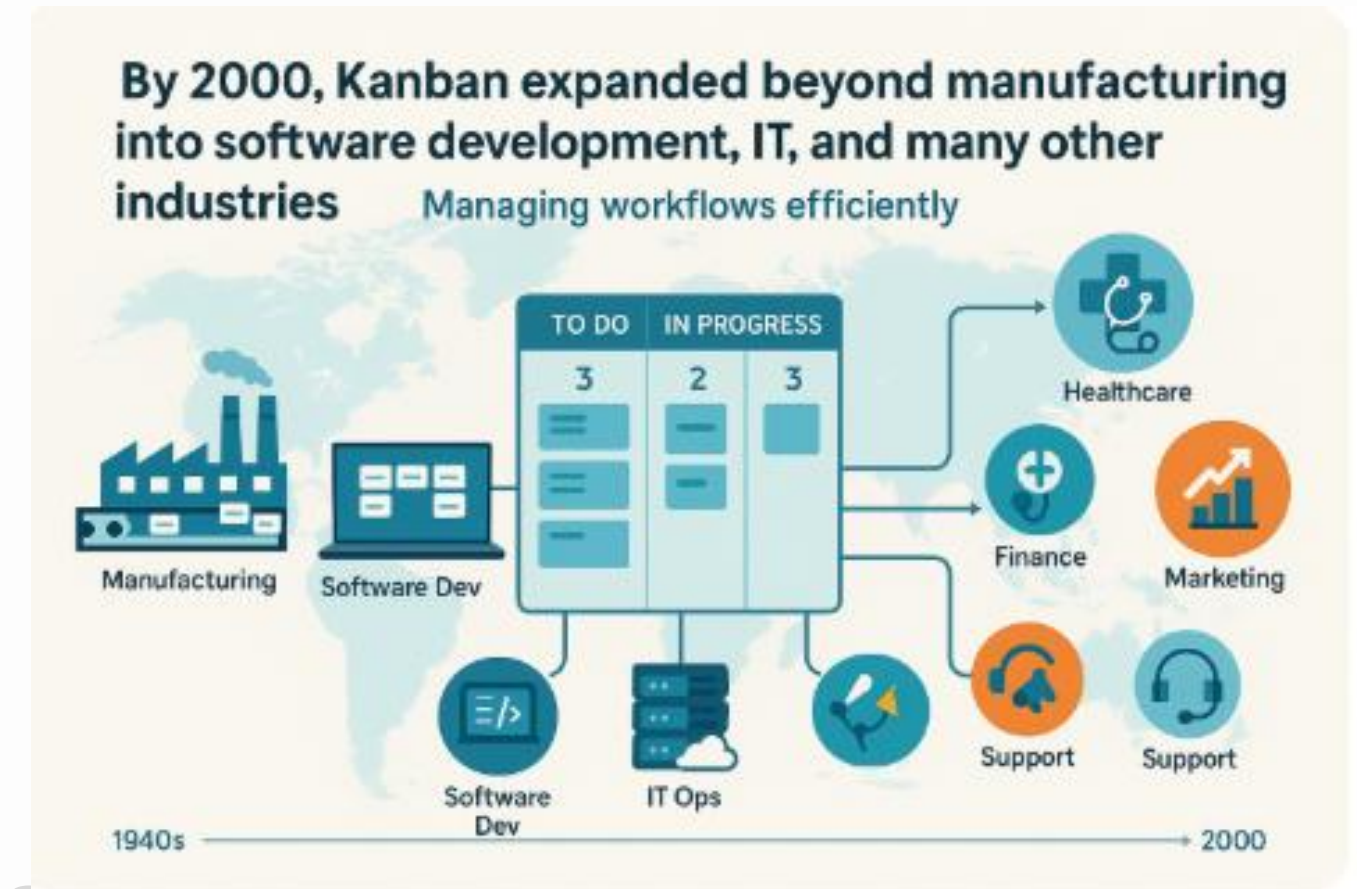
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Taiichi Ohno: Hero of the Toyota Production System

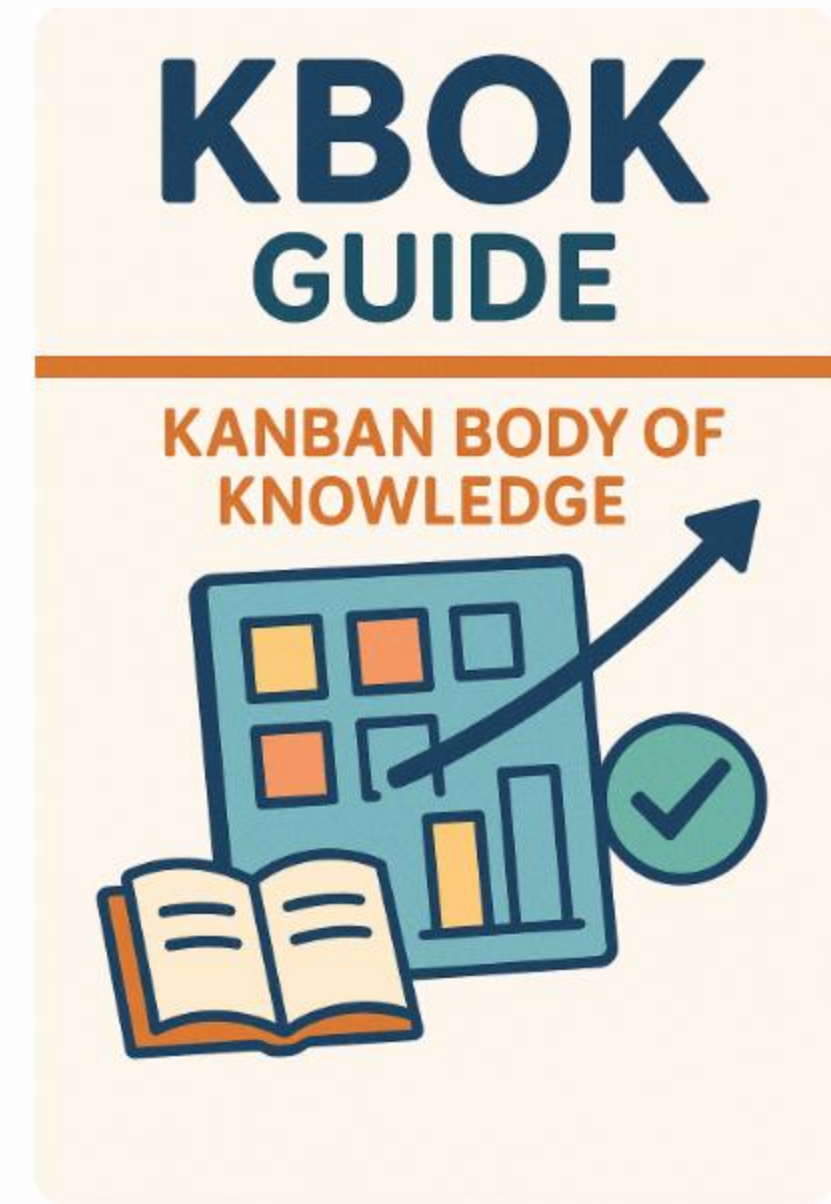
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2.a Brief History of Kanban

Current Adoption of Kanban

Here are some up-to-date statistics showing how popular Kanban is across industries and processes:

- **Broad & increasing adoption across organizations:** In the *2022 State of Kanban Report*, 41% of respondents said their organization was applying Kanban across **10+ teams or the whole company**, showing that it's not just small projects but large-scale usage. [View Report](#)
- **Effectiveness highly rated:** About **87% of Kanban users** report that Kanban is “more effective” or “much more effective” than other work management methods they used before. [View Report](#)
- **Strong market growth in tools & software:** The global Kanban software market (for tools that support Kanban workflows) was valued at **USD 327.5 billion in 2023** and is projected to grow to **USD 1,521.8 billion by 2032**, with a compound annual growth rate (CAGR) of about **18.3%**. [View Report](#)
- **Usage across many industries and business functions:** While originally born in manufacturing / automotive, Kanban is now widely used in software & internet services, finance, consulting, engineering, healthcare, education, government, HR, sales, marketing etc. [View Report](#)

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| 4-minute Break

1. Webinar Format and Prerequisites
2. Understanding Kanban Concepts
 - a. Brief History of Kanban 

4-minute Health Break



Optional – Please review relevant section about “Brief History of Kanban” in the Webinar Reference Document

After the break – 3 question Quiz about Brief History of Kanban

2.a History of Kanban Ques 1 of 3

Who is often called the “father of Kanban,” and why was Kanban introduced at Toyota?

- a) W. Edwards Deming — to improve marketing campaigns
- b) Taiichi Ohno — to streamline production flow and reduce waste
- c) Jeff Sutherland — to manage Scrum sprints
- d) Elon Musk — to speed up electric car design

Please select the correct option. The correct answer and justification will be shown on the next slide.

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Correct answer: b

Justification: Taiichi Ohno created Kanban within the Toyota Production System as a visual, pull-based method to control work-in-progress, smooth flow, cut excess inventory, and eliminate waste—thereby streamlining production.

| 2.a History of Kanban Ques 2 of 3

What does the term “Kanban” fundamentally represent in workflow management?

- a) A fixed two-week sprint timebox
- b) A budgeting spreadsheet for projects
- c) Visual cards/signals used to manage workflow and limit WIP
- d) A magical board that finishes tasks overnight

Please select the correct option. The correct answer and justification will be shown on the next slide.

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Correct answer: c

Justification: *Kanban* (Japanese for “signboard/card”) centers on using visible signals (cards, columns, tokens) to represent work, control WIP, and enable a pull-based flow—making the status and movement of tasks clear and efficient.

| 2.a History of Kanban Ques 3 of 3

Where is Kanban commonly applied today?

- a) Software development, IT, and many other industries to manage workflows efficiently
- b) Only in automobile manufacturing plants
- c) Exclusively for household chores
- d) Mainly in ancient assembly lines with no digital tools

Please select the correct option. The correct answer and justification will be shown on the next slide.

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Correct answer: a

Justification: Kanban evolved from manufacturing into knowledge-work domains such as software development and IT, and is now used across marketing, healthcare, finance, and more to visualize work, limit WIP, and improve flow efficiency.

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2.b Kanban Roles, Overview and Why use Kanban?

- Important Roles in Kanban
- Overview of Kanban Framework
- Benefits of Kanban



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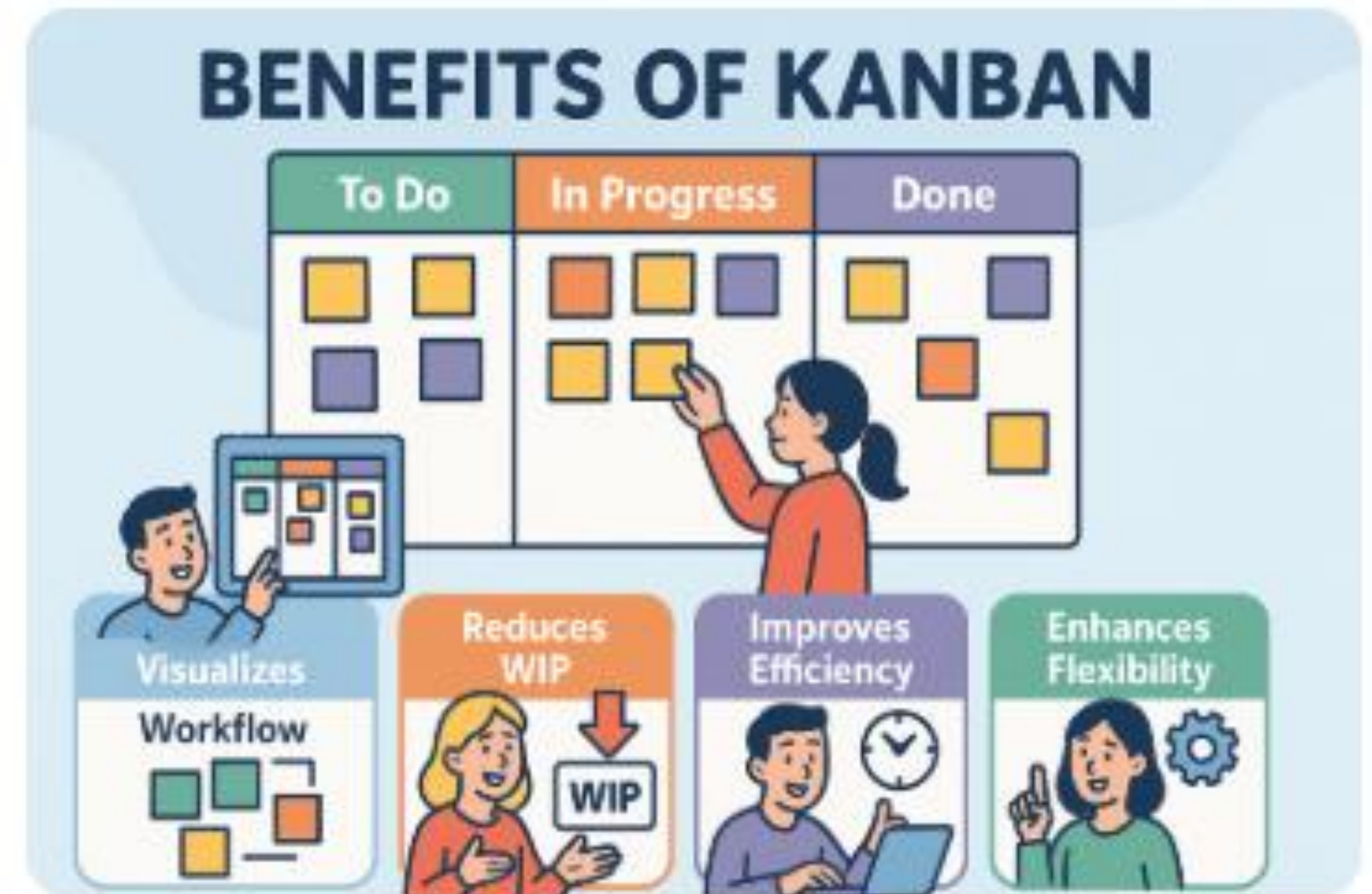
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2.b Kanban Roles

- Kanban Product Owner
- Kanban Manager
- Kanban Team Members
- Stakeholders



2.b Important Roles in Kanban

Product Owner

(also referred to as Product Manager, Service Request Manager, Project Owner, or simply Owner)

- Defines Work
- Sets Priorities
- Focus on what needs to be delivered and why it is important!



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2.b Important Roles in Kanban

Kanban Manager

(also referred to as a Flow Manager, Service Delivery Manager, Collaborator, or Team Admin)

- Manages Kanban Board, removes obstacles
- Monitors metrics and drives continuous improvement within the team's Kanban processes
- Facilitates or coaches for effective execution



Same person can play the role of Kanban Product Owner and Kanban Manager.

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Kanban Team Members

(also referred to as Developers, Contributors, or Board Members)

- Create Task Group and Tasks on the Kanban Board
- Adhere to Work in Progress(WIP) Limits to maintain steady flow
- Collaborate Effectively and execute Tasks to deliver expected results



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2.b Important Roles in Kanban

Stakeholders

(individuals, groups, and entities that interact with the Kanban Workflow)

- People who provide inputs to a Kanban workflow and may trigger tasks in the Kanban Workflow
(Example – for a HR Leave Management workflow, stakeholders could be employees submitting leave requests which will result in tasks being created in the Leave Management Workflow)
- Clients, Business Leaders or External parties who provide feedback and review outcomes



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- Kanban Product Owner
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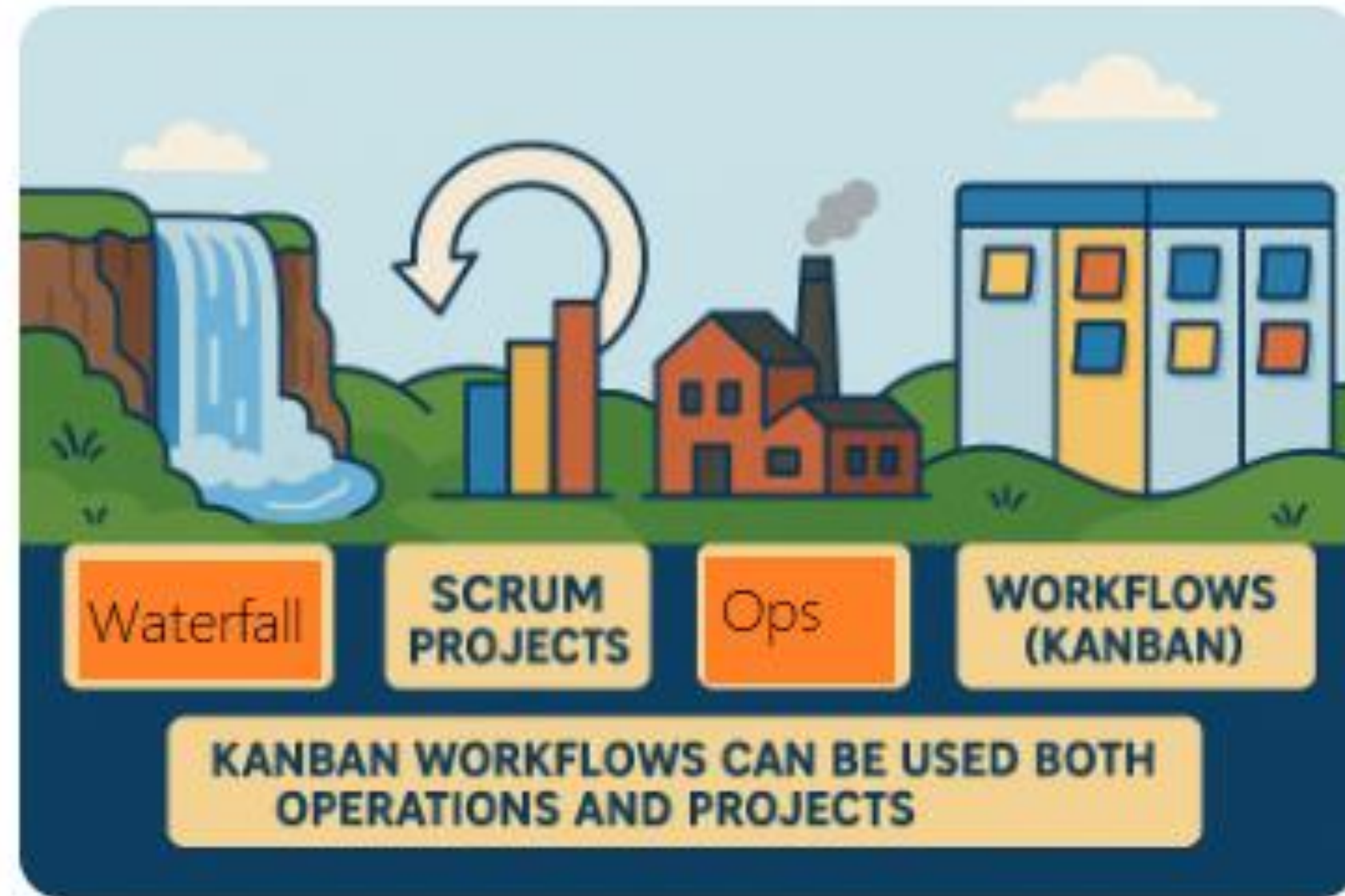
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Additional Reference and Further study:

- KBOK™ Guide Chapter 3: « Kanban Roles and Artifacts" (Pages 43–47)
- Advanced Kanbanstudy Certifications such as KPC™, KMC™, KPOC™, KSDOC™, etc.



2.b Waterfall Projects vs. Scrum Projects vs. Operations vs. Workflows(Kanban)



2.b Waterfall Projects vs. Scrum Projects vs. Operations vs. Workflows(Kanban)

A red arrow pointing from the left towards the 'Objective' row of the table.

	Waterfall Projects	Scrum Projects	Operations	Kanban Workflows (Can be used for Projects or Operations)
Objective	Deliver a final product after all phases are complete.	Deliver working increments frequently for feedback.	Maintain business-as-usual efficiency.	Standardize and automate task execution.
Explanation	Here the Work is done in sequential phases; the product is delivered only when everything is finished.	Work is split into sprints, so you deliver small usable pieces for early feedback.	Focuses on keeping daily business activities running smoothly.	Create a visual, repeatable process to streamline tasks.
Example 1	Building a bridge – design, approval, construction, and inspection happen step by step before the bridge opens.	A mobile app where the login feature is delivered in Sprint 1, chat in Sprint 2, payments in Sprint 3.	Processing payroll every month or running customer support daily.	A Kanban board for handling all incoming customer service tickets.
Example 2	Software development with phases like requirements → design → coding → testing → deployment.	Same software project but broken into 2-week sprints where requirements can change mid-project.	Manufacturing cars on an assembly line every day.	An IT Team using workflows to manage all their bugs.

2.b Waterfall Projects vs. Scrum Projects vs. Operations vs. Workflows(Kanban)

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Example 2	Software development with phases like requirements → design → coding → testing → deployment.	Same software project but broken into 2-week sprints where requirements can change mid-project.	Manufacturing cars on an assembly line every day.	An IT Team using workflows to manage all their bugs.

2.b Waterfall Projects vs. Scrum Projects vs. Operations vs. Workflows(Kanban)

	Waterfall Projects	Scrum Projects	Operations	Kanban Workflows (Can be used for Projects or Operations)
Objective	Deliver a final product after all phases are complete.	Deliver working increments frequently for feedback.	Maintain business-as-usual efficiency.	Standardize and automate task execution.
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Duration	Fixed timeline; each phase follows the previous one.	Time-boxed sprints; project evolves incrementally.	Continuous, no defined end date.	May be one-time or recurring, process-based.
Flexibility	Low – changes are costly once phases are locked.	High – adapts to changing requirements easily.	Low – follows standard operating procedures.	Moderate – can be customized for efficiency.
Ownership	Managed by Project Managers; top-down control.	Managed by Scrum Master, Product Owner & Team.	Managed by Operations Managers/ Departments.	Owned by Kanban Managers, Product Owner & Teams.

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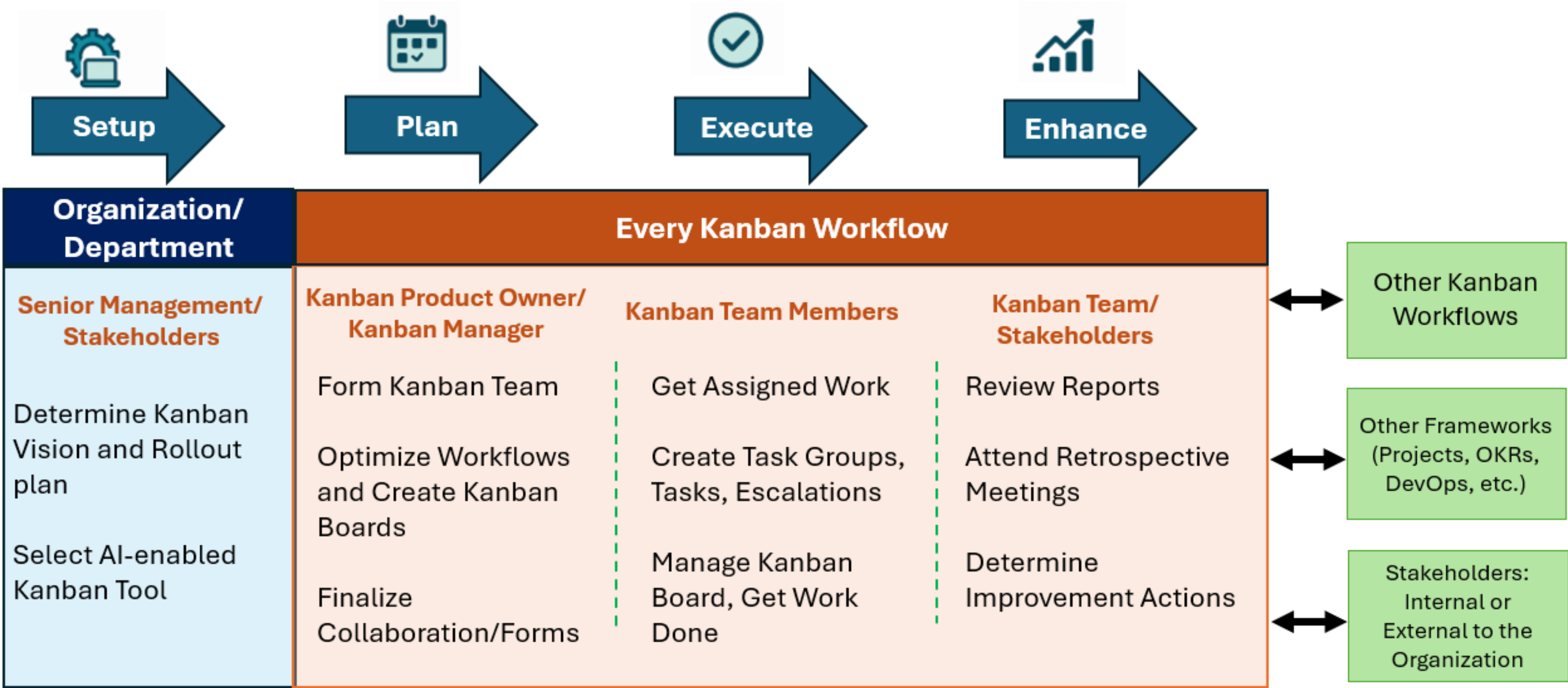
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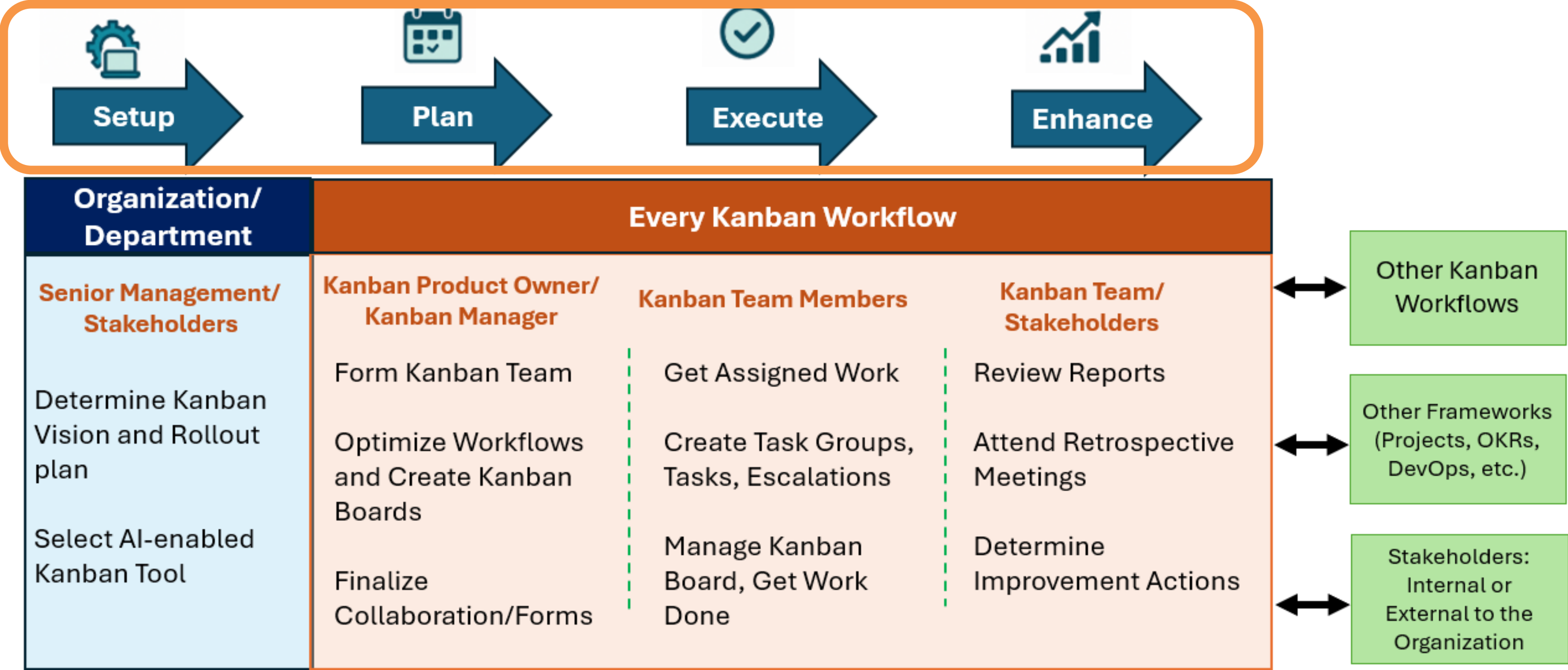
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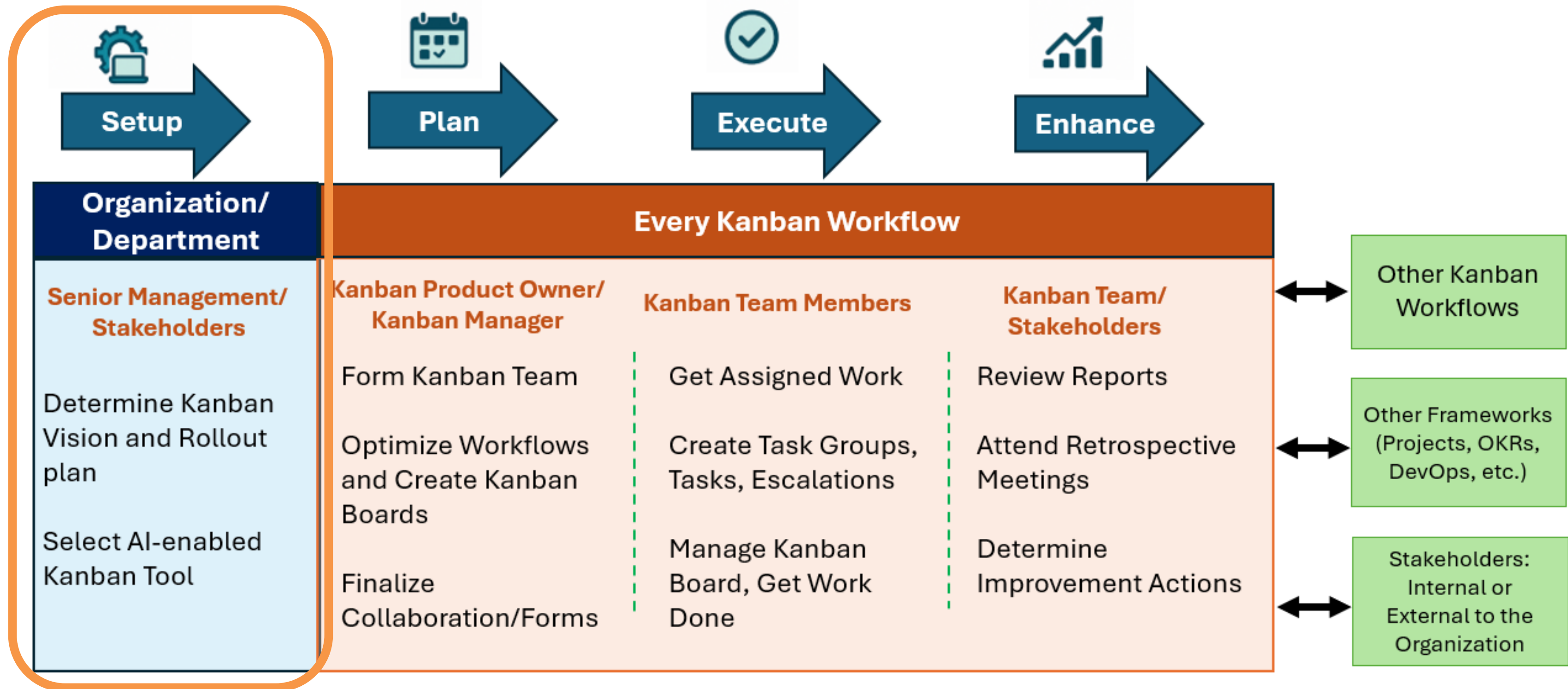
Kanban Workflows can be used to manage both projects and Operations



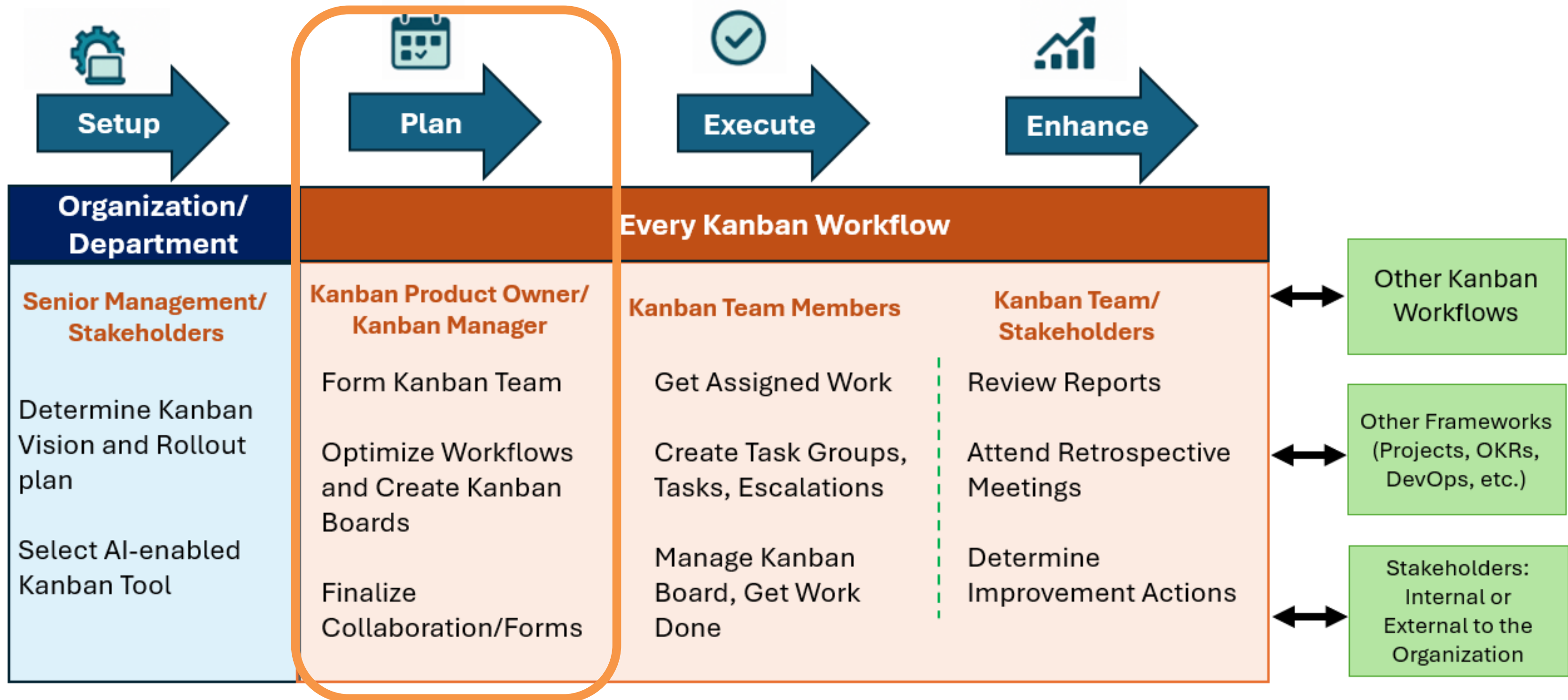
2.b Overview of Kanban Framework



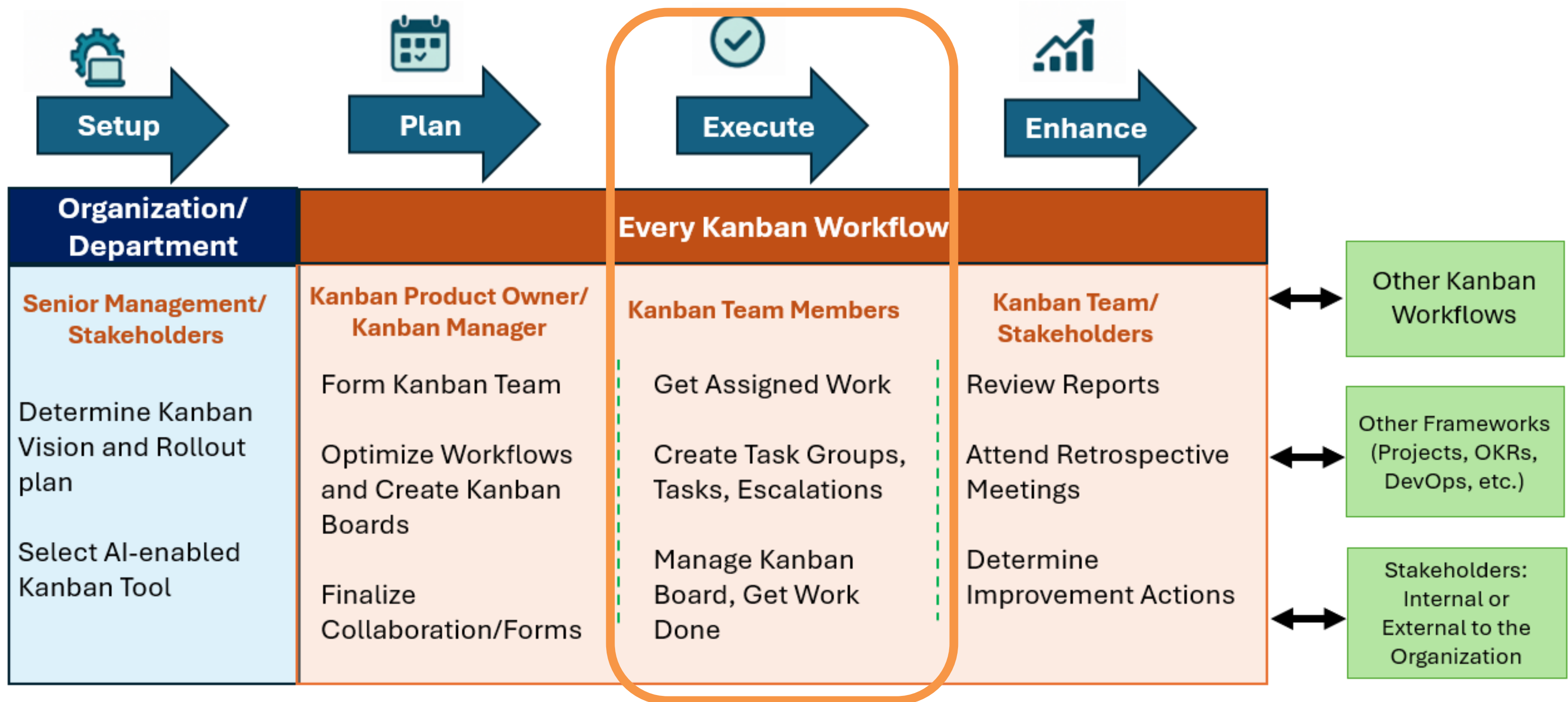
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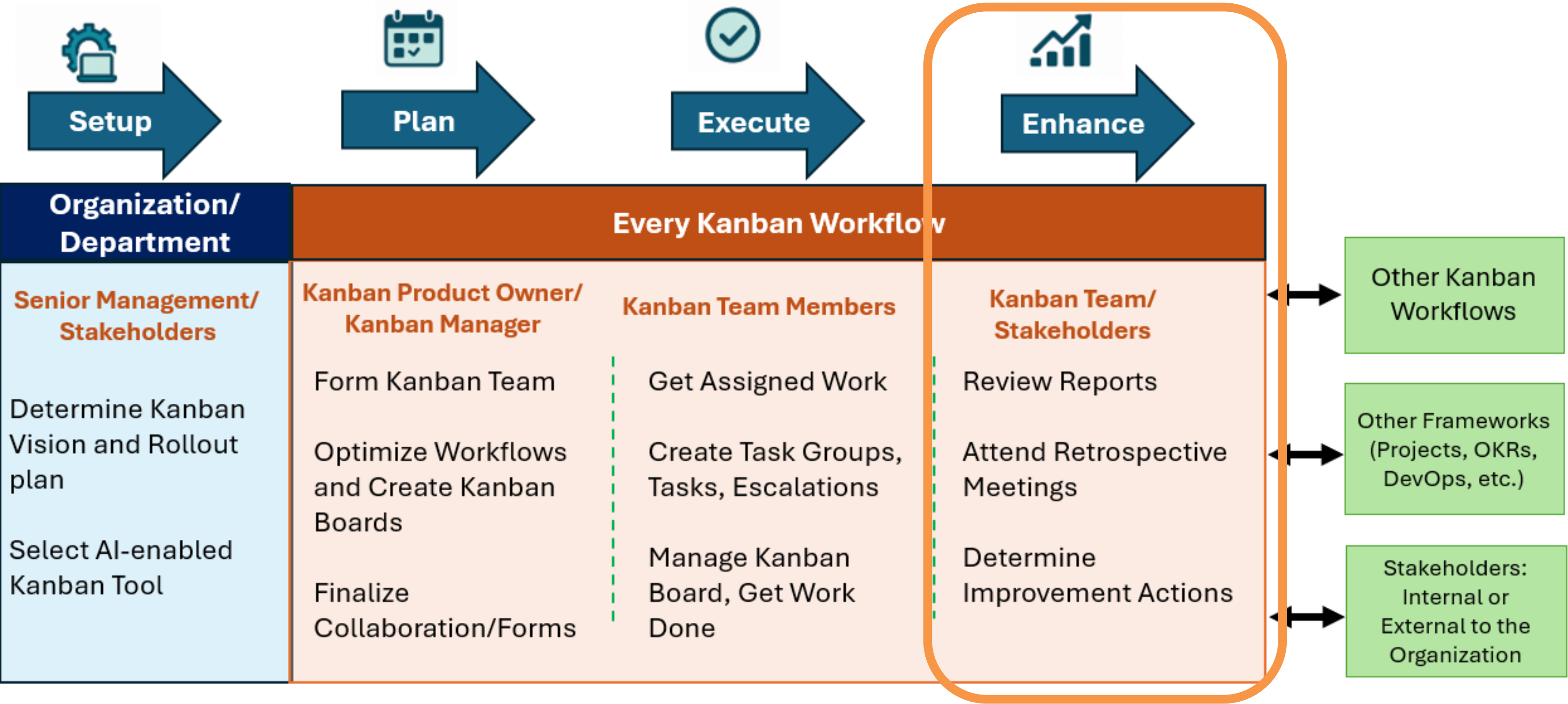


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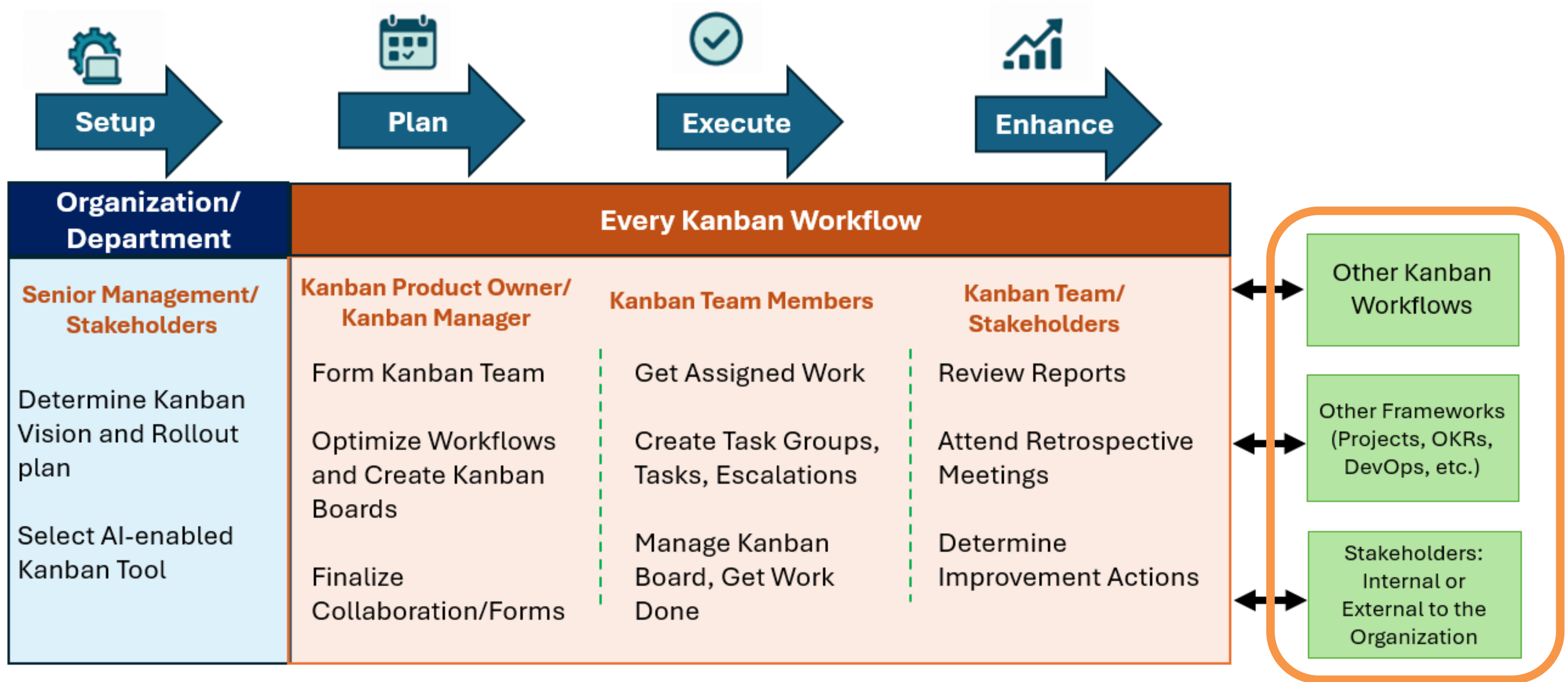


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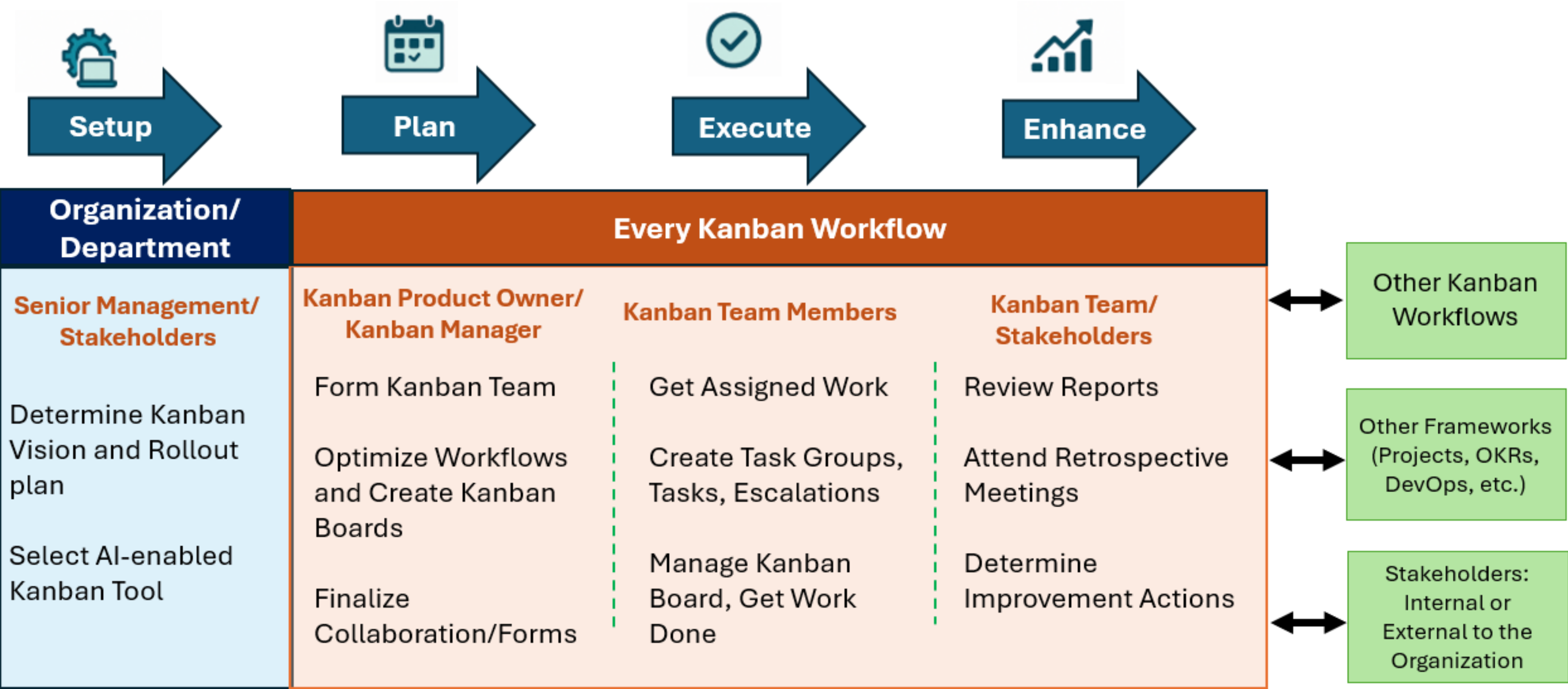


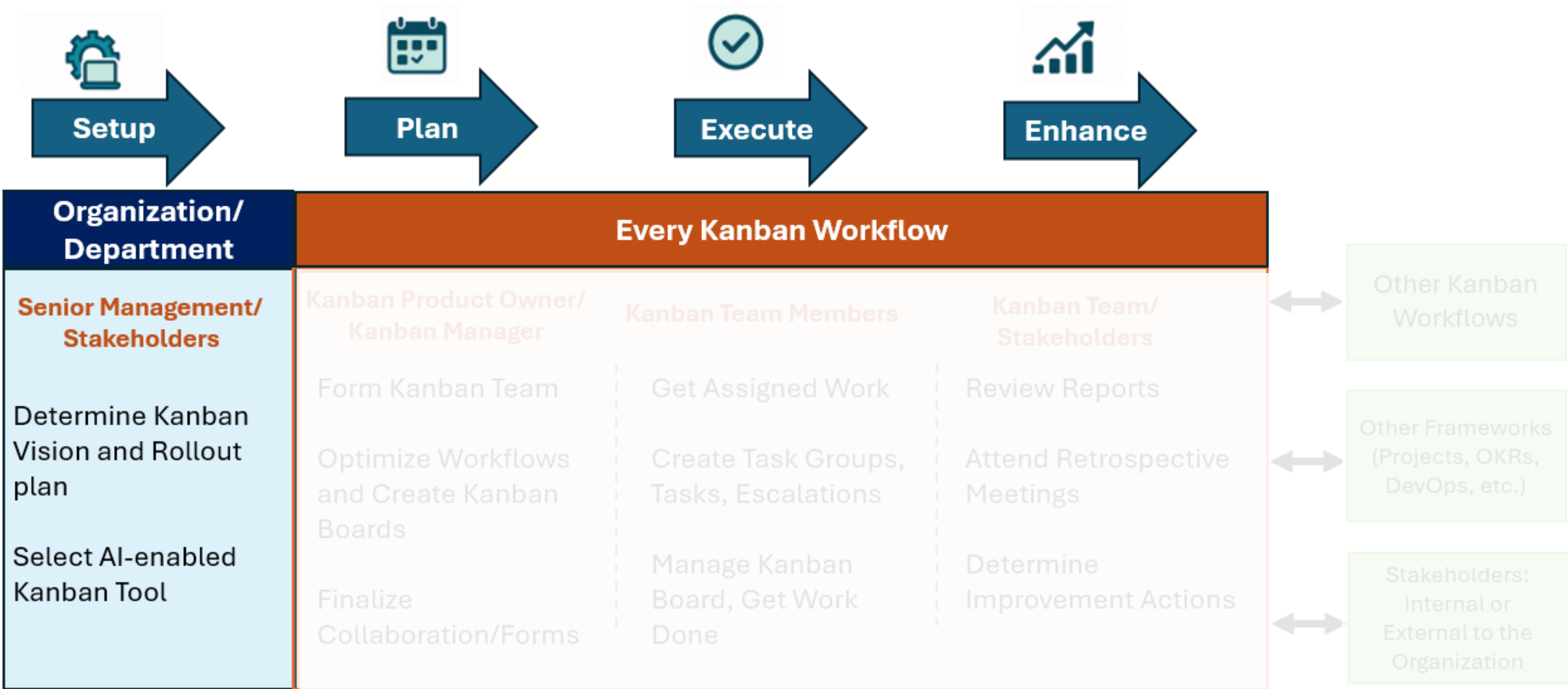


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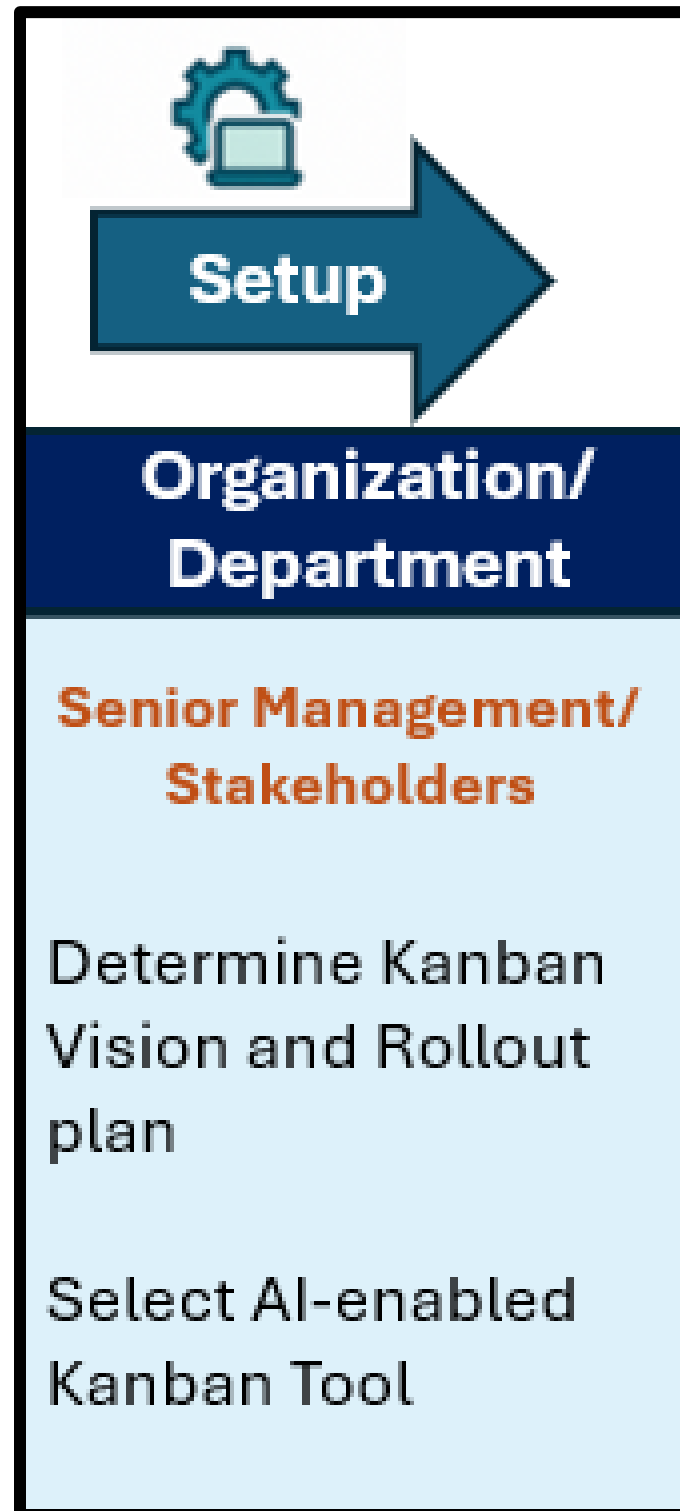


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2.b Overview of Kanban Framework



Senior Management/Stakeholders:

- Provide direction, funding, and decision-making support for the Kanban rollout

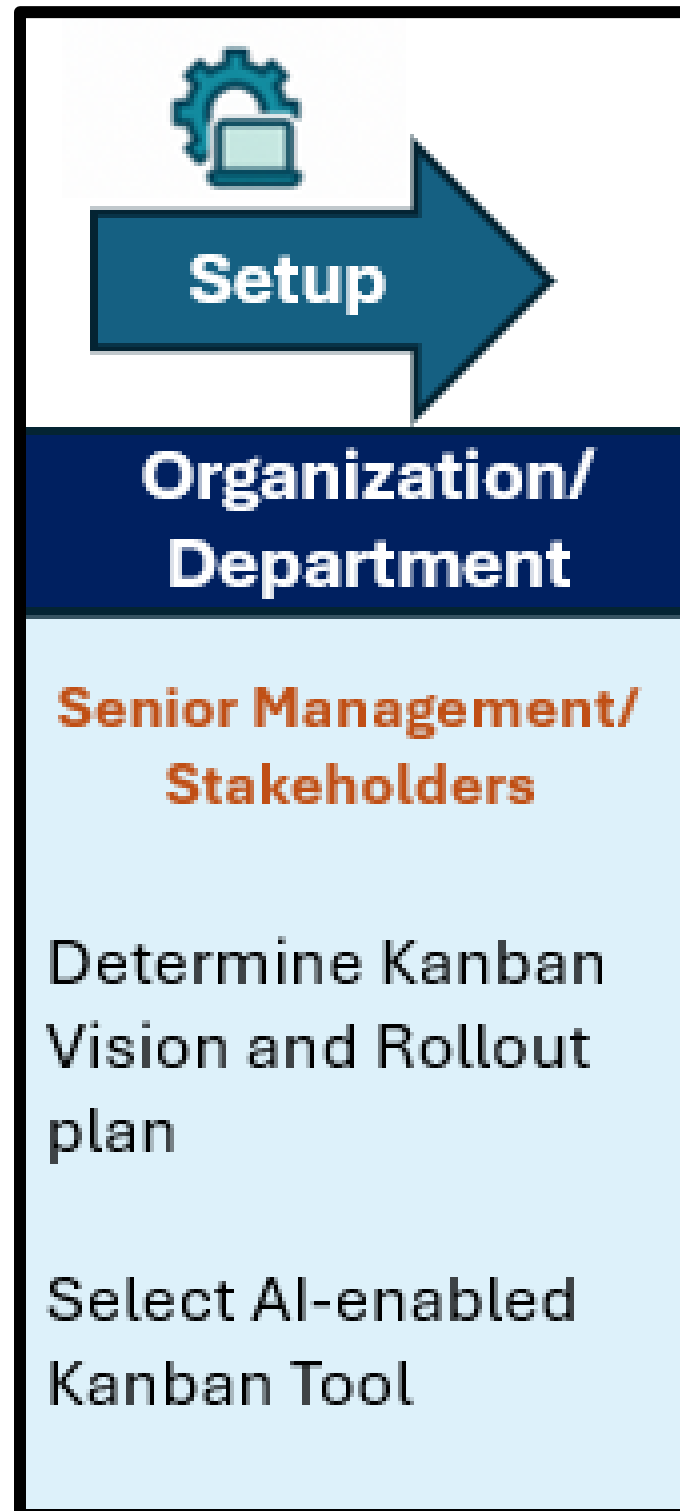
Determine Kanban Vision and Rollout Plan:

- Sponsors, Users and Customers with an interest in project outcomes

Select an AI-enabled Kanban Tool: (optional)

- Automate tasks, provide analytics, and make workflow management more efficient
- High quality AI-enabled Kanban Tool (e.g. Vabro.ai) can create entire workflows, Kanban Boards, Collaboration Forms, OKRs and more using just AI prompts and suggest best-practices for any workflow. Also provide high quality AI-powered analytics and reporting.

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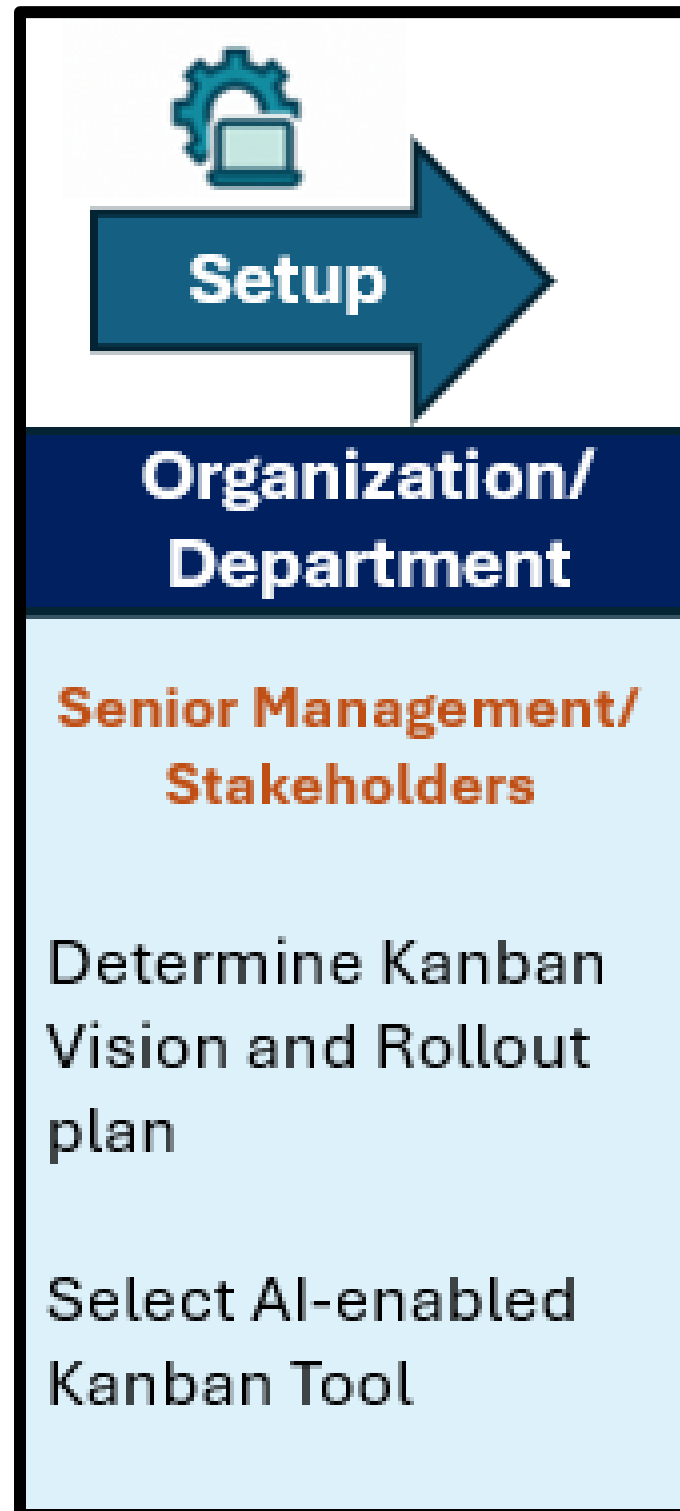
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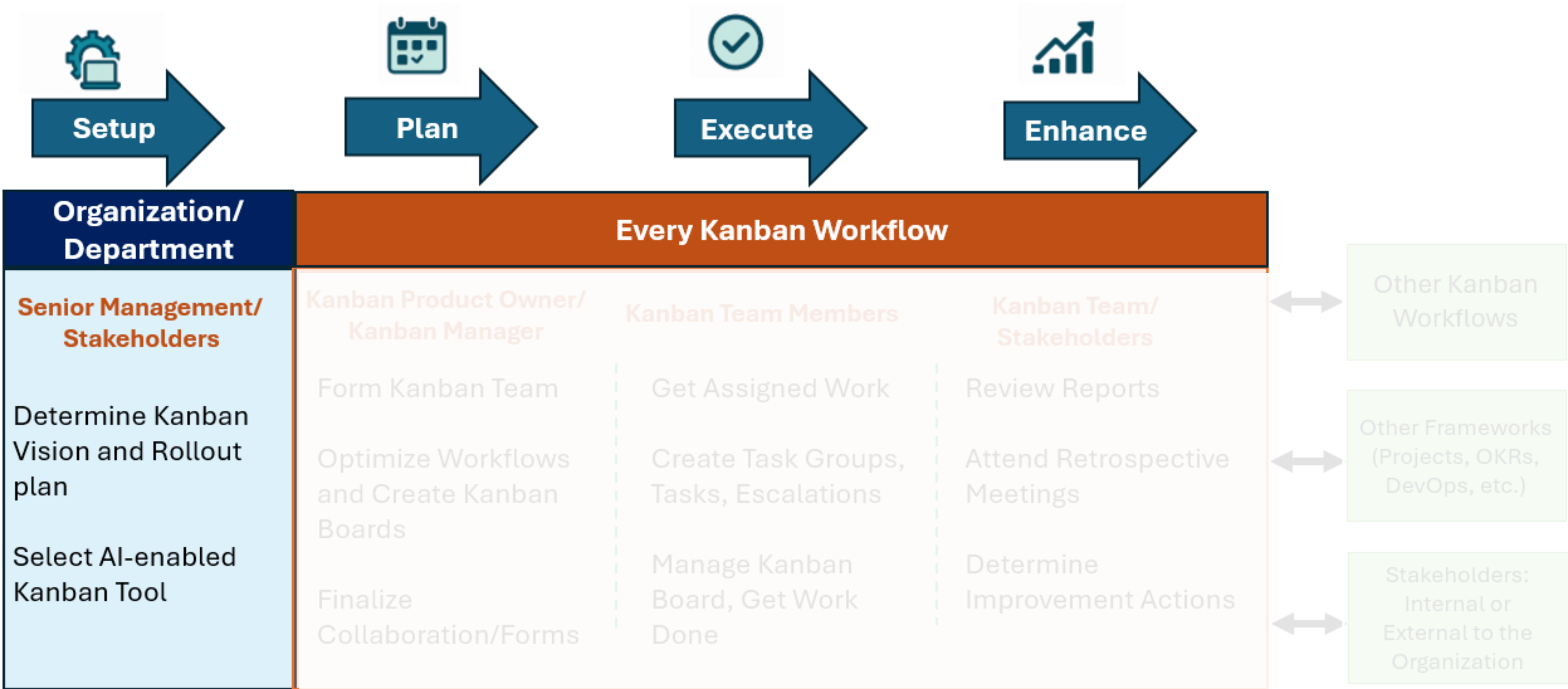
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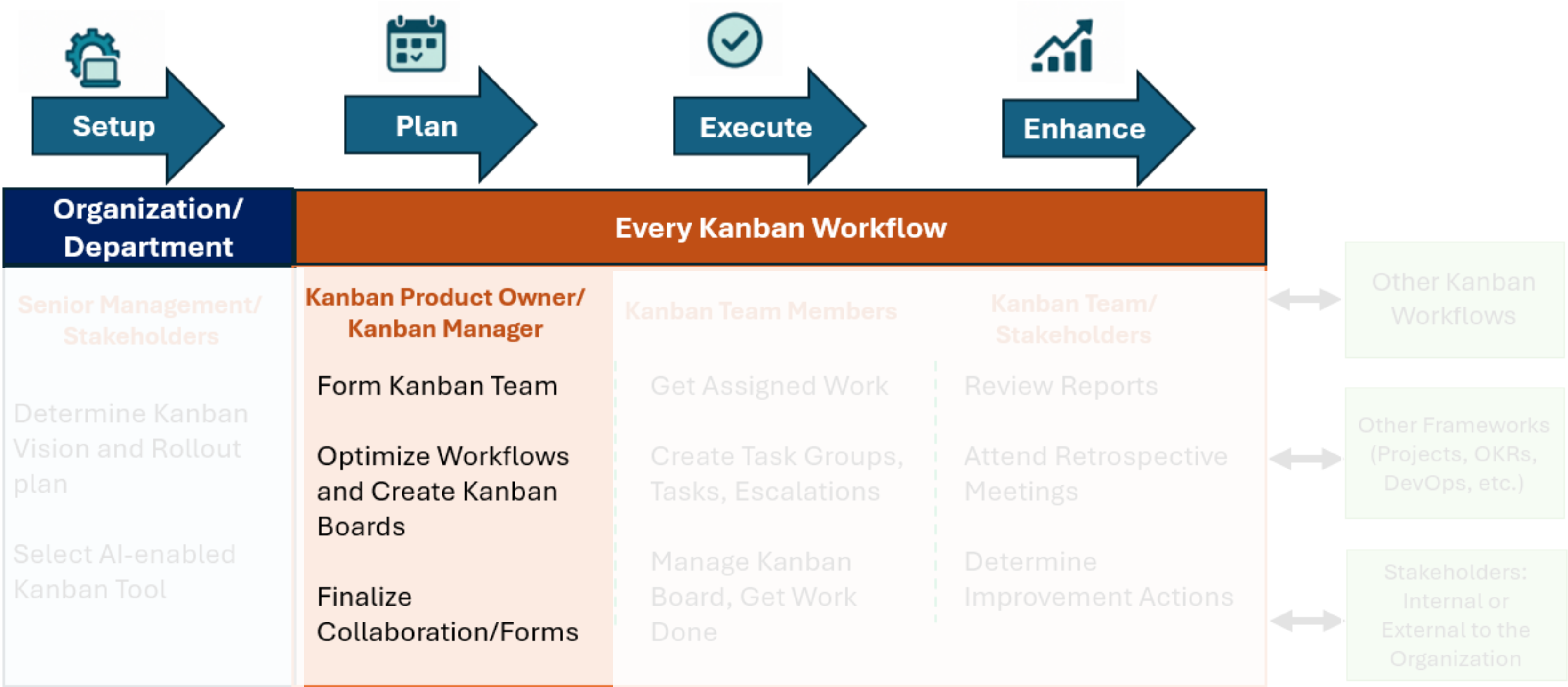
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2.b Overview of Kanban Framework



Kanban Product Owner and Kanban Manager:

- Kanban Product Owner defines the work, and sets priorities,.
- Kanban Manager focuses on workflow efficiency, removes obstacles.
- Same person can play both roles.

Form Kanban Team:

- Clear roles and responsibilities to manage work using Kanban

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Optimize Workflows and Create Kanban Boards:

- **Workflows** refer to the sequence of steps to complete tasks
- **Kanban Backlog** is a list of tasks, features, or issues for future execution
- **Kanban Boards** visually display work stages. Kanban Column Types:
 - To Do - backlog of tasks waiting to be started
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 - Escalated - Tasks that need approvals or special attention (issues, dependencies, blockers etc)
 - Done – completed Tasks
- **Optimizing ensures faster, smoother, and more efficient task movement.**
 - Limit Work in Progress (WIP) – setting a maximum number of tasks allowed in each column of the Kanban Board
 - Identify and Remove Bottlenecks - Monitor stages where tasks pile up or progress slows down
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2.b Overview of Kanban Framework



Finalize Collaboration and Forms :

- Set up collaboration tools and communication channels, so that the entire team works seamlessly together. Includes messages, notifications, chats, etc.

Collaboration may be with stakeholders of different types:



Same Workspace – For example, one Kanban team collaboratively working on tasks within the same workflow.



Within the Organization but outside the Workspace – For example, employees submitting leave requests to an HR Leave Management Workflow or submitting reimbursement requests to a Finance Expense Management Workflow.



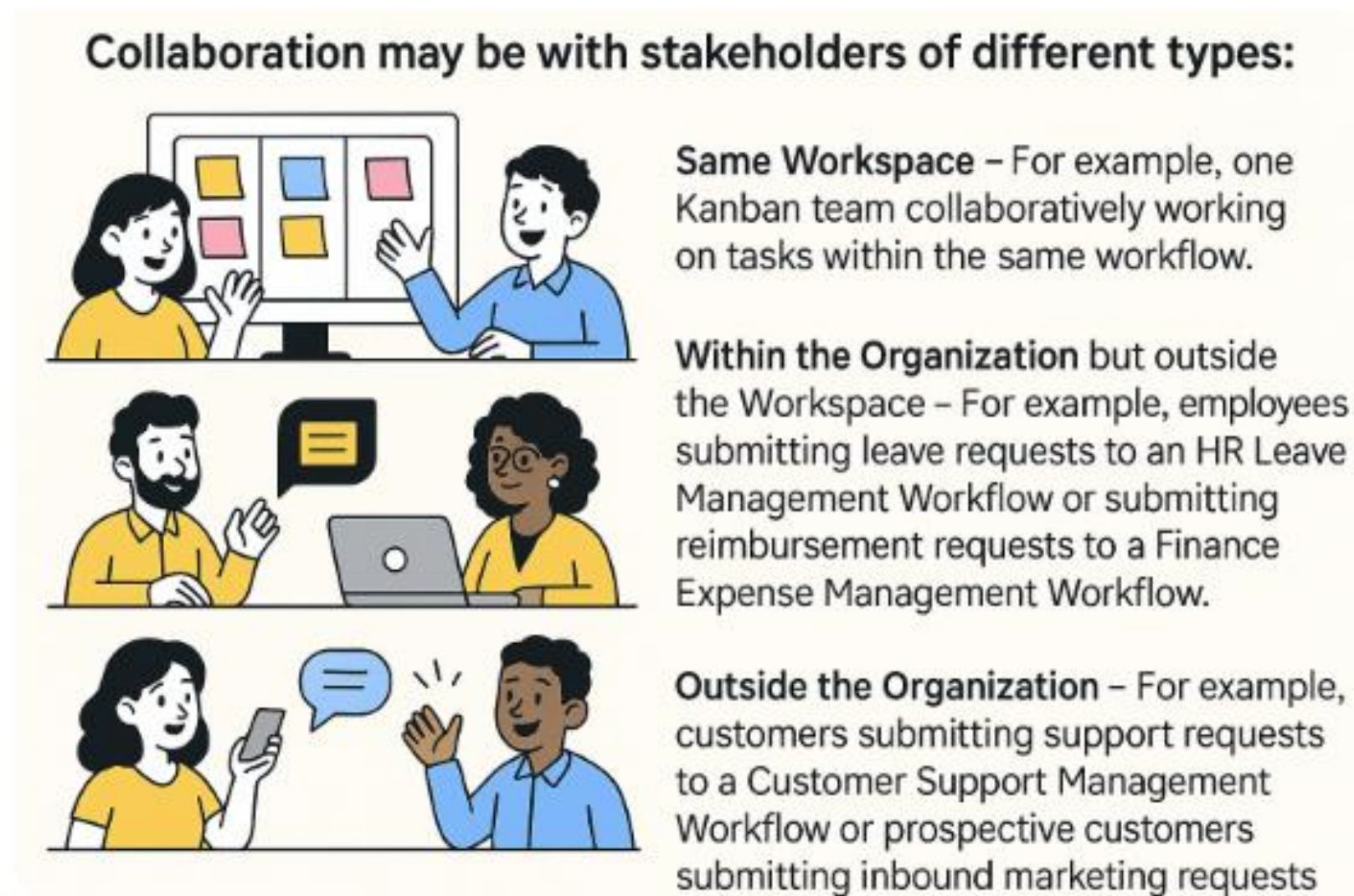
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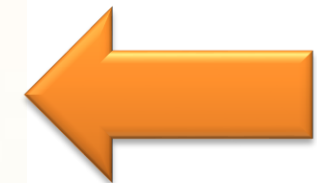
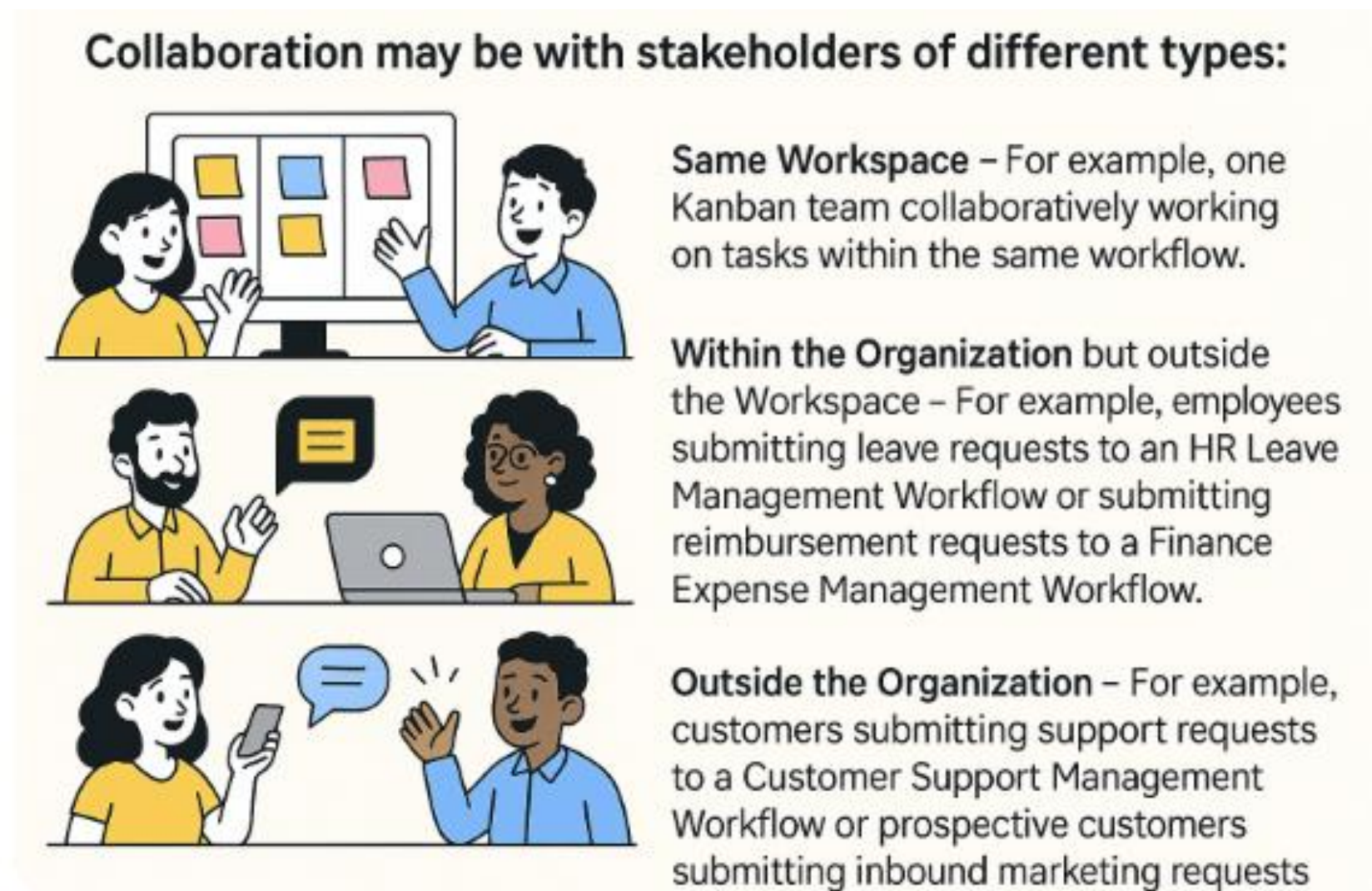


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2.b Overview of Kanban Framework



Forms (or APIs) are very powerful collaboration tools and can be used to:



Set up Kanban tasks in a predefined format.



Collect inputs from customers and stakeholders from inside or outside the organization



Fully configure workflows, as forms support most data types including text, numbers, attachments, dates, dropdowns, and more



Configure and automate responses to external stakeholders through customizable headers, footers, automated messages, etc.



Automate stakeholder notifications as tasks move through different stages in Kanban workflow



Leverage AI-powered messaging and templates to simplify and standardize communication



Gather feedback and rating from external stakeholders about performance workflow (e.g. customer support feedback)



Generate comprehensive reports to track multiple workflows and data points (e.g. total reimbursement requests per employee in a month)

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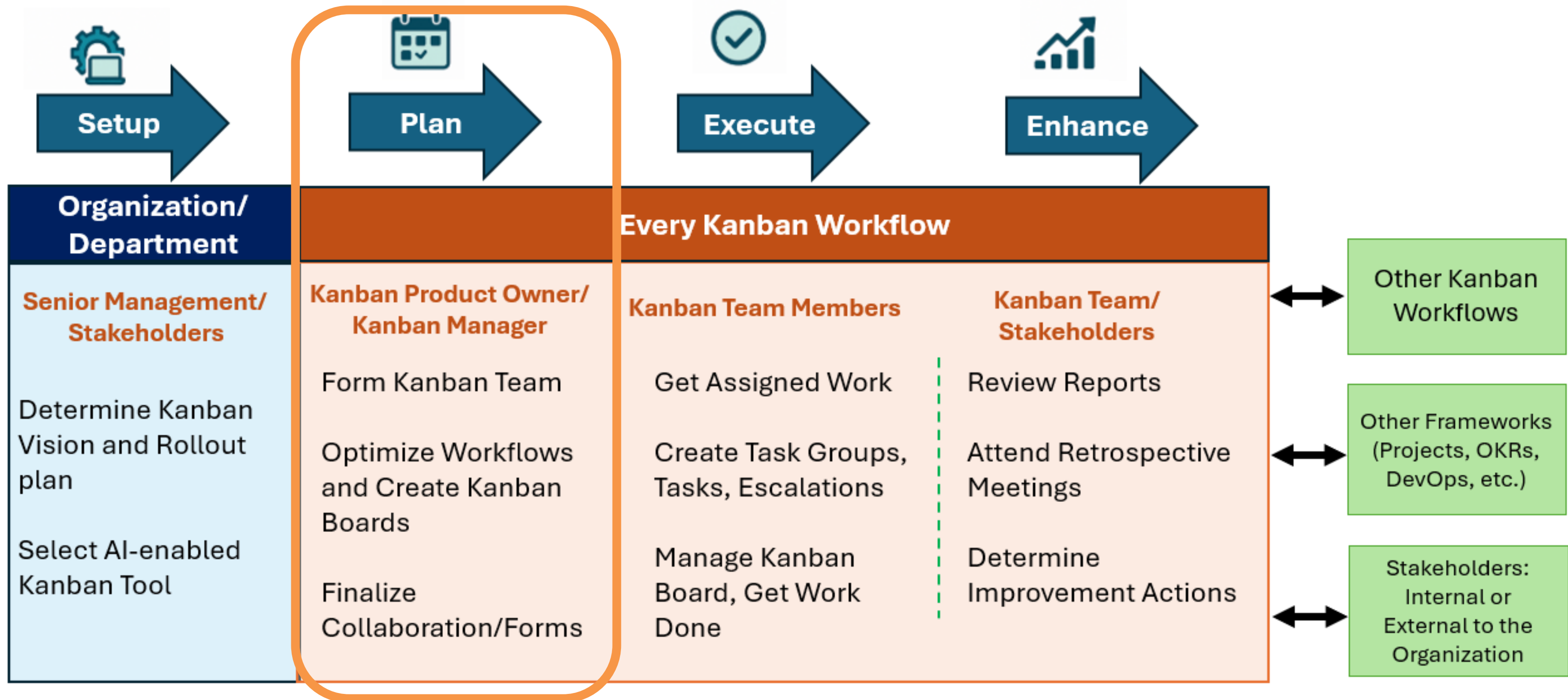
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2.b Overview of Kanban Framework





2.b Overview of Kanban Framework



Get Assigned Work:

- Receive tasks from the Kanban backlog, Planning phase, Form submissions from other stakeholders or teams, Escalations etc.

Create Task Groups/Tasks/Escalations:

- Task Groups are collections of related tasks
- Tasks are individual work items
- Escalations refer to tasks that need to be assigned to another workflow, or issues or blockers that need higher-level attention to resolve quickly

Manage Kanban Board, Get Work Done:

- Move Tasks in the Kanban Board as they complete each task in the workflow
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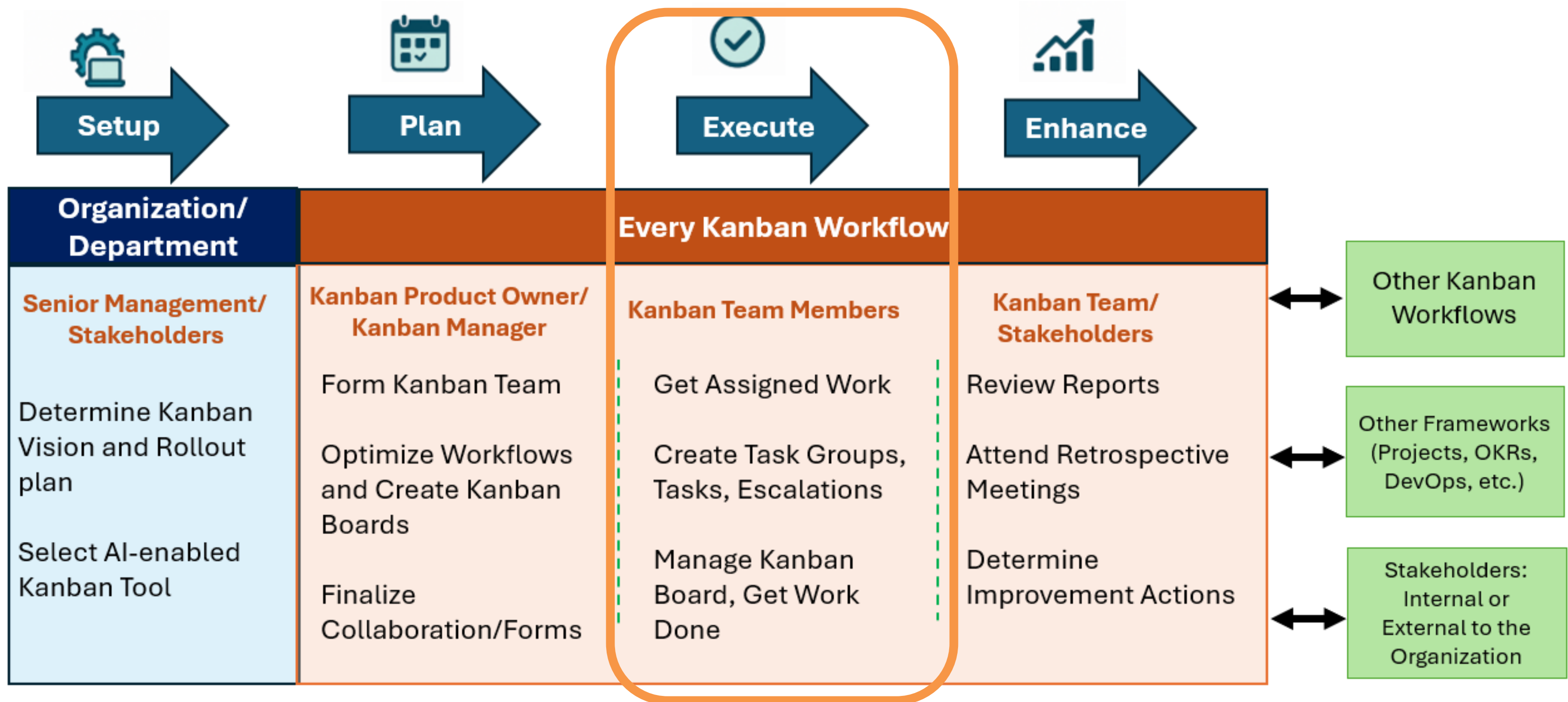
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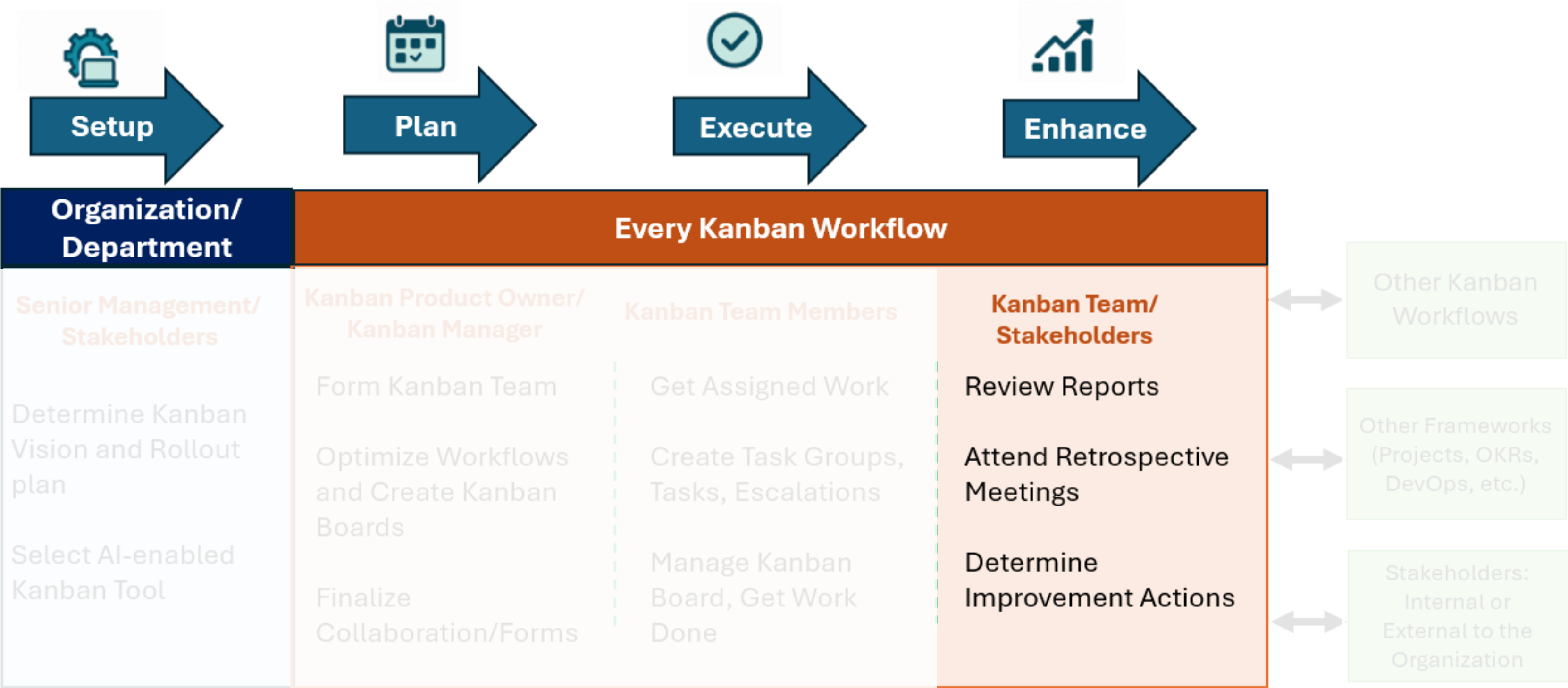
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Kanban Team / Stakeholders:

- Entire Kanban Team and all stakeholders involved.

Review Reports:

- Go through performance and progress reports to check how well the workflow performed
- Track Relevant Metrics to ensure faster delivery without sacrificing quality

Attend Retrospective Meetings:

- Team discusses what went well and what needs improvement

Determine Improvement Actions:

- Improve efficiency, reduce bottlenecks, and deliver better results in the next cycle

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- Track Relevant Metrics to ensure faster delivery without sacrificing quality

Attend Retrospective Meetings:

- Team discusses what went well and what needs improvement

Determine Improvement Actions:

- Improve efficiency, reduce bottlenecks, and deliver better results in the next cycle

2.b Overview of Kanban Framework



Kanban Team / Stakeholders:

- Entire Kanban Team and all stakeholders involved.

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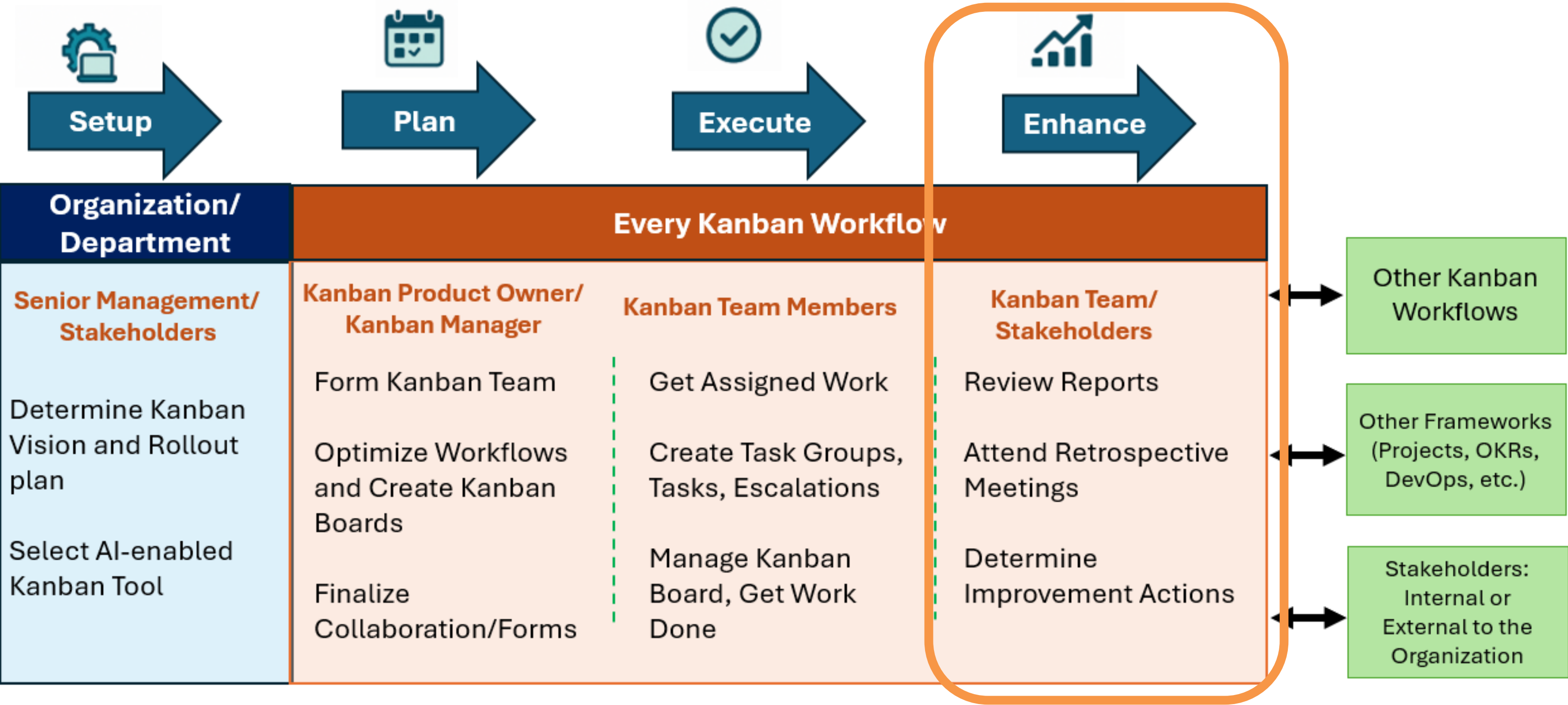
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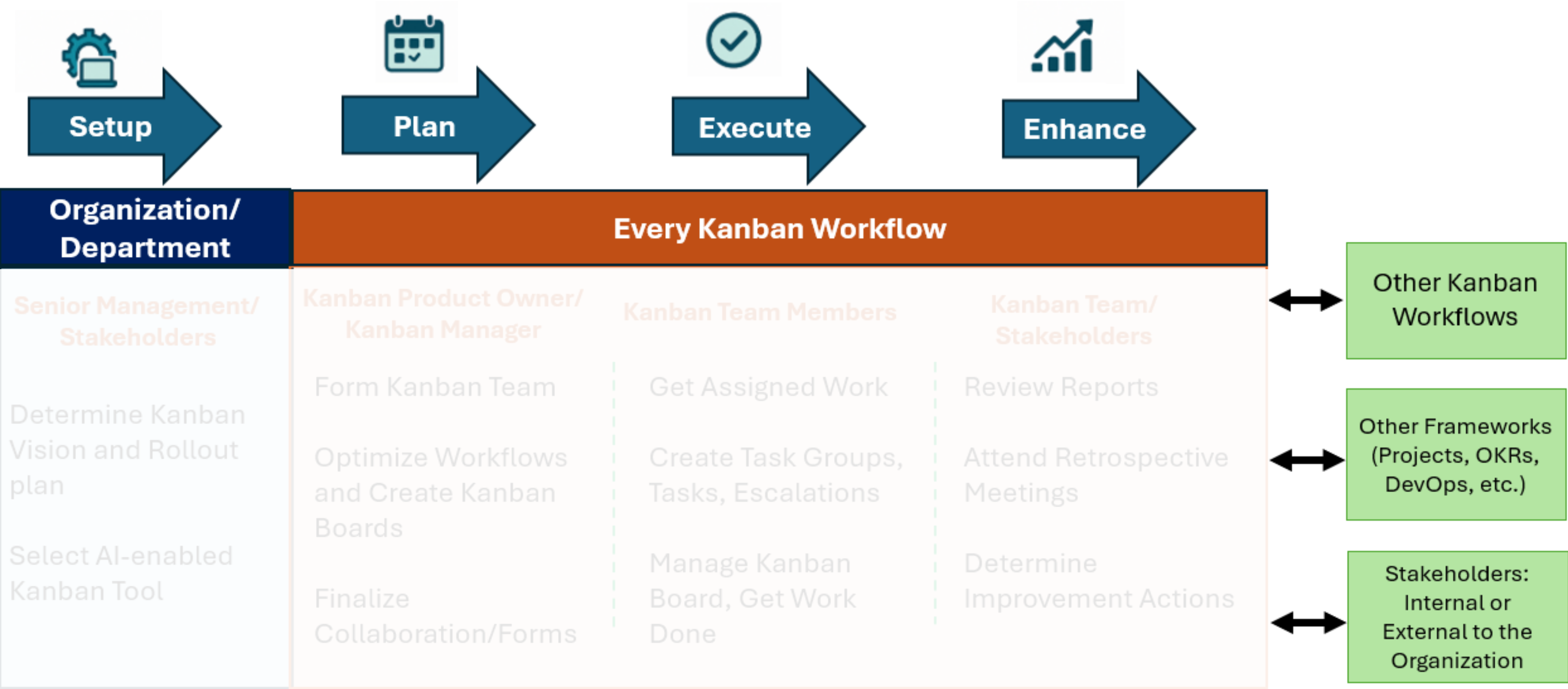
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2.b Overview of Kanban Framework



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Other Kanban Workflows:

- Share tasks, dependencies, and updates
- Ensure smooth coordination and consistency

Other Frameworks (Projects, OKRs, DevOps, etc.):

- Align tasks and timelines to improve efficiency.

Stakeholders: Internal or External to the Organization:

- Get work, collect feedback, share progress updates, and ensure that expectations are met

2.b Overview of Kanban Framework



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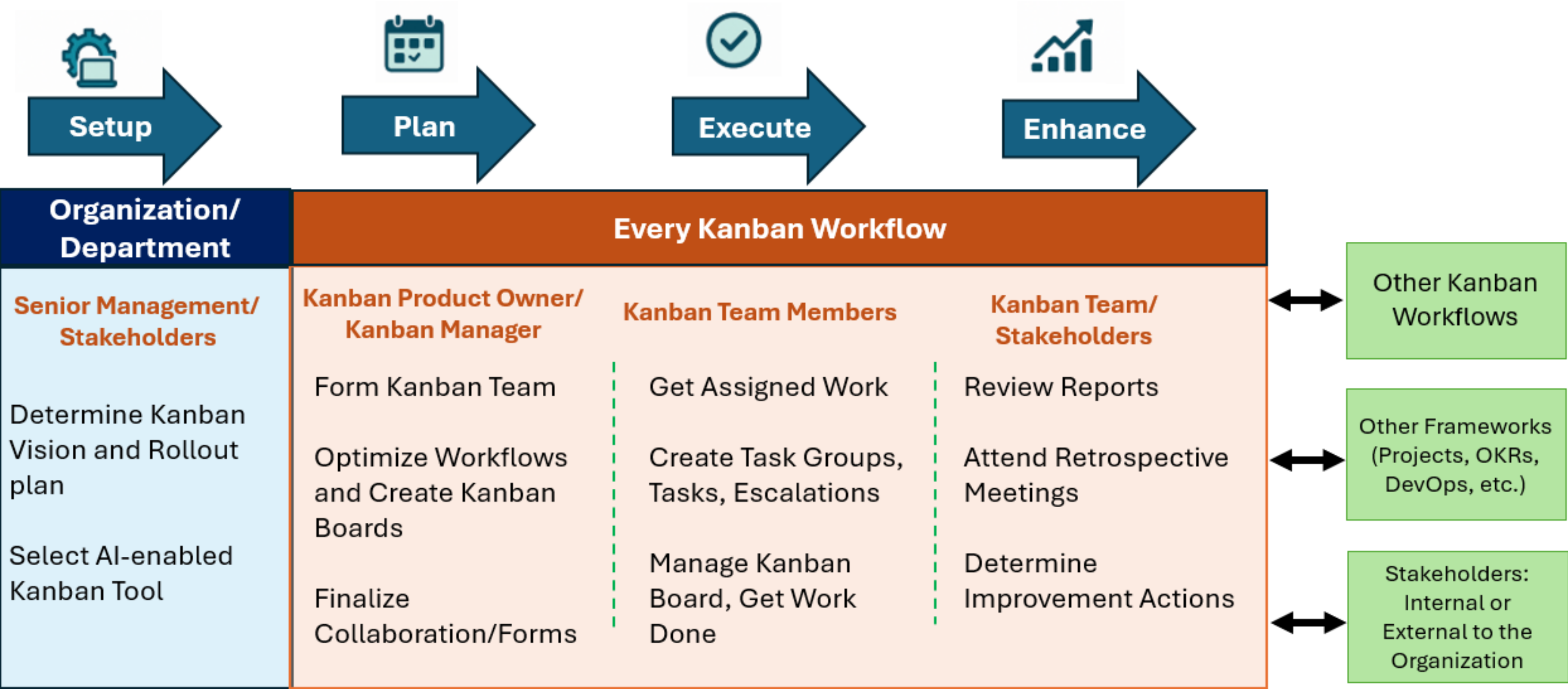
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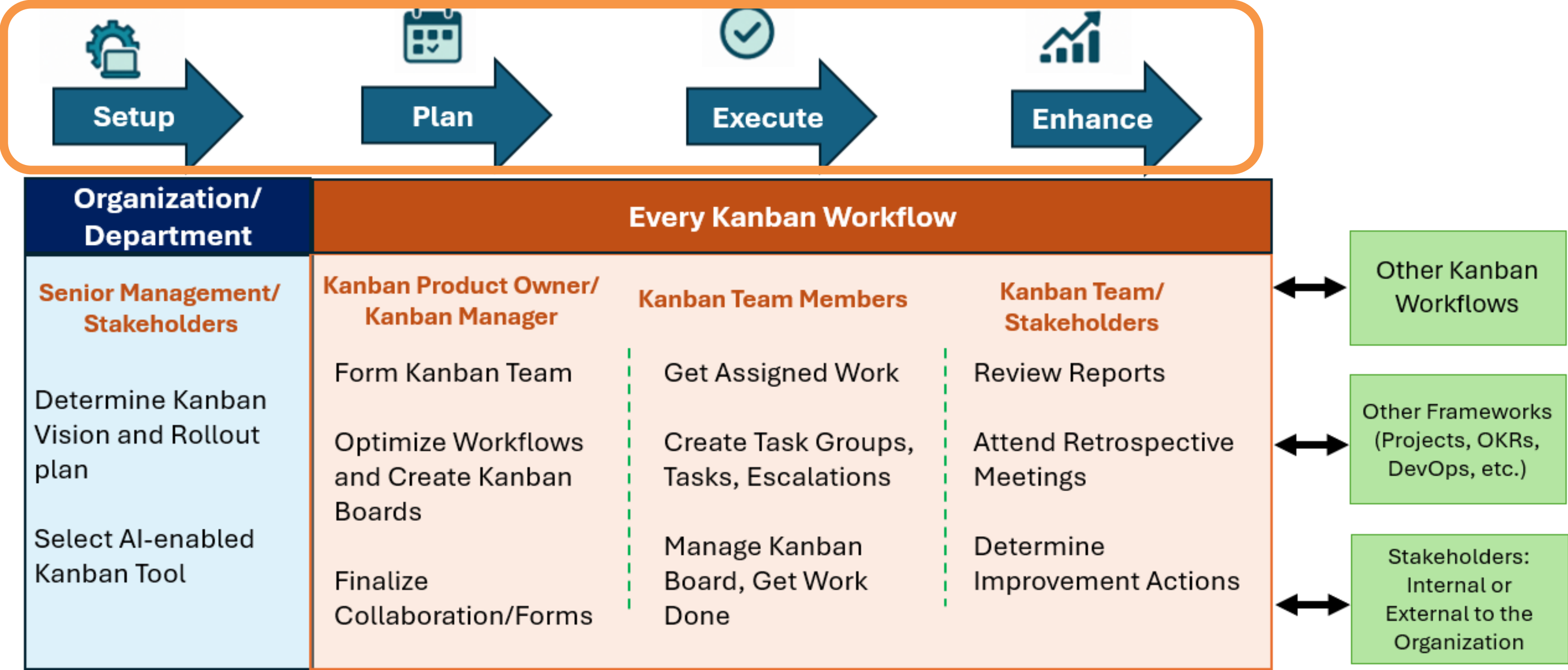
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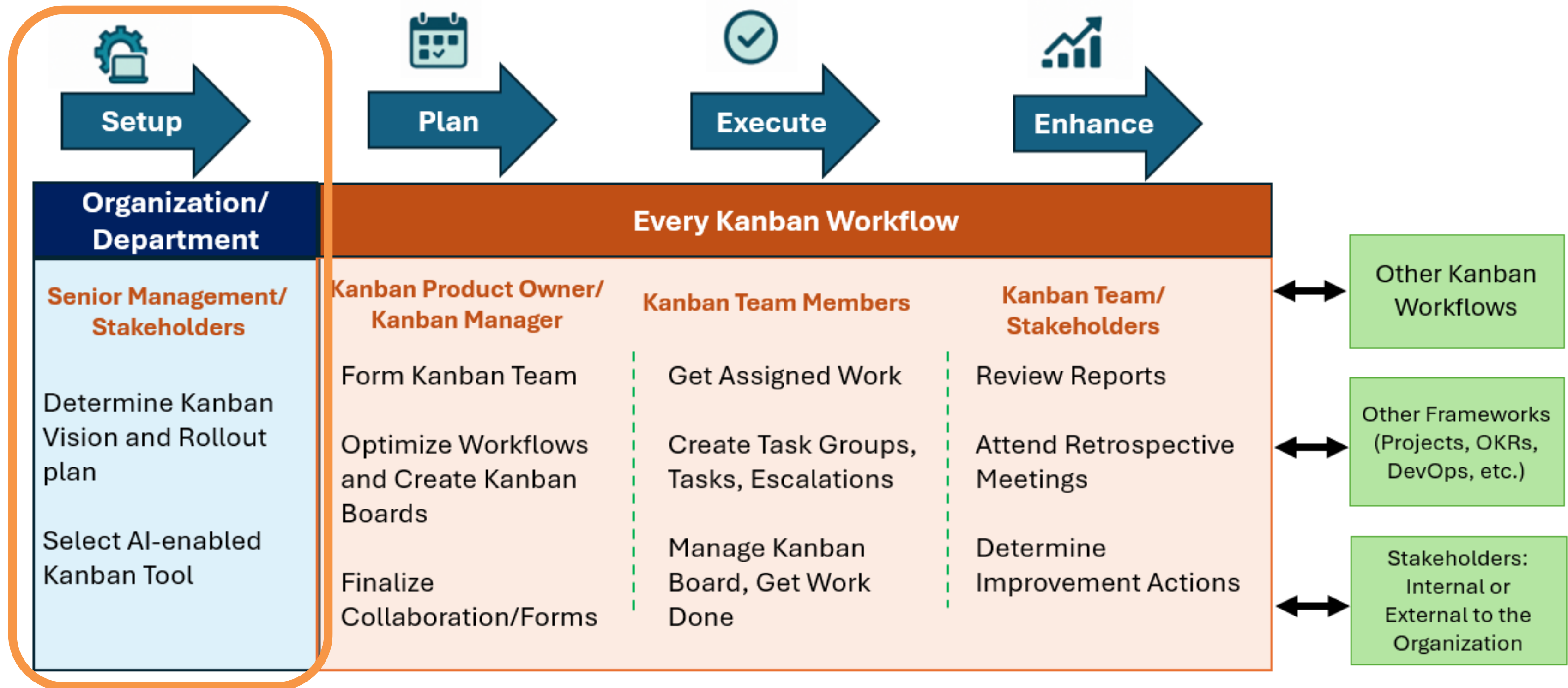
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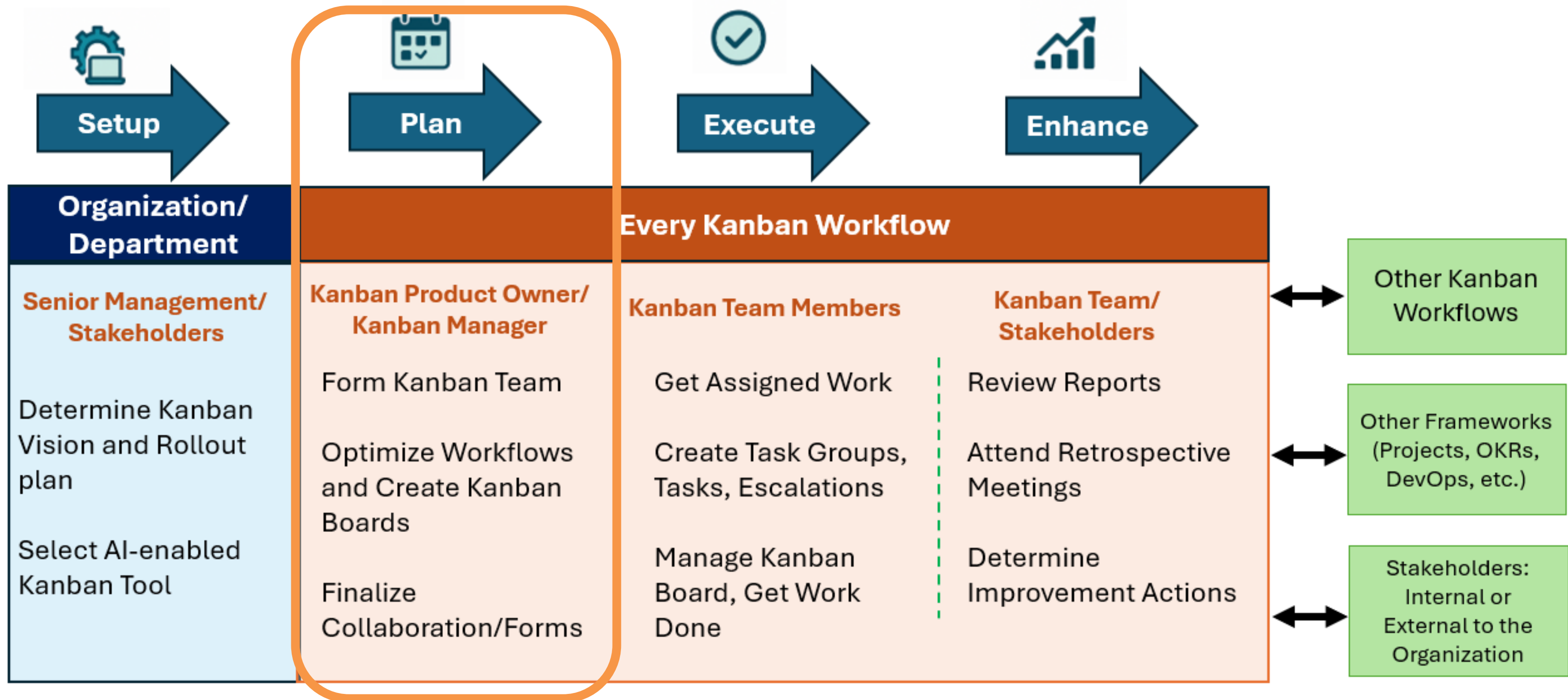
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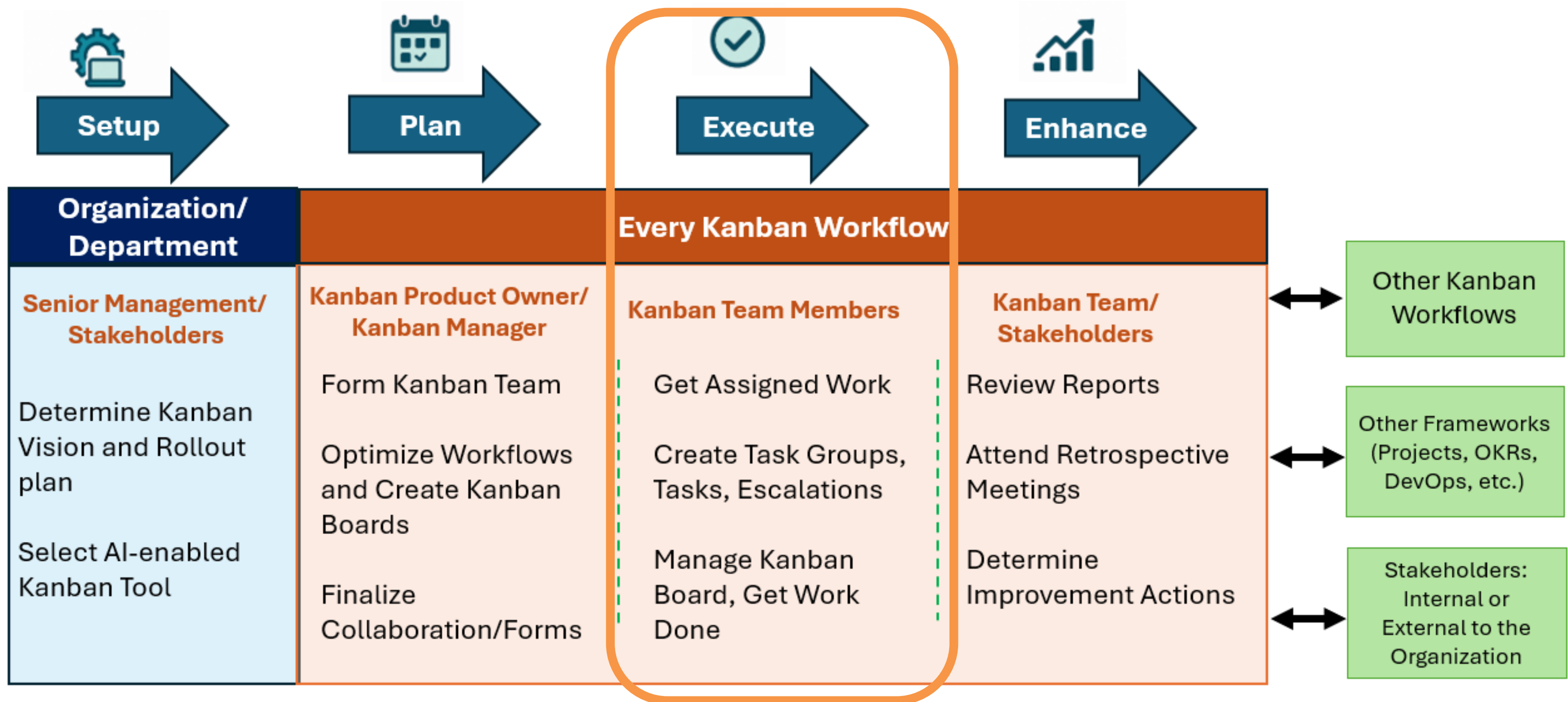
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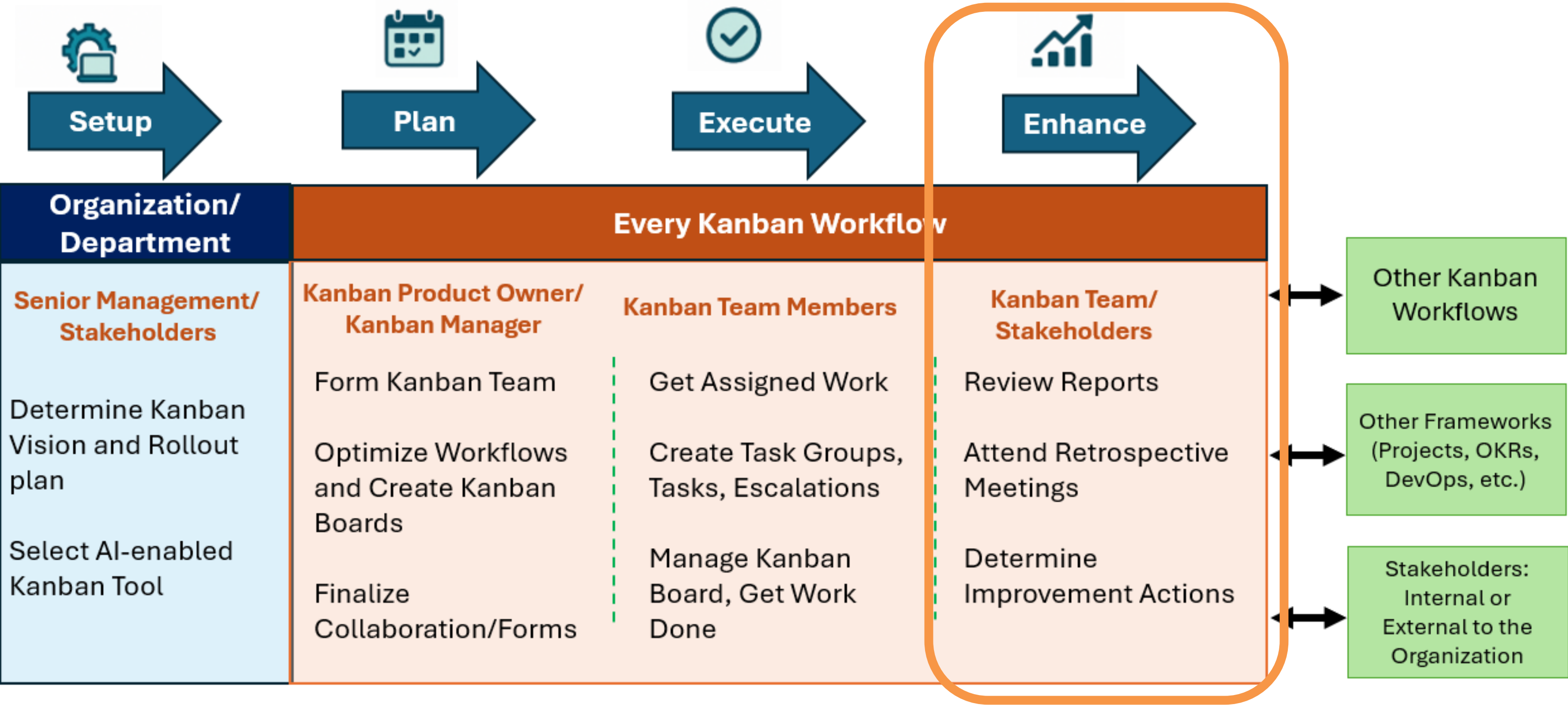
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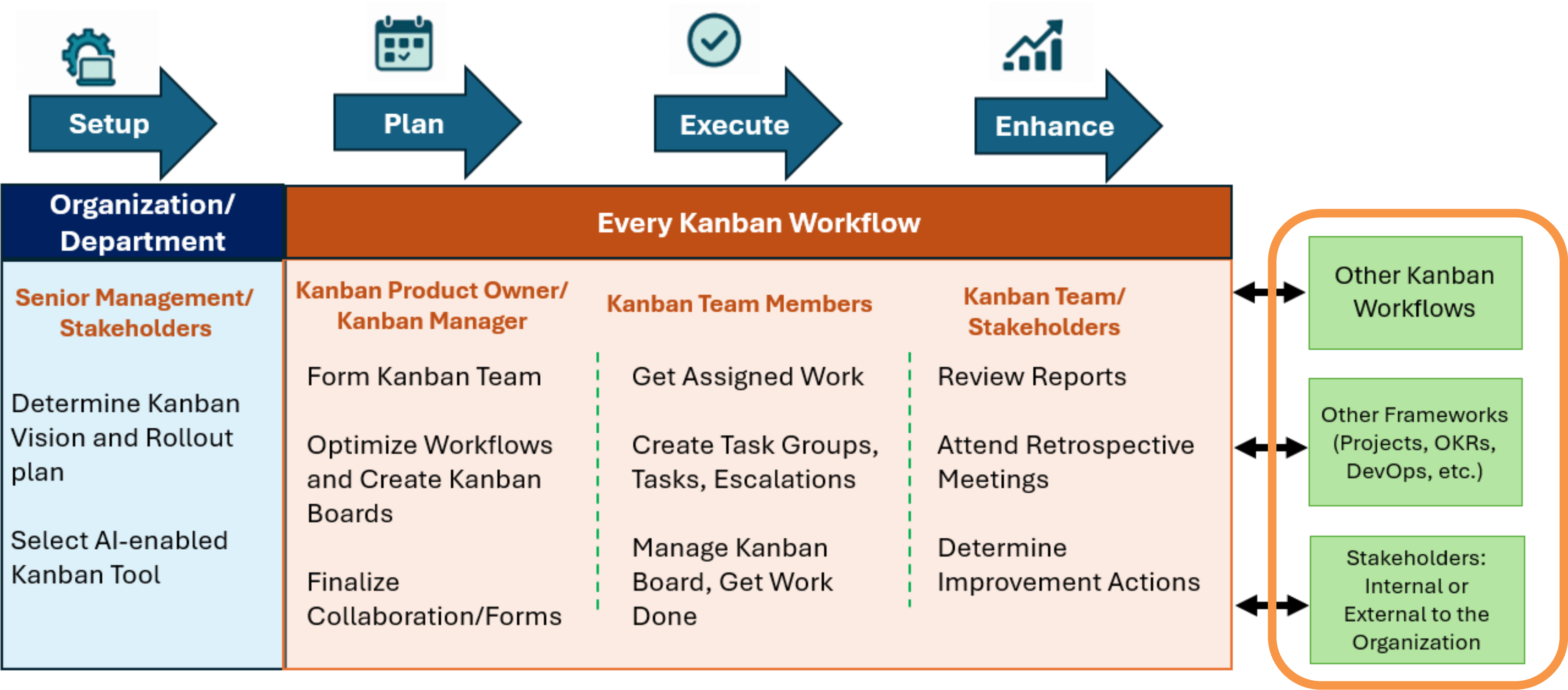
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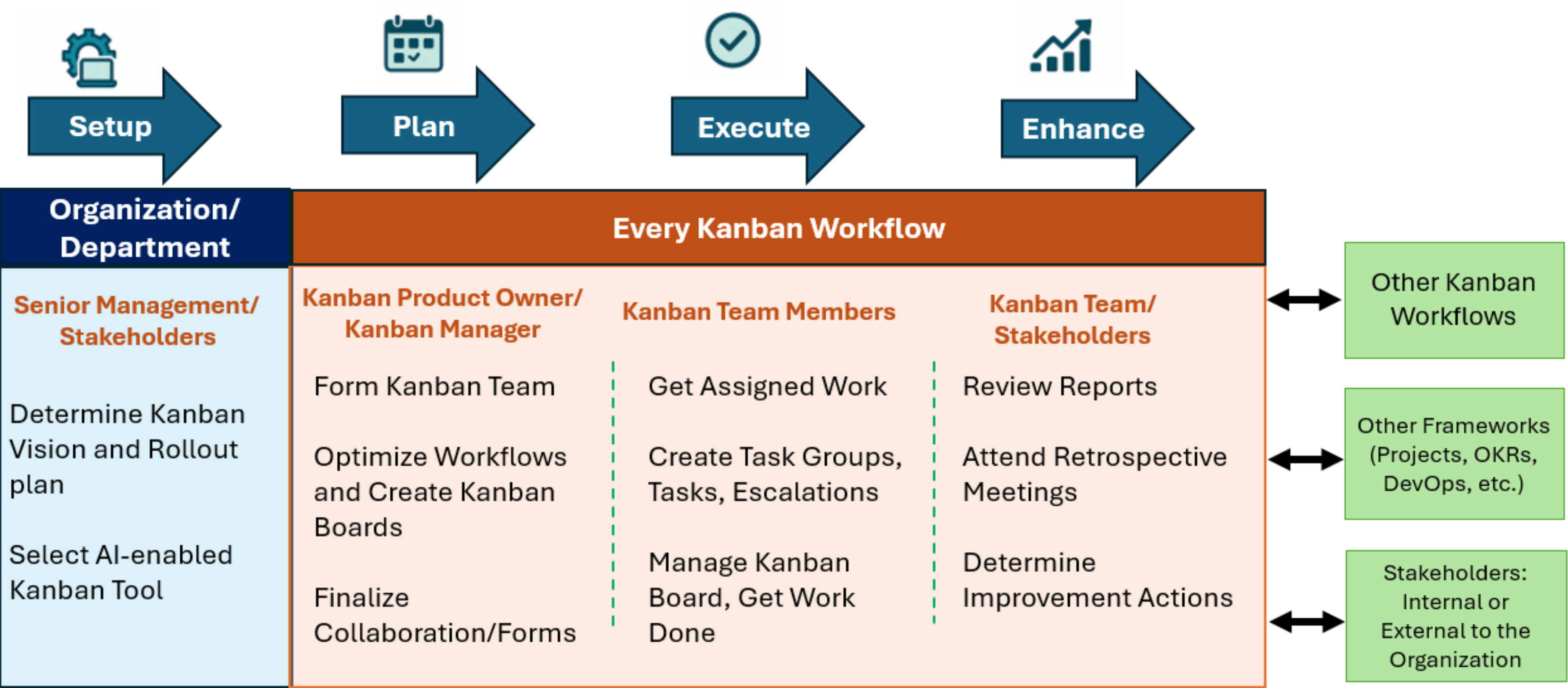


2.b Overview of Kanban Framework



2.b Overview of Kanban Framework





2.b Why use Kanban?



| 2.b Why use Kanban?

Visual Workflow Management

- Boards and cards to give a clear, real-time view of tasks, progress, and bottlenecks



| 2.b Why use Kanban?

Improved Efficiency

- Limit Work in Progress(WIP)
- Ensure focus on finishing existing tasks before starting new ones



2.b Why use Kanban?

Faster Delivery

- Continuous flow helps deliver value quickly
- Reduces Delays
- Improves time-to-market



2.b Why use Kanban?

Flexibility & Adaptability

- Accommodate changing priorities easily
- No disruption to entire workflow



| 2.b Why use Kanban?

Enhanced Collaboration

- Teams and stakeholders aligned
- Visual boards, updates, and clear responsibilities.



2.b Why use Kanban?

Data-Driven Improvements

- Metrics and Reports help identify areas for process improvement



2.b Why use Kanban?

Scalability Across Teams

- Works for individuals, small teams, or entire organizations
- integrates with other frameworks seamlessly.



2.b Why use Kanban?

- Visual Workflow Management
- Improved Efficiency
- Faster Delivery
- Flexibility & Adaptability
- Enhanced Collaboration
- Data-Driven Improvements
- Scalability Across Teams



2.b Why use Kanban?

Expansion of Kanban Over 25 Years

- **2000–2005:** Kanban moved beyond manufacturing into software and IT workflows
- **2005–2010:** Early adoption and hybrid methods like Scrumban helped popularize Kanban
- **2010–2020:** Adoption accelerated worldwide as organizations discovered its flexibility for project management and operations
- **2020–2025:** Over 85–90% of organizations using Kanban plan to expand it across more teams
- Kanban software market has grown into billions of dollars and includes tools such as Vabro.ai, Asana, Clickup, Monday, Jira etc.

Kanban usage has spread beyond IT into HR, Sales, Marketing, Finance, Operations and other departments. Cloud-based Kanban tools and remote work trends have fueled massive growth and broader adoption globally.

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12-minute Break

1. Webinar Format and Prerequisites
2. Understanding Kanban Concepts
 - a. Brief History of Kanban
 - b. Kanban Roles, Overview and Why use Kanban? 

12 minute Health Break



Optional – Please review “Kanban Roles, Overview and Why Use Kanban” in the Webinar Reference Document

After the break – 12 question Quiz about Kanban Roles, Overview and Why use Kanban?

| 2.b Overview of Kanban and why Use Kanban? (Ques 1 of 12)



Quiz Question

Which of the following lists the important roles in Kanban?

- a) Scrum Master, Product Owner, Developers, Tester
- b) Kanban Product Owner, Kanban Manager, Kanban Team Members, Stakeholders
- c) Chef, Waiter, Manager, Customer
- d) Project Sponsor, QA Lead, Business Analyst, End Users

Please select the correct option. The correct answer and justification will be shown on the next slide.

| 2.b Overview of Kanban and why Use Kanban? (Ans 1 of 12)

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- c) Chef, Waiter, Manager, Customer
- d) Project Sponsor, QA Lead, Business Analyst, End Users

Correct Answer

Option b)

Justification

- The important roles in **Kanban** include:
 1. **Kanban Product Owner** – Defines work and priorities.
 2. **Kanban Manager** – Facilitates smooth workflow and improvements.
 3. **Kanban Team Members** – Execute tasks and deliver value.
 4. **Stakeholders** – Provide feedback and ensure alignment with goals.

Other options mention roles from Scrum, general project management, or even a restaurant, so they are incorrect or humorous.

| 2.b Overview of Kanban and why Use Kanban? (Ques 2 of 12)



Quiz Question

Which of the following best describes the role of a Kanban Manager?

- a) Manages the Kanban Board, removes obstacles, monitors metrics, drives continuous improvement, and facilitates effective execution
- b) Writes code for the Kanban software and manages IT servers
- c) Designs marketing posters and social media content for Kanban adoption
- d) Orders lunch for the Kanban team during meetings

Please select the correct option. The correct answer and justification will be shown on the next slide.

2.b Overview of Kanban and why Use Kanban? (Ans 2 of 12)

Quiz Question

Which of the following best describes the role of a Kanban Manager?

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- b) Writes code for the Kanban software and manages IT servers
- c) Designs marketing posters and social media content for Kanban adoption
- d) Orders lunch for the Kanban team during meetings

Correct Answer

Option a)

Justification

The **Kanban Manager** plays a critical role in ensuring smooth workflow by:

- **Managing the Kanban Board** to maintain clarity on tasks.
- **Removing obstacles** that hinder progress.
- **Monitoring metrics** to track efficiency and quality.
- **Driving continuous improvement** for better performance.
- **Facilitating or coaching** the team for effective execution.

Other options are unrelated or humorous and do not reflect the real responsibilities of a Kanban Manager.



| 2.b Overview of Kanban and why Use Kanban? (Ques 3 of 12)



Quiz Question

What is the main responsibility of Kanban Team Members?

- a) Approving budgets for the entire organization
- b) Writing company policies and HR guidelines
- c) Designing the company's office layout and furniture plan
- d) Collaborating effectively and executing tasks to deliver expected results

Please select the correct option. The correct answer and justification will be shown on the next slide.

| 2.b Overview of Kanban and why Use Kanban? (Ans 3 of 12)

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- d) Collaborating effectively and executing tasks to deliver expected results

Correct Answer

Option d)

Justification

Kanban Team Members are primarily responsible for:

- **Collaborating effectively** within the team.
- **Executing tasks** as per priorities on the Kanban board.
- **Delivering expected results** efficiently to maintain workflow.

| 2.b Overview of Kanban and why Use Kanban? (Ques 4 of 12)



Quiz Question

How many phases is the **Kanban Framework** divided into, and which of the following lists them correctly?

- a) Two phases – Design and Deployment
- b) Three phases – Start, Manage, Close
- c) Four phases – Setup, Plan, Execute, and Enhance
- d) Five phases – Initiate, Plan, Build, Test, Deliver

Please select the correct option. The correct answer and justification will be shown on the next slide.

| 2.b Overview of Kanban and why Use Kanban? (Ans 4 of 12)



Quiz Question

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Correct Answer

Option c)

Justification

- The **Kanban Framework** is divided into **four key phases**:
 1. Setup
 2. Plan
 3. Execute
 4. Enhance

| 2.b Overview of Kanban and why Use Kanban? (Ques 5 of 12)



Quiz Question

What is the **first step** in Kanban Implementation to ensure alignment with the company's structure and goals?

- a) Executing tasks directly without any planning
- b) Creating individual Kanban boards for personal tasks only
- c) Skipping setup and starting with process automation
- d) Beginning with Setup at the organizational or departmental level

Please select the correct option. The correct answer and justification will be shown on the next slide.

2.b Overview of Kanban and why Use Kanban? (Ans 5 of 12)

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Correct Answer

Option d)

Justification

- **Kanban Implementation** starts with the **Setup phase** at the **organizational or departmental level**.
- This ensures the **Kanban initiative aligns with the company's structure, goals, and workflows** before moving to planning, execution, and enhancement.

| 2.b Overview of Kanban and why Use Kanban? (Ques 6 of 12)



Quiz Question

Which of the following best describes the capabilities of a **high-quality AI-enabled Kanban Tool**?

- a) Only creates simple task lists without any automation or analytics.
- b) Focuses exclusively on manual board setup with no AI assistance.
- c) Provides basic Kanban boards but lacks collaboration or analytics features.
- d) Creates entire workflows, Kanban Boards, Collaboration Forms, OKRs, suggests best practices, and offers AI-powered analytics and reporting using AI prompts.

Please select the correct option. The correct answer and justification will be shown on the next slide.

| 2.b Overview of Kanban and why Use Kanban? (Ans 6 of 12)

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Correct Answer

Option d)

Justification

- A **high-quality AI-enabled Kanban Tool** goes beyond basic board creation.
- It uses **AI prompts** to:
 1. **Create entire workflows & Kanban Boards** automatically.
 2. **Build Collaboration Forms** and **OKRs** aligned with goals.
 3. Suggest **best practices** for workflows.
 4. Provide **AI-powered analytics & reporting** for decision-making.

| 2.b Overview of Kanban and why Use Kanban? (Ques 7 of 12)



Quiz Question

Which of the following best explains the main benefit of **optimizing** Kanban workflows?

- a) It eliminates the need for team collaboration altogether.
- b) It focuses only on increasing the number of tasks in progress at once.
- c) It ensures faster, smoother, and more efficient task movement through the workflow.
- d) It replaces all manual processes with unrelated automation tools.

Please select the correct option. The correct answer and justification will be shown on the next slide.

| 2.b Overview of Kanban and why Use Kanban? (Ans 7 of 12)

Quiz Question

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Correct Answer

Option c)

Justification

- **Optimizing Kanban workflows** means improving processes to:
 1. Reduce bottlenecks
 2. Streamline task flow
 3. Enhance team efficiency
 4. Deliver value faster

| 2.b Overview of Kanban and why Use Kanban? (Ques 8 of 12)



Quiz Question

What are **Task Groups** in Kanban?

- a) Individual tasks assigned to a single team member
- b) Collections of related tasks grouped together
- c) Completed tasks moved to the Done column
- d) Random tasks with no common objective

Please select the correct option. The correct answer and justification will be shown on the next slide.

| 2.b Overview of Kanban and why Use Kanban? (Ans 8 of 12)



Quiz Question

What are **Task Groups** in Kanban?

- a) Individual tasks assigned to a single team member
- b) Collections of related tasks grouped together
- c) Completed tasks moved to the Done column
- d) Random tasks with no common objective

Correct Answer

Option b)

Justification

- **Task Groups** in Kanban are **collections of related tasks** combined under one objective or theme.
- This grouping helps in **organizing work**, tracking **overall progress**, and simplifying **workflow visualization**.

| 2.b Overview of Kanban and why Use Kanban? (Ques 9 of 12)



Quiz Question

What is the main focus of the **Enhance Phase** in the Kanban Framework?

- a) Setting up the Kanban Board for the first time
- b) Assigning budgets and financial approvals for the Kanban project
- c) Designing marketing materials for Kanban adoption
- d) Tracking relevant metrics to ensure faster delivery without sacrificing quality

Please select the correct option. The correct answer and justification will be shown on the next slide.

| 2.b Overview of Kanban and why Use Kanban? (Ans 9 of 12)

Quiz Question

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Correct Answer

Option d)

Justification

- In the **Enhance Phase**, the **Kanban Team** and **Stakeholders**:
 1. **Track key metrics** like cycle time, throughput, and lead time.
 2. Ensure **continuous improvement** in workflow efficiency.

| 2.b Overview of Kanban and why Use Kanban? (Ques 10 of 12)



Quiz Question

What does **Visual Workflow Management** in Kanban help teams achieve?

- a) It hides task details to reduce team involvement.
- b) It uses boards and cards to give a clear, real-time view of tasks, progress, and bottlenecks.
- c) It focuses only on financial budgeting for the project.
- d) It replaces all team meetings with automated emails.

Please select the correct option. The correct answer and justification will be shown on the next slide.

| 2.b Overview of Kanban and why Use Kanban? (Ans 10 of 12)

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Correct Answer

Option b)

Justification

- **Visual Workflow Management** in Kanban uses **boards** (for workflow stages) and **cards** (for tasks) to:
 1. Show **real-time progress**.
 2. Identify **bottlenecks** quickly.
 3. Improve **team collaboration** and **transparency**.

| 2.b Overview of Kanban and why Use Kanban? (Ques 11 of 12)



Quiz Question

Which statement best describes **Scalability Across Teams** in Kanban?

- a) Kanban can only be applied to individual tasks and does not integrate with other frameworks.
- b) Kanban can scale from individuals to small teams to entire organizations while integrating seamlessly with other frameworks.
- c) Kanban is limited to software development projects and cannot support operational workflows.
- d) Kanban requires a complete organizational restructuring before scaling across teams.

Please select the correct option. The correct answer and justification will be shown on the next slide.

| 2.b Overview of Kanban and why Use Kanban? (Ans 11 of 12)

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Correct Answer

Option b)

Justification

- Kanban is highly **scalable** and works at different levels:
 1. **Individuals** → For personal productivity.
 2. **Small Teams** → For collaborative projects.
 3. **Organizations** → For enterprise-wide workflows.
- It integrates with other frameworks like **Scrum**, **DevOps**, or **OKRs** seamlessly.

| 2.b Overview of Kanban and why Use Kanban? (Ques 12 of 12)



Quiz Question

Which factor has most significantly contributed to the **global growth and adoption** of Kanban tools in recent years?

- a) Limiting Kanban tools to on-premise use for security reasons
- b) Reducing collaboration features to focus on individual productivity only
- c) The rise of cloud-based Kanban tools combined with increasing remote work trends
- d) Restricting Kanban to manufacturing workflows exclusively

Please select the correct option. The correct answer and justification will be shown on the next slide.

| 2.b Overview of Kanban and why Use Kanban? (Ans 12 of 12)

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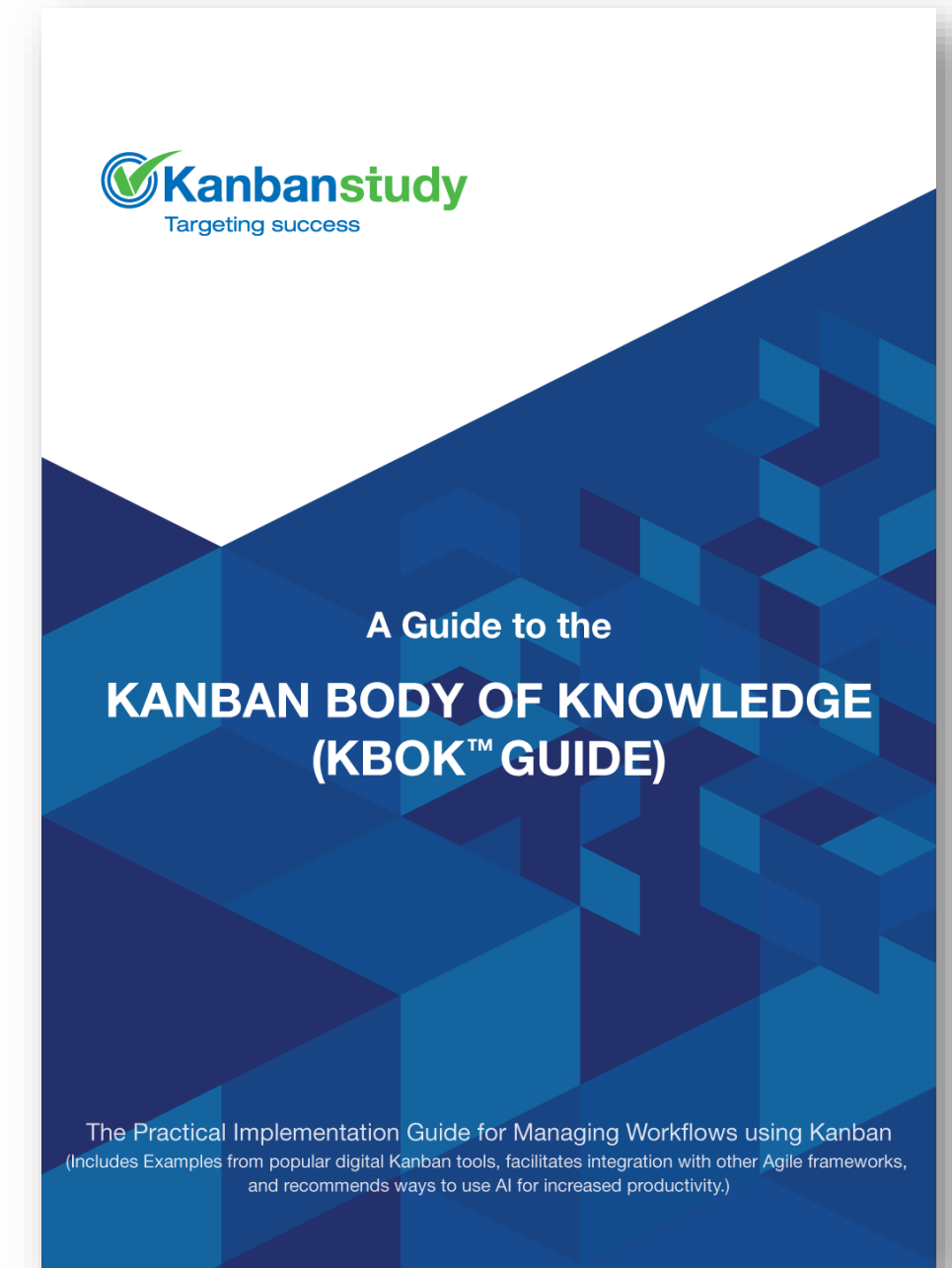
Correct Answer

Option c)

Justification

- The **massive growth** and **global adoption** of Kanban tools are primarily driven by:
 1. **Cloud-based platforms** enabling access from anywhere.
 2. **Remote work trends** demanding real-time collaboration and transparency.
 3. Integration with **team communication tools** and **project management ecosystems**.

1. Webinar Format and Prerequisites
2. Understanding Kanban Concepts
 - a. Brief History of Kanban
 - b. Kanban Roles, Overview and Why use Kanban?
 - c. Why use the KBOK™ Guide? 
 - d. Kanban Principles
 - e. Kanban Metrics and Reports
 - f. Kanban Processes
3. Next Steps
4. All ready for the KEC™ Certification!



| 2.c Why use the KBOK™ Guide?

Practical, Contemporary and Supports AI

	Other Kanban Books	KBOK™ Guide
1.	Overly theoretical, lengthy and lack practical examples	Practical and relevant
2.	No mention of contemporary topics such as AI, or Kanban Tools	Includes Contemporary concepts and AI
3.	No practical use with any tool	Practical implementation with Vabro.ai – a leading AI-powered SaaS Kanban Tool
4.	Very rudimentary (fewer than 50 pages), or extremely lengthy and non-relevant	Very comprehensive but follows the 80-20 rule; detailed Role Guide to focus on what you need to learn for your specific role
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3.	No practical use with any tool	Practical implementation with Vabro.ai – a leading AI-powered SaaS Kanban Tool
4.	Very rudimentary (fewer than 50 pages), or extremely lengthy and non-relevant	Very comprehensive but follows the 80-20 rule; detailed Role Guide to focus on what you need to learn for your specific role
5.	No alignment with other frameworks	Aligns with other Frameworks including Scrum, OKRs, DevOps, etc.

2.c Why use the KBOK™ Guide?

Practical, Contemporary and Supports AI

	Other Kanban Books	KBOK™ Guide
1.	Overly theoretical, lengthy and lack practical examples	Practical and relevant
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Easily organized and Fun to Read!

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 - d. Kanban Principles 
 - e. Kanban Metrics and Reports
 - f. Kanban Processes
3. Next Steps
4. All ready for the KEC™ Certification!



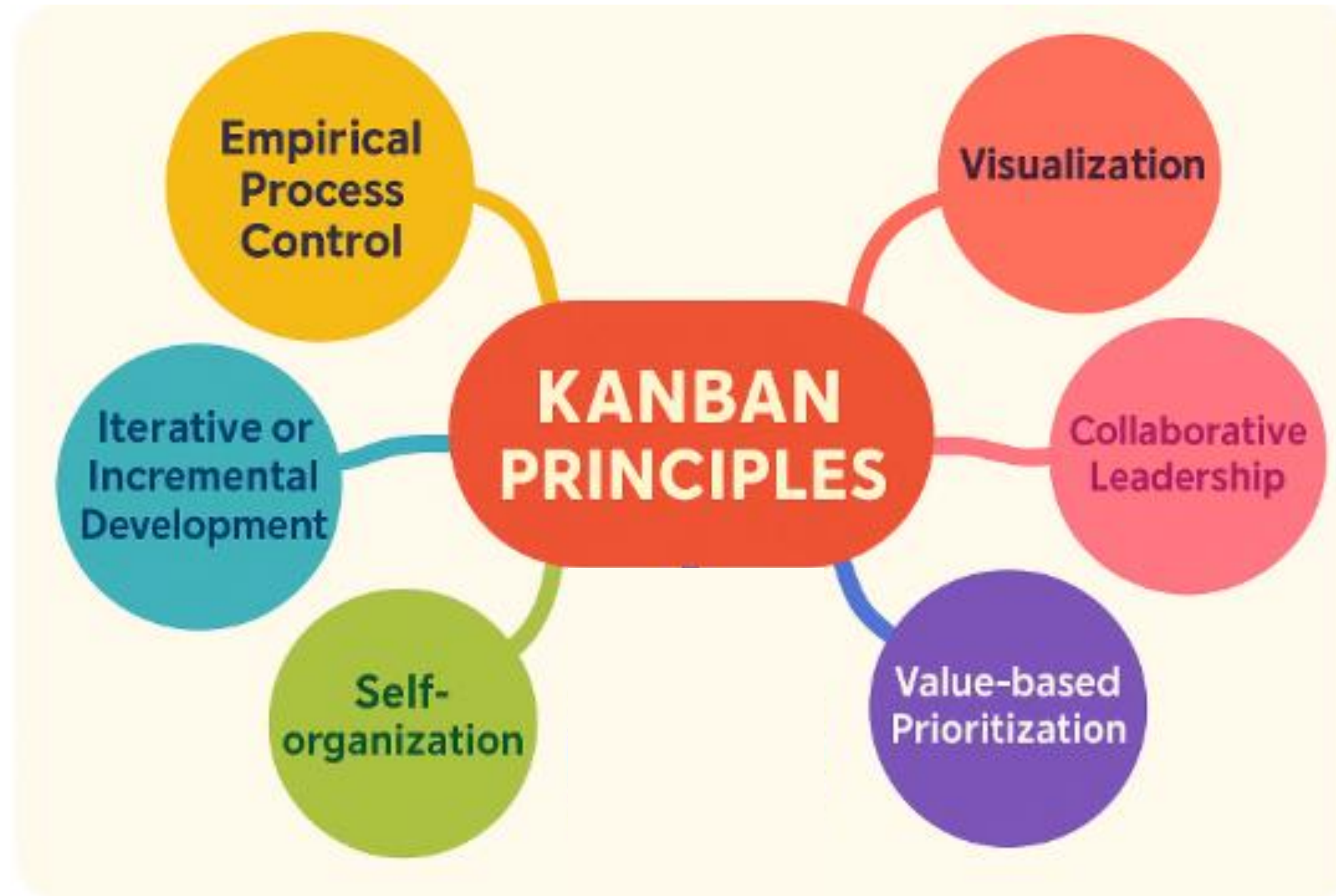
2.d Kanban Principles

- Core guidelines for applying the Kanban framework
- Should mandatorily be used in all Kanban Workflows
- Non-negotiable and should be kept intact



Understanding the basics of Kanban Principles is sufficient for this webinar.

2.d Kanban Principles



2.d Kanban Principles

Empirical Process Control

- Rely on real data and observation to make decisions
- Teams learn and improve by analyzing actual results



2.d Kanban Principles

Iterative or Incremental Development

- Work is done in small, manageable pieces
- Continuous improvement and quick adaptation to change



2.d Kanban Principles

Collaborative Leadership

- Shared responsibility and teamwork
- Team members work together to solve problems



2.d Kanban Principles

Value-based Prioritization

- Tasks are prioritized based on the value they bring to the customer or organization
- Most impactful work is done first



2.d Kanban Principles

Self-organization

- Teams organize their own work, decide how to complete tasks, and manage their workflow



2.d Kanban Principles

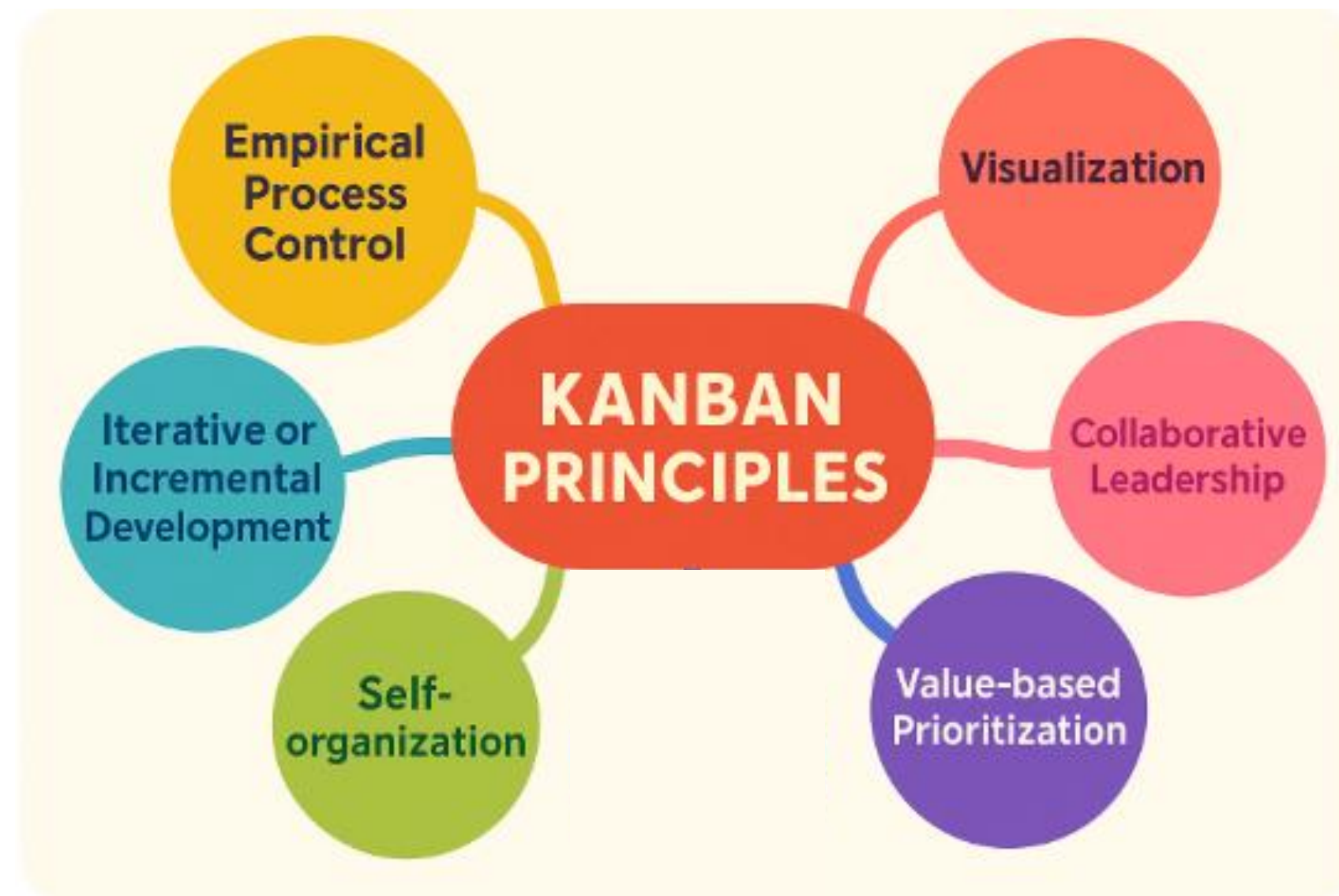
Visualization

- Work is made visible through Kanban boards and cards
- Everyone see progress, spot bottlenecks, and maintain transparency



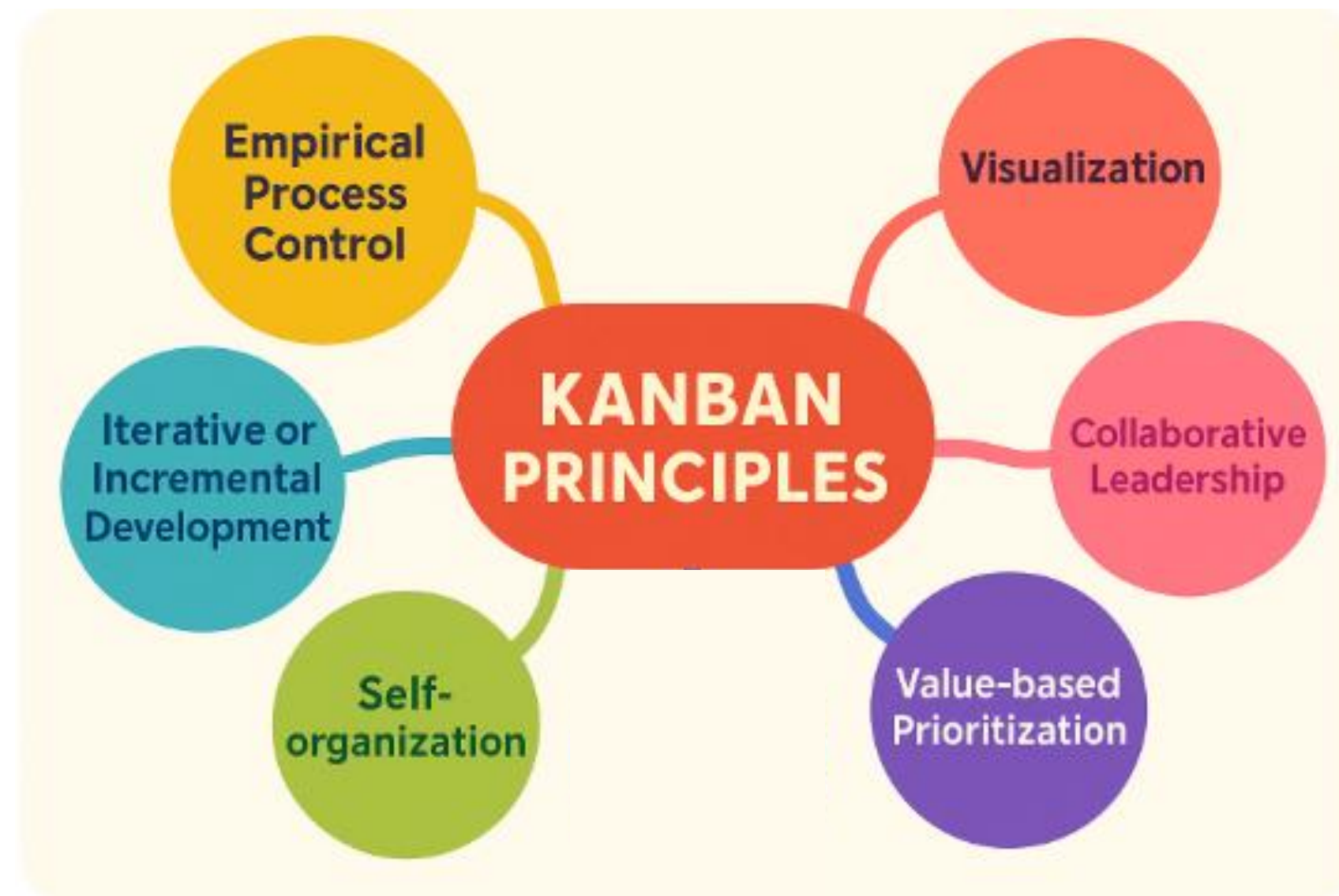
2.d Kanban Principles

- Core guidelines for applying the Kanban framework



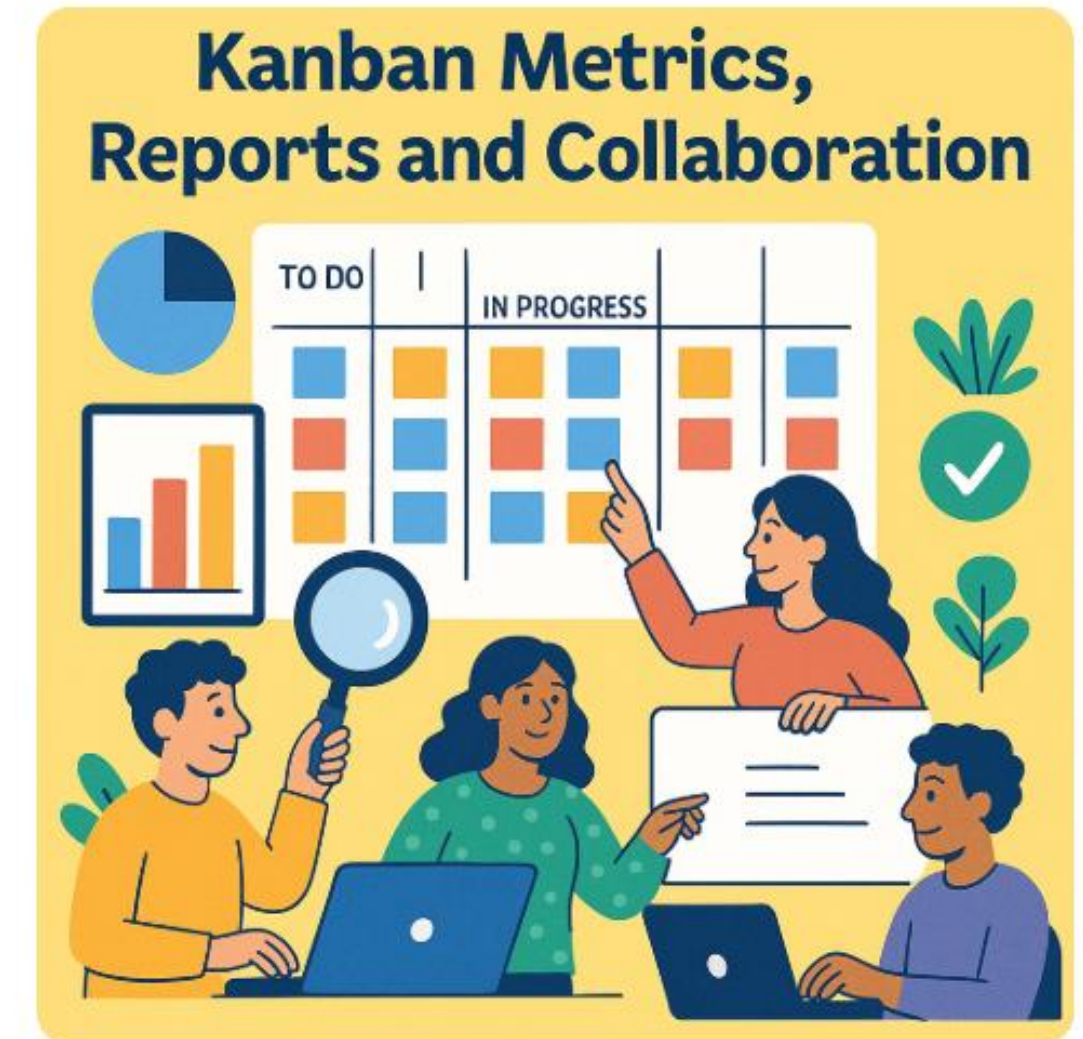
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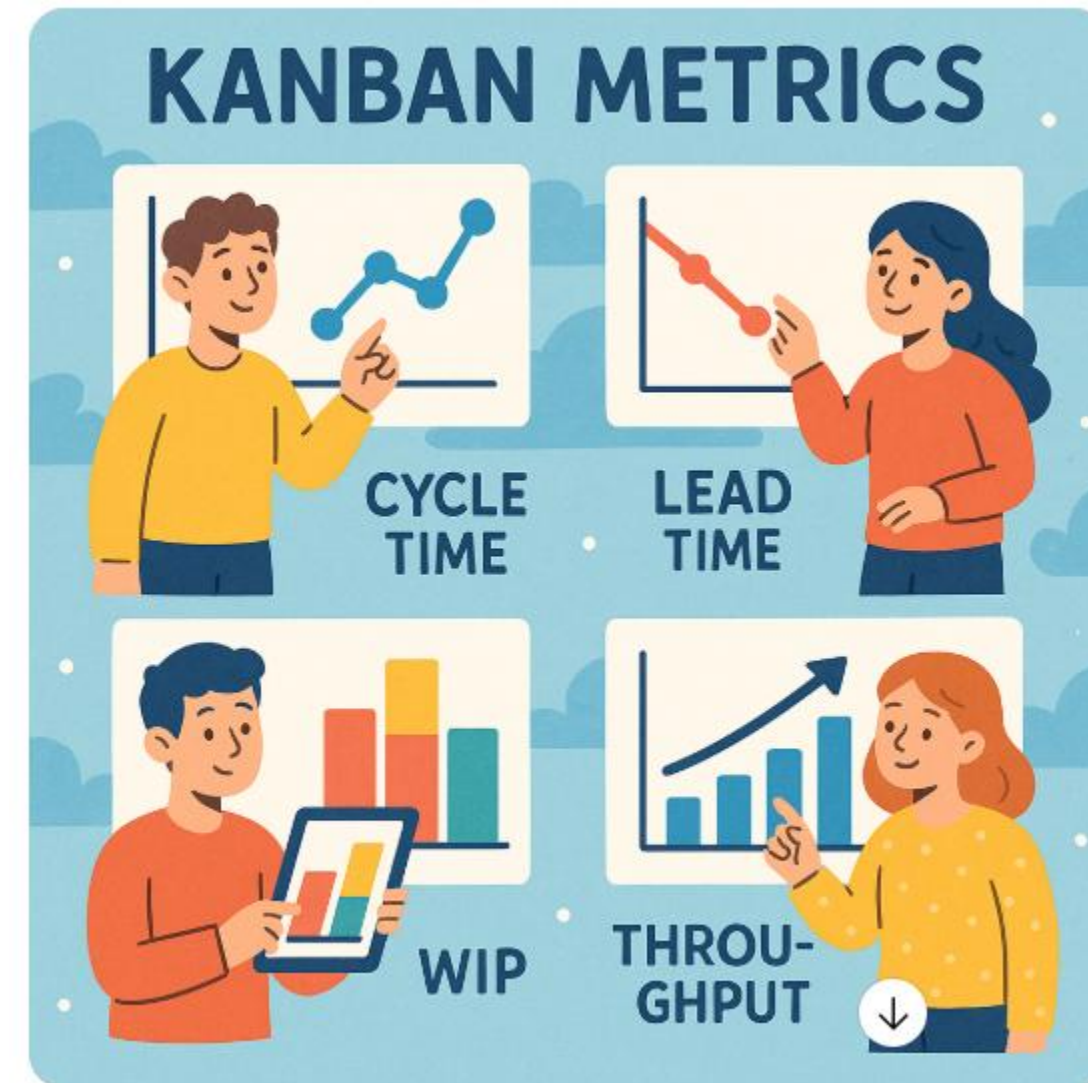
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2.e Kanban Metrics

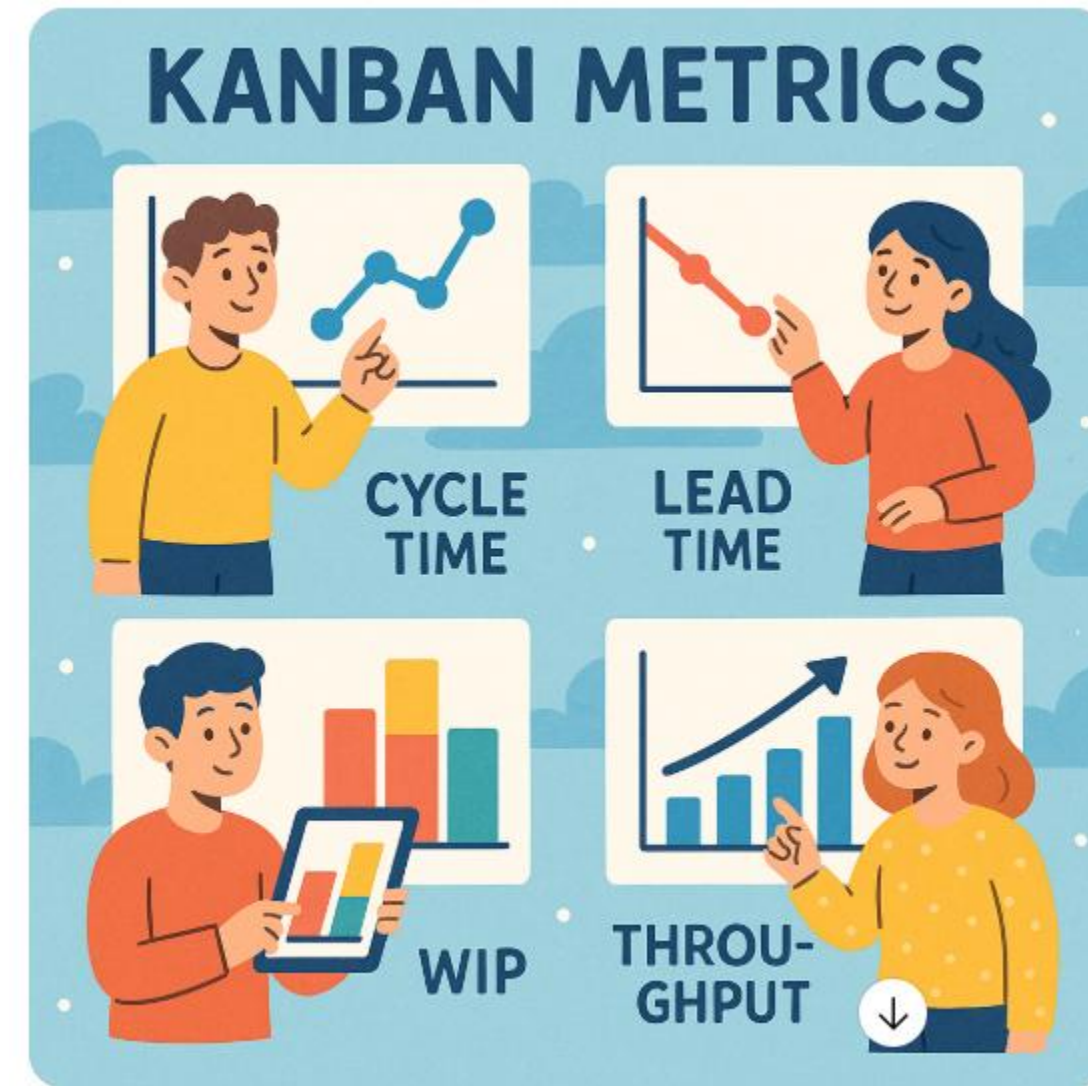
- Metrics - quantifiable measures used to track, assess, and evaluate performance, progress, or outcomes over time.
- Kanban Metrics
 - Help track workflow efficiency
 - Enable creation of Reports
 - Provide data to measure progress
 - Support and sustain continuous improvement



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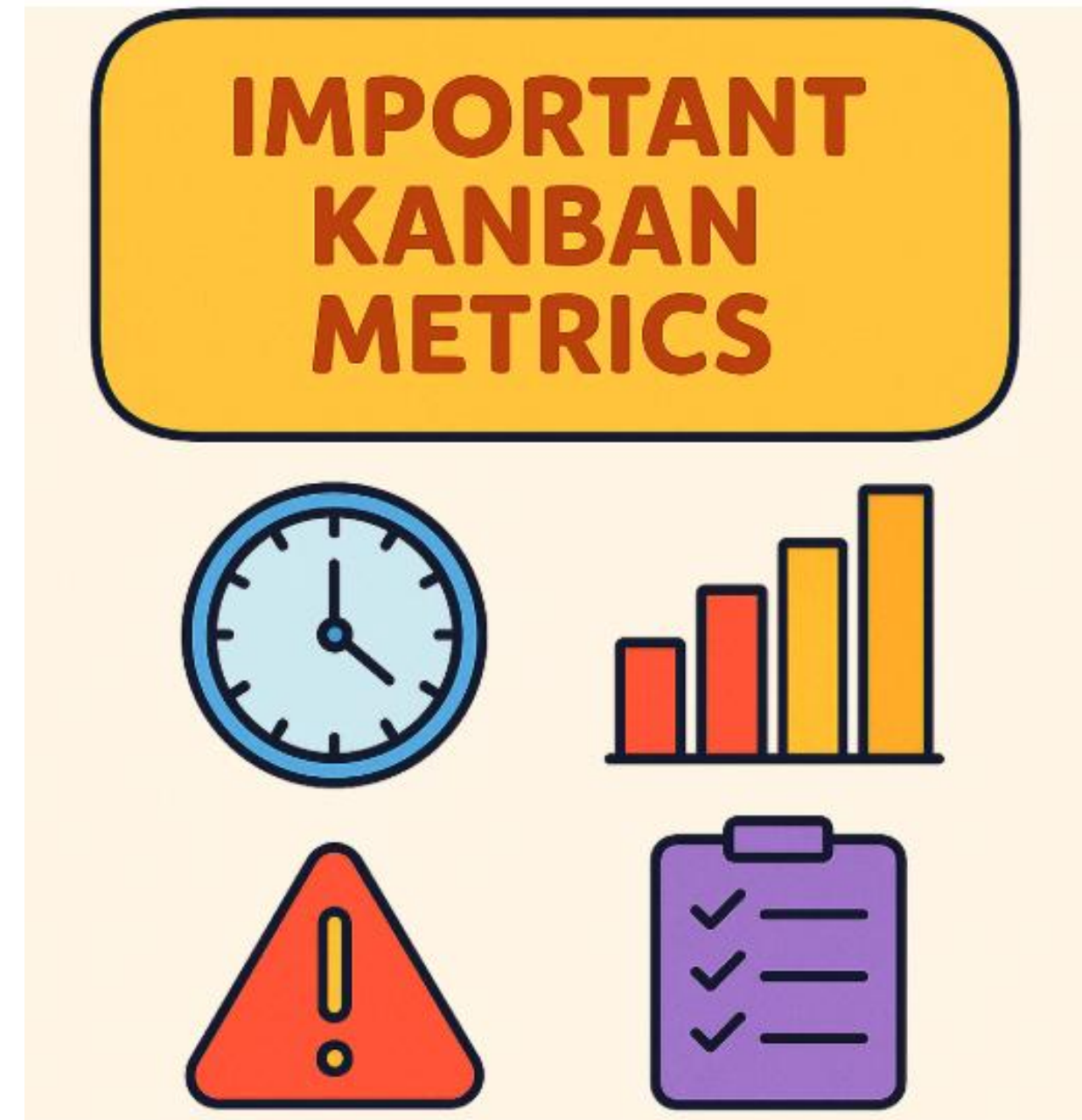
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2.e Kanban Metrics

5 important Kanban Metrics

- Lead time
- Cycle time
- Throughput
- Work In Progress(WIP)
- Cumulative Flow Diagrams (CFDs).



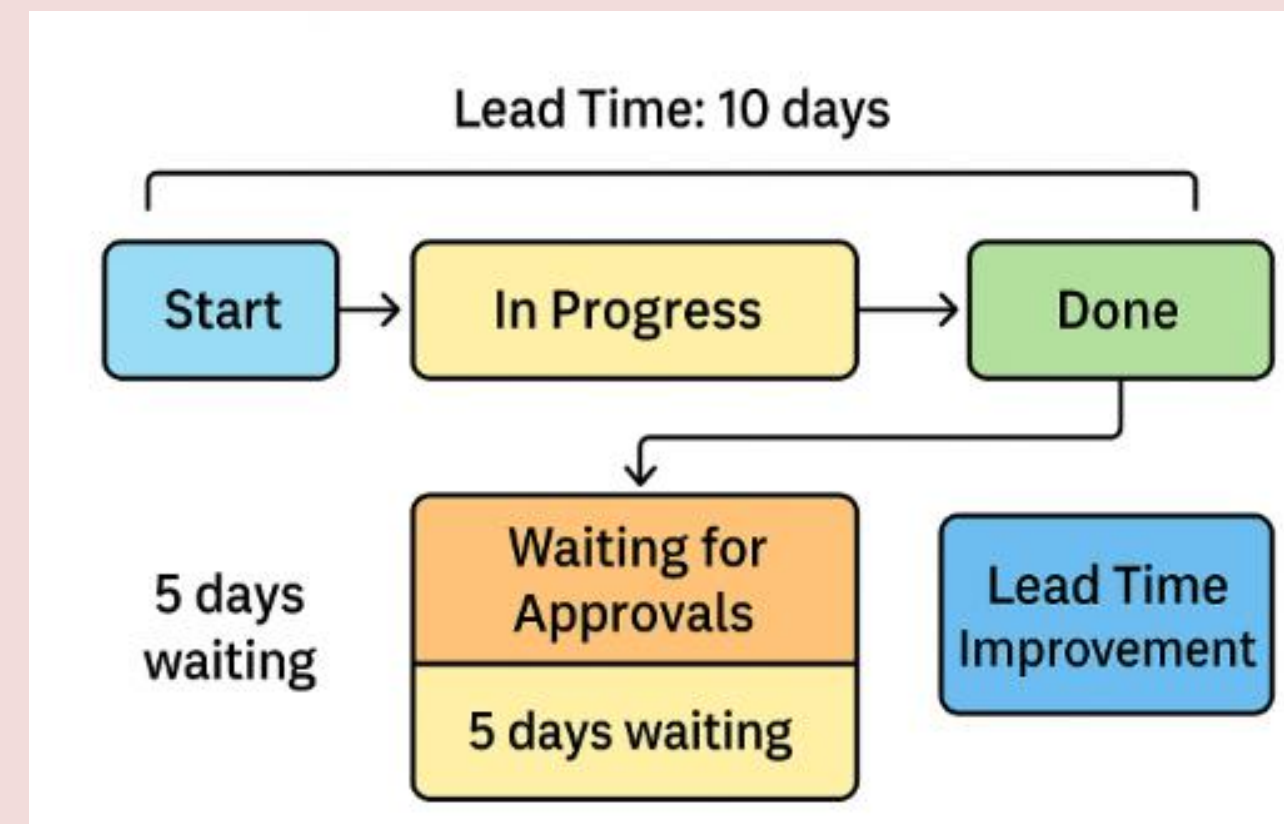
2.e Kanban Metrics

Lead Time

- Measures the total time taken for a task from the initial request to final completion in the workflow, including any waiting time before work begins.
- Helps teams forecast delivery dates, optimize workflow efficiency, reduce delays, improve predictability, and enhance customer satisfaction.

Example (Customer Support)

If the Lead Time for customer support tickets is 10 days, but analysis shows 5 days spent waiting for approvals, the team can introduce faster approval processes or automate escalations, reducing waiting time and improving overall workflow efficiency.



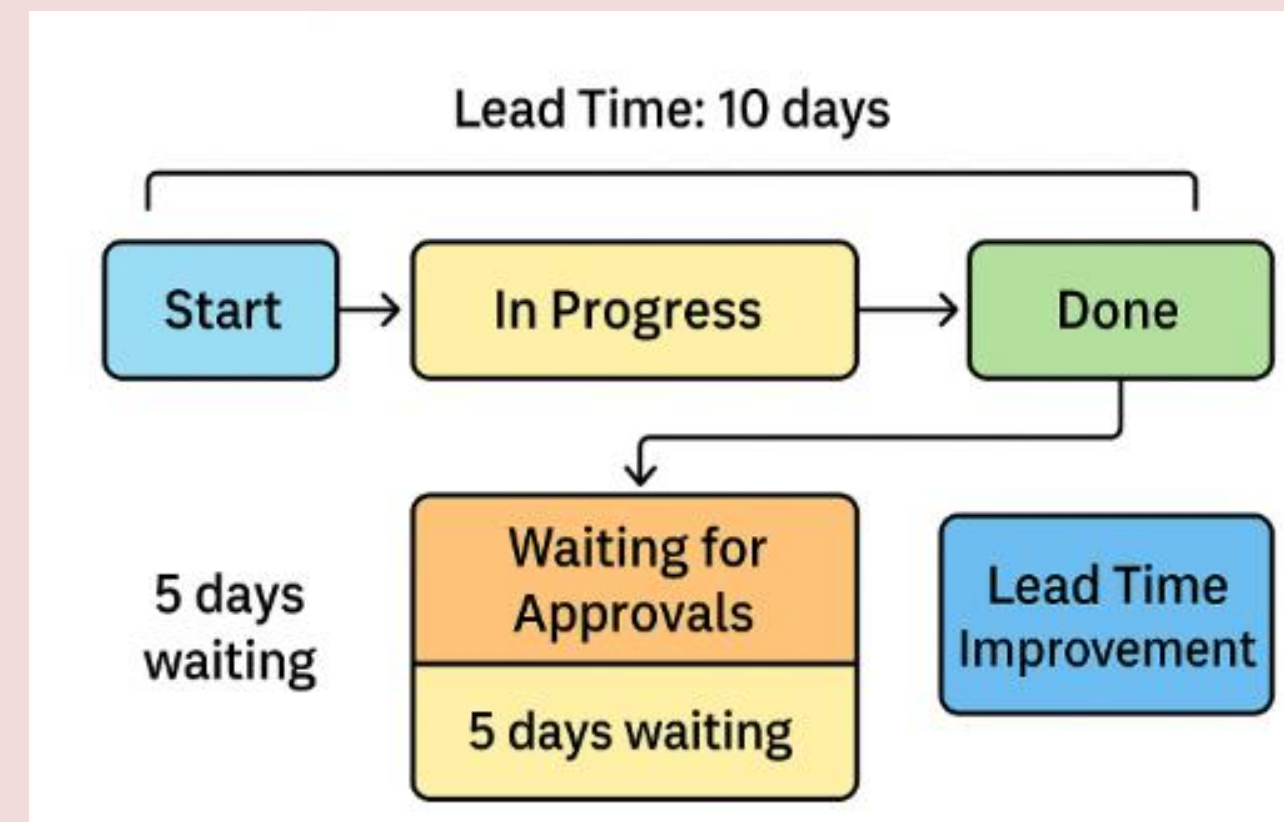
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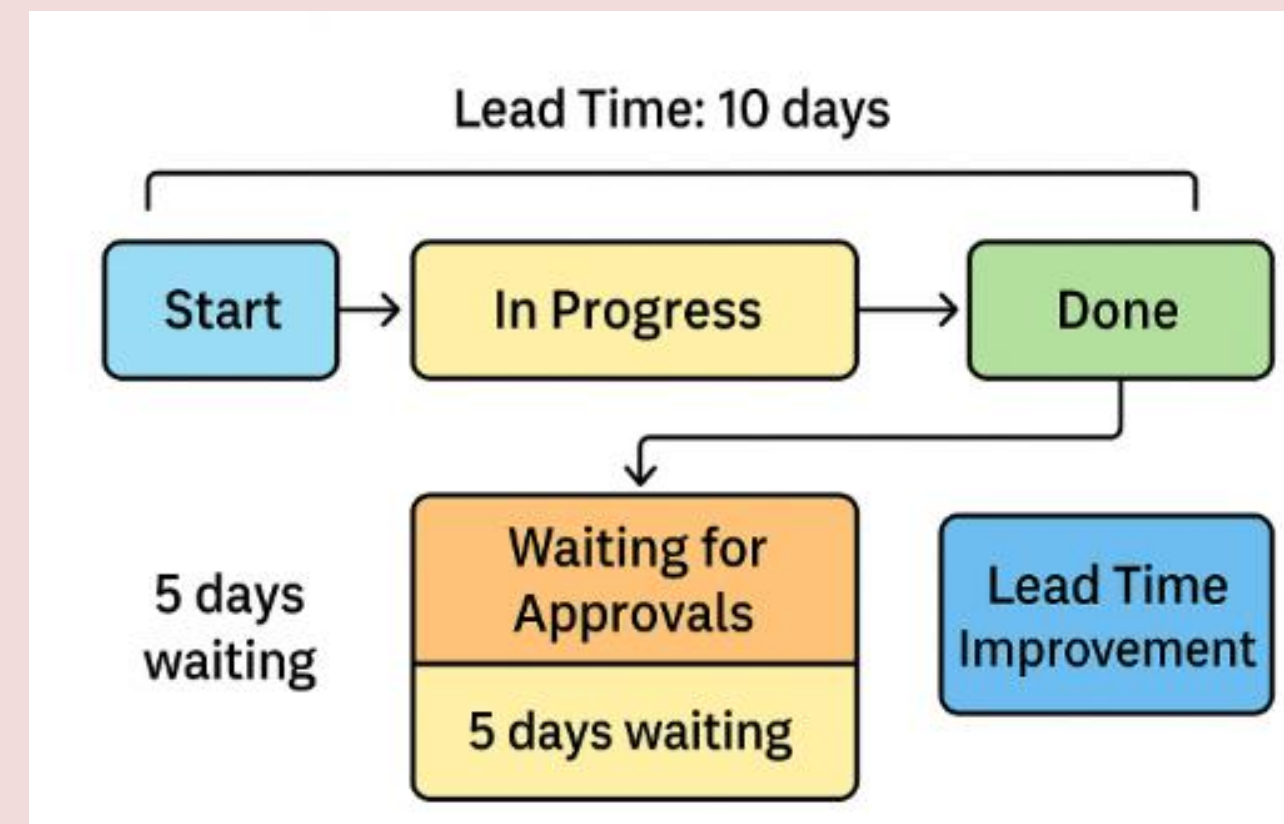
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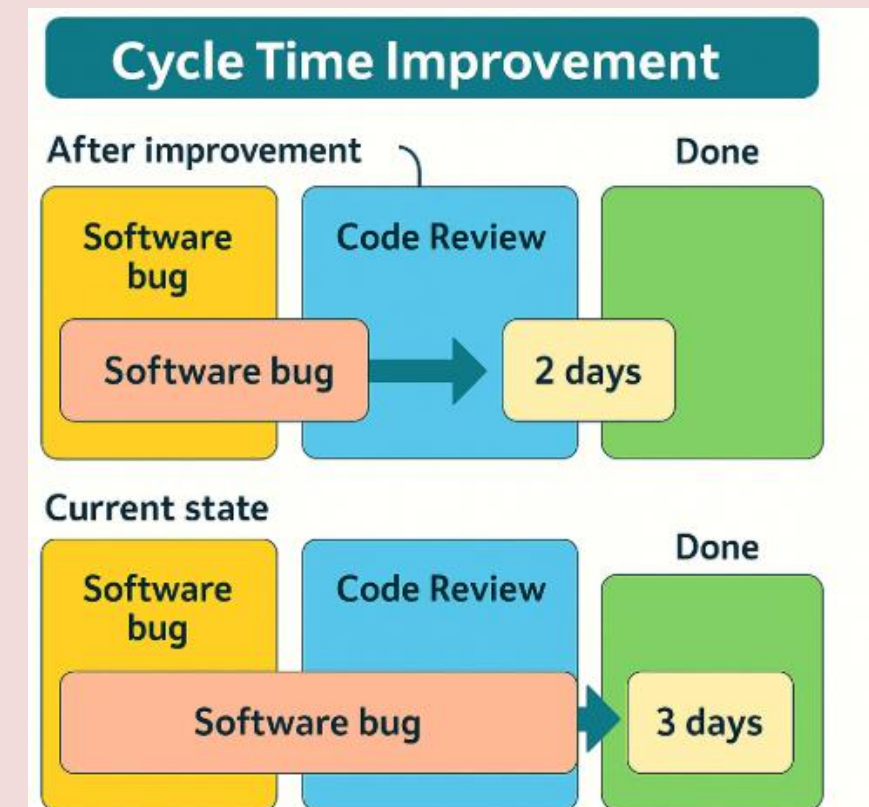
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Cycle Time

- Measures the duration a work item takes to complete, from the moment work begins until it is finished.
- Unlike Lead Time, Cycle Time excludes the initial waiting time before the task starts
- Cycle time identifies bottlenecks, enhances predictability, and ensures faster, reliable product delivery.

Example (IT Bug Tracking)

If the Cycle Time for resolving software bugs is 6 days from “In Progress” to “Done,” but analysis shows 3 days spent waiting for code reviews, the team can introduce parallel review processes or automated review reminders to reduce delays, improving workflow speed and delivery efficiency.



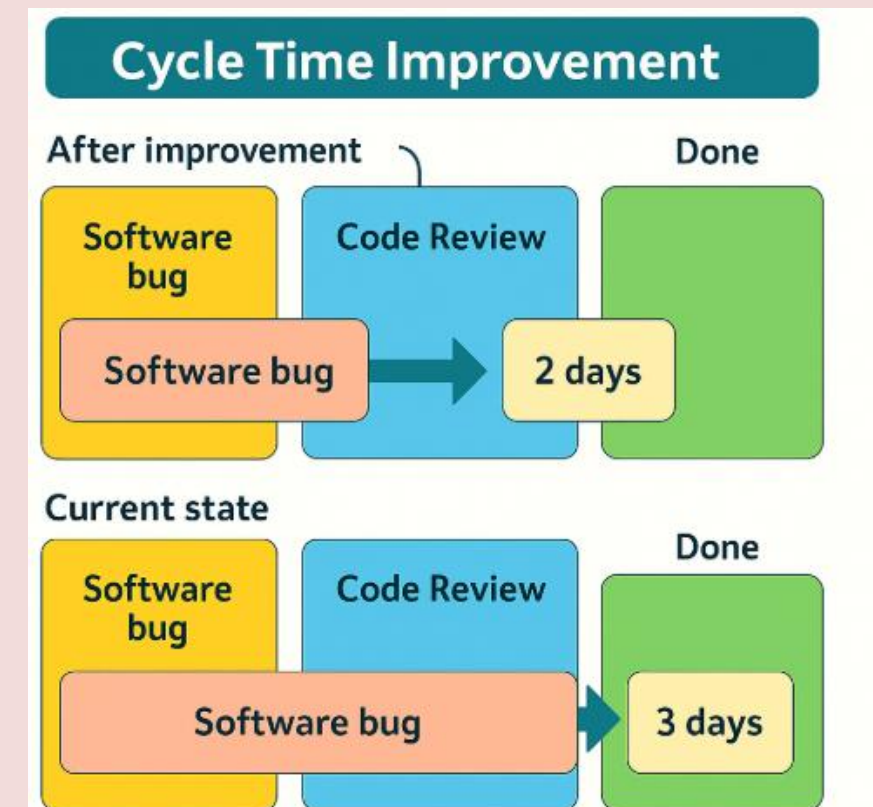
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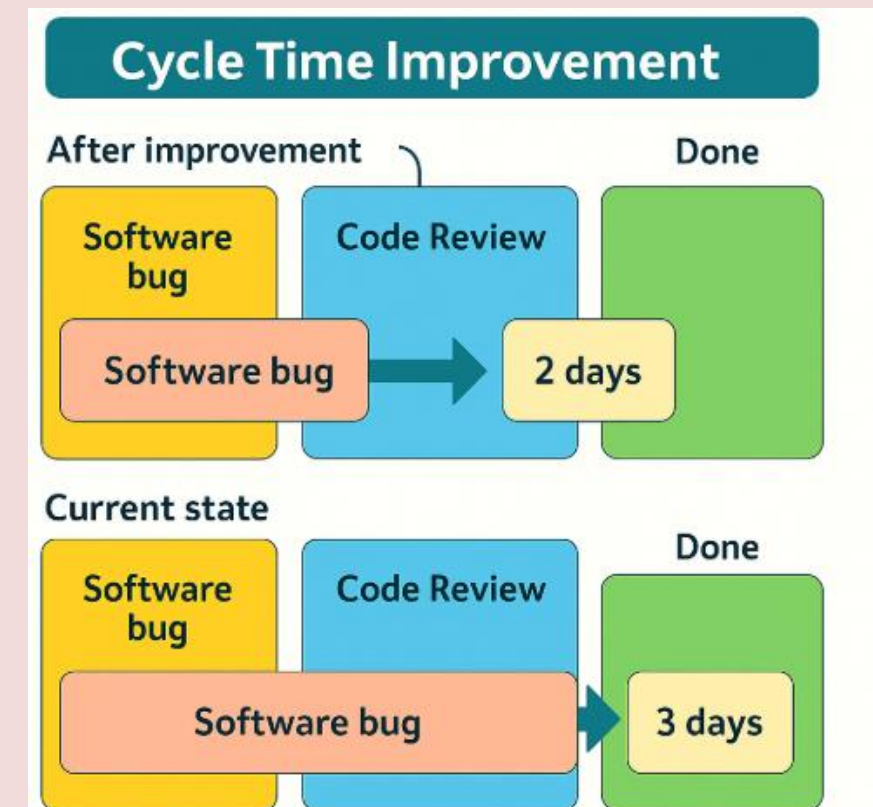
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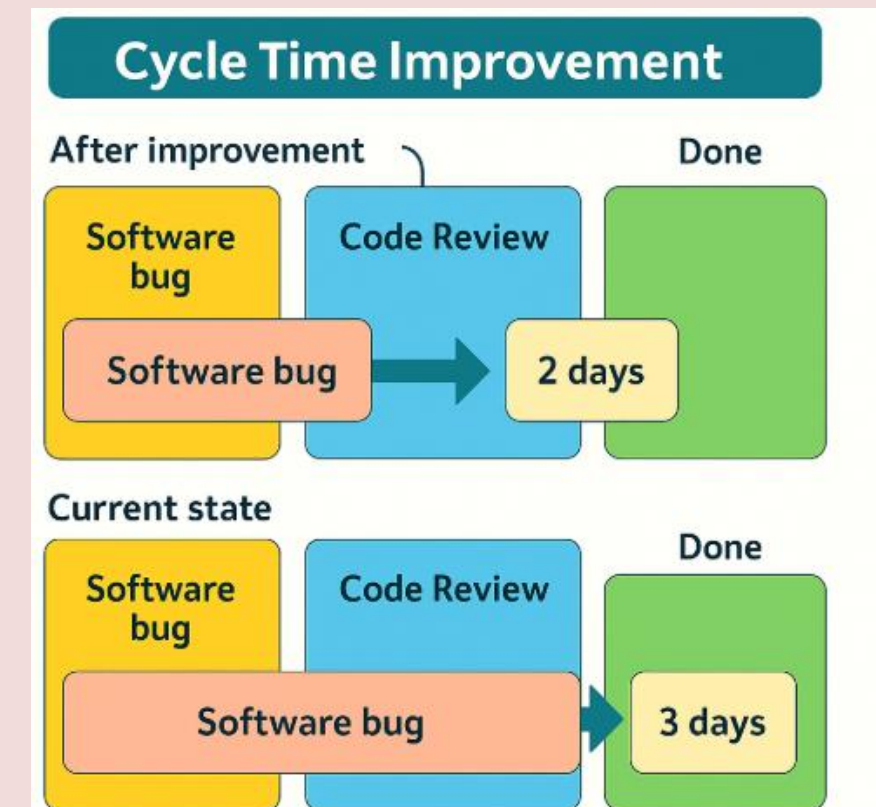
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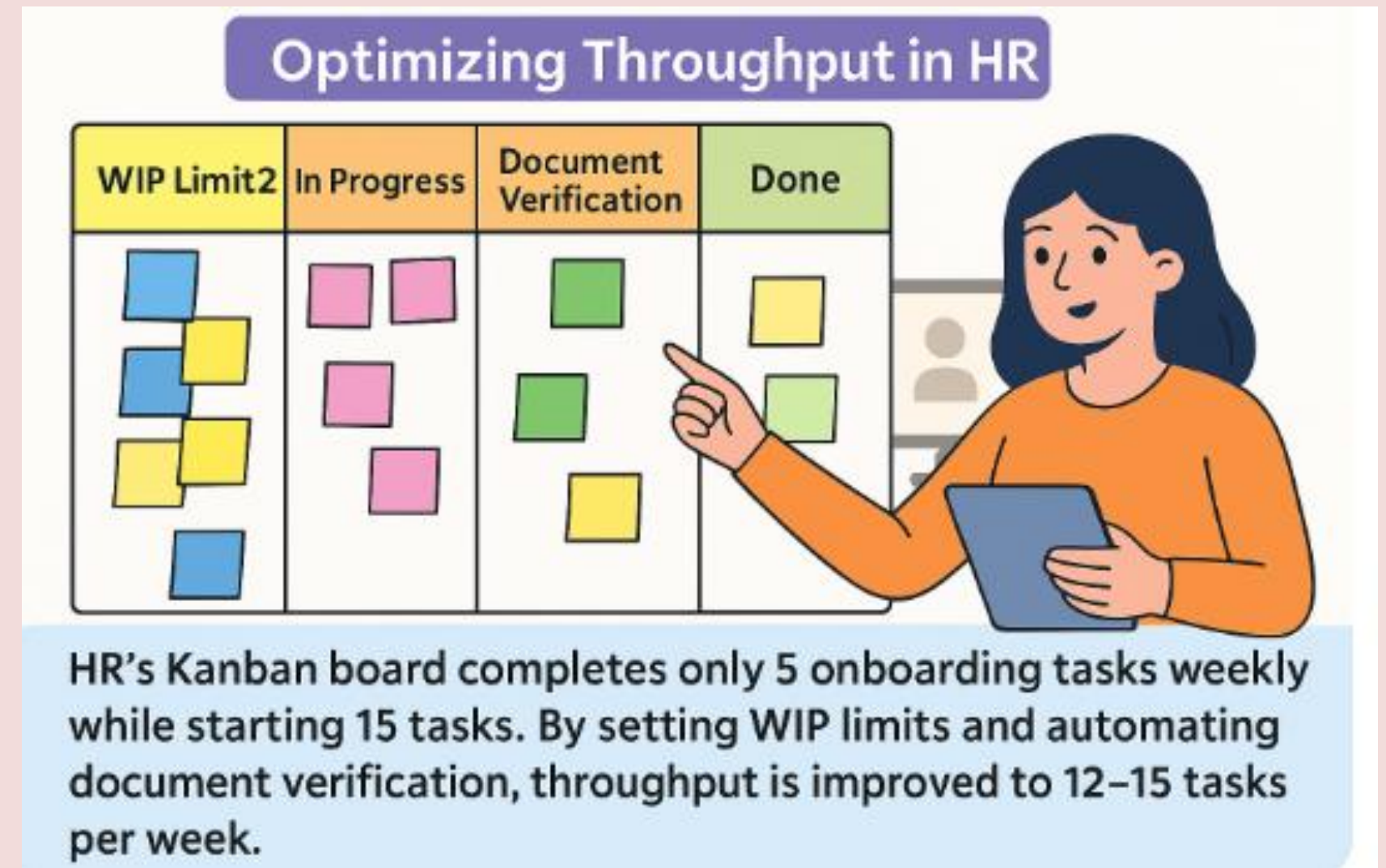


2.e Kanban Metrics

Throughput

- Measures the number of work items completed in a specific time period.
- Throughput helps measure team productivity, track workflow performance, optimize processes, and ensure consistent delivery outcomes efficiently.

Example (HR Department - Onboarding)

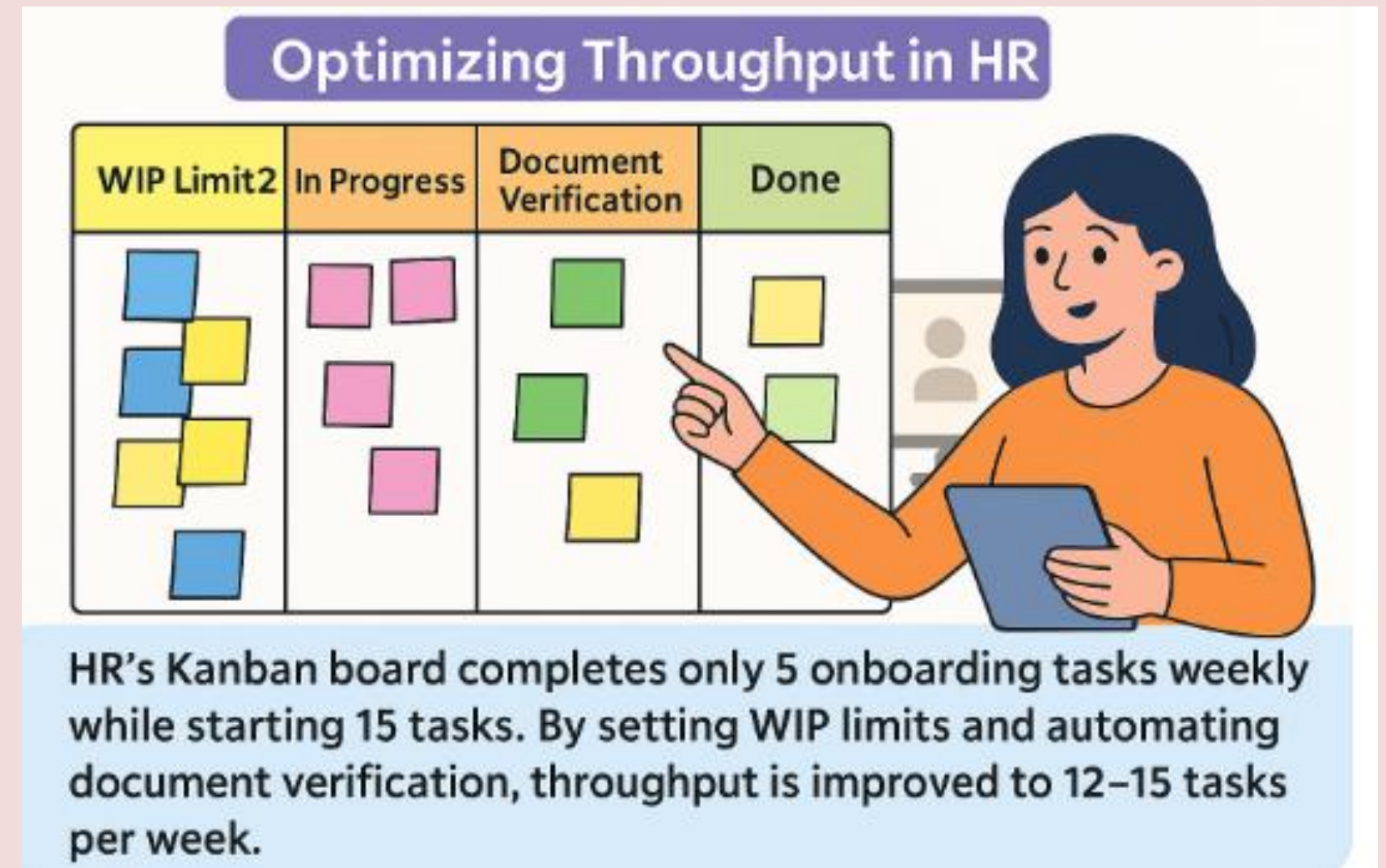


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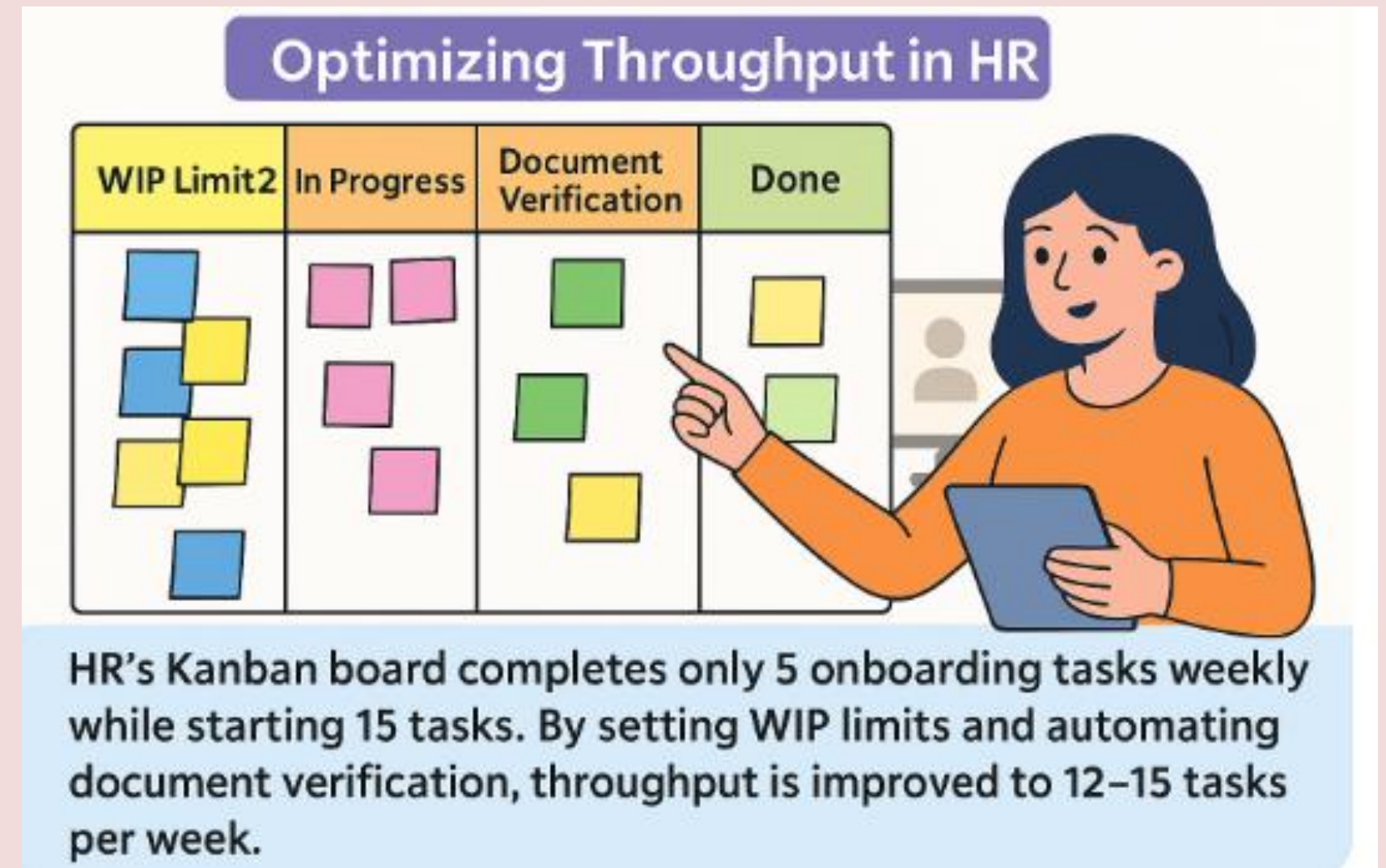


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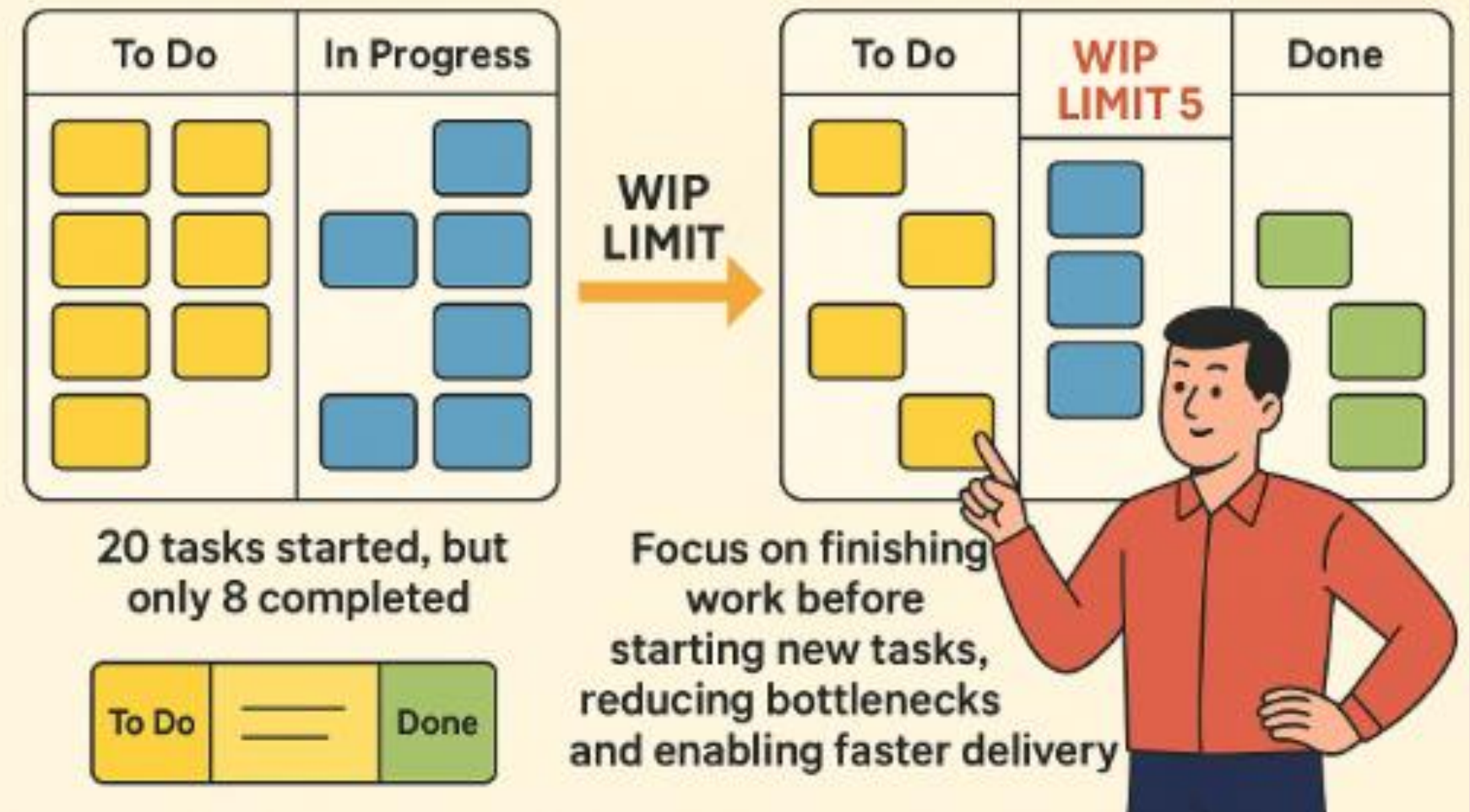
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Work in Progress(WIP)

- Tracks the number of tasks currently being worked on.
- Helps prevent overload, improve focus, enhance workflow efficiency, and ensure steady, predictable task completion rates.

Example (IT Projects)

OPTIMIZING WORK IN PROGRESS IN IT USING KANBAN



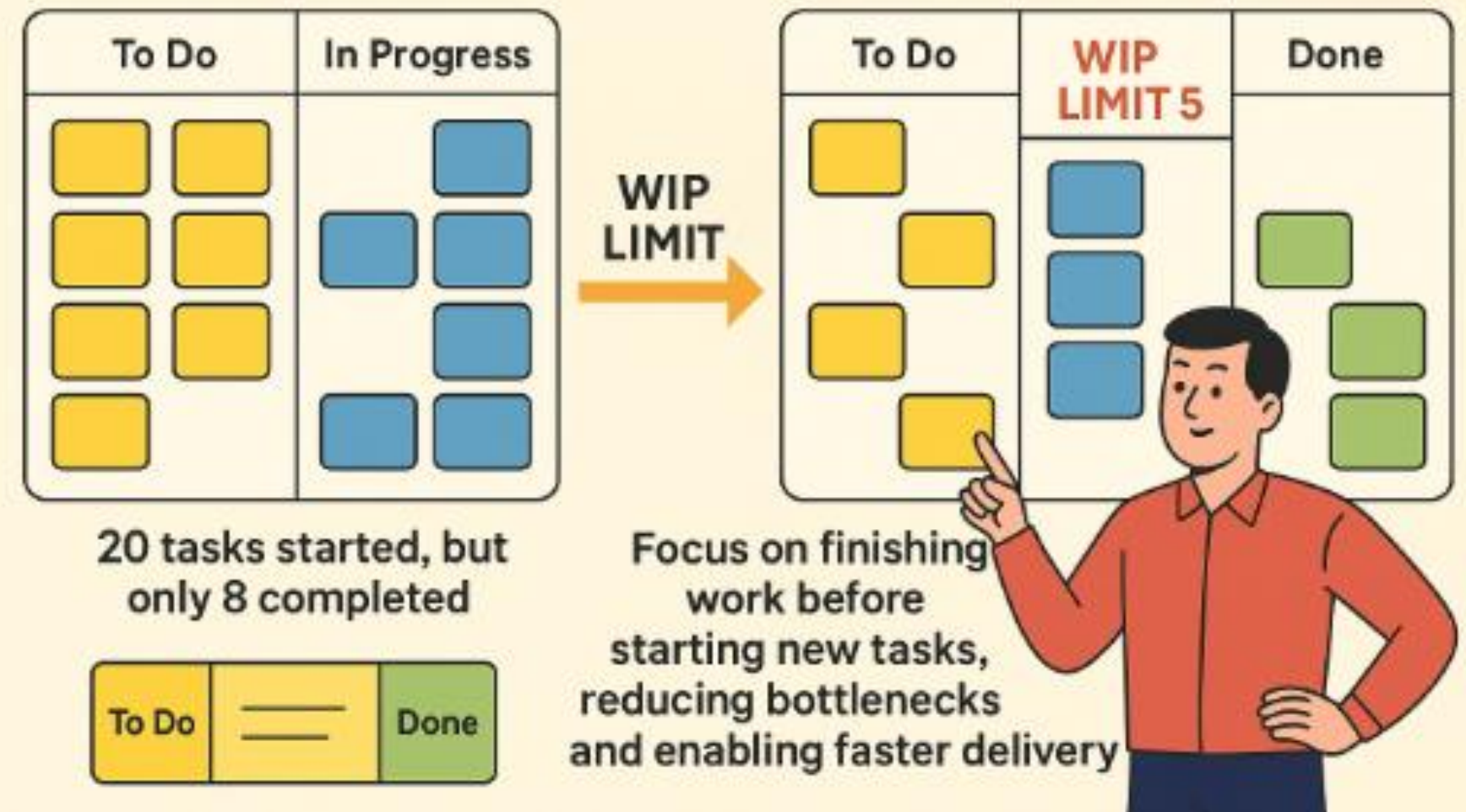
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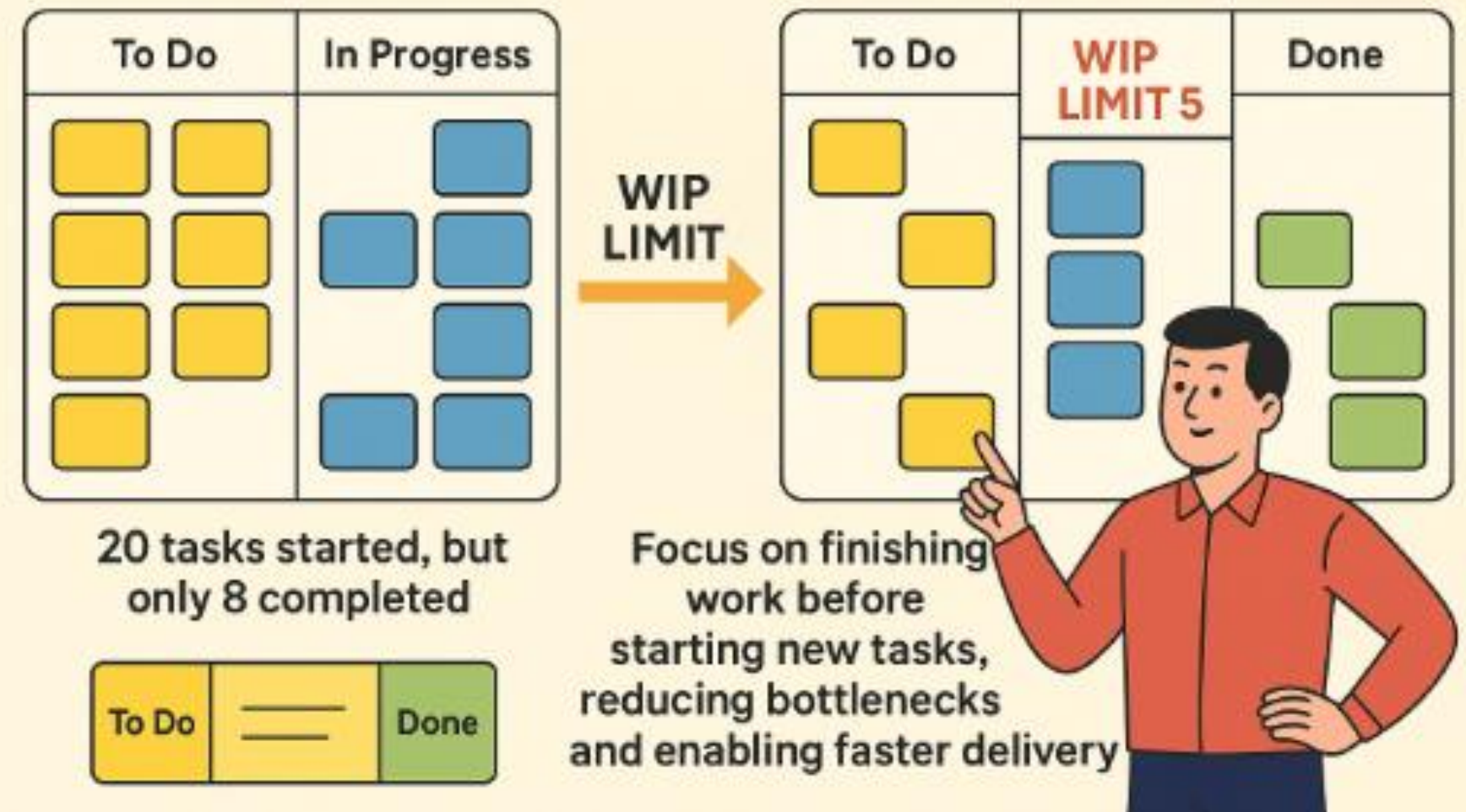
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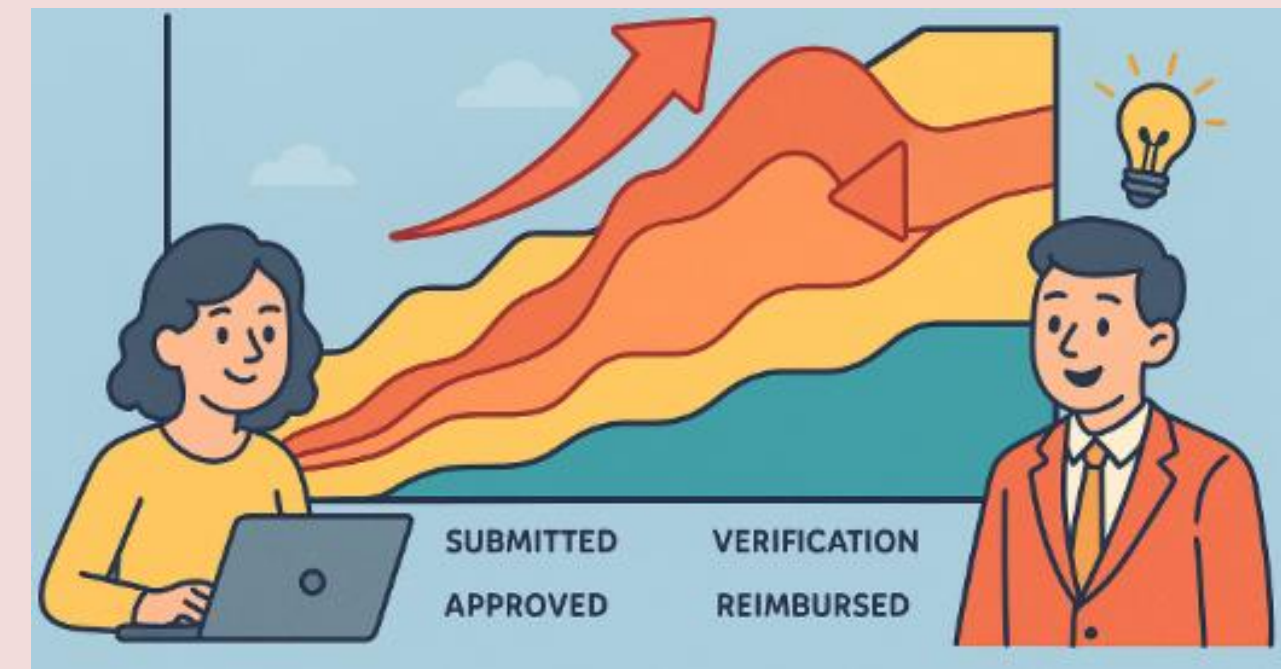
2.e Kanban Metrics

Cumulative Flow Diagrams (CFDs)

- Visualizes work status over time, showing task distribution across workflow stages to identify bottlenecks and trends.
- Helps visualize workflow stability, identify bottlenecks, track progress, and improve process predictability over time.

Example (Finance Department)

In a Finance Reimbursement Management Workflow, a Cumulative Flow Diagram can reveal increasing tasks in the "Verification" stage. This signals a bottleneck, prompting managers to allocate more reviewers or automate checks, ensuring smoother task flow, faster reimbursements, and improved overall process efficiency.



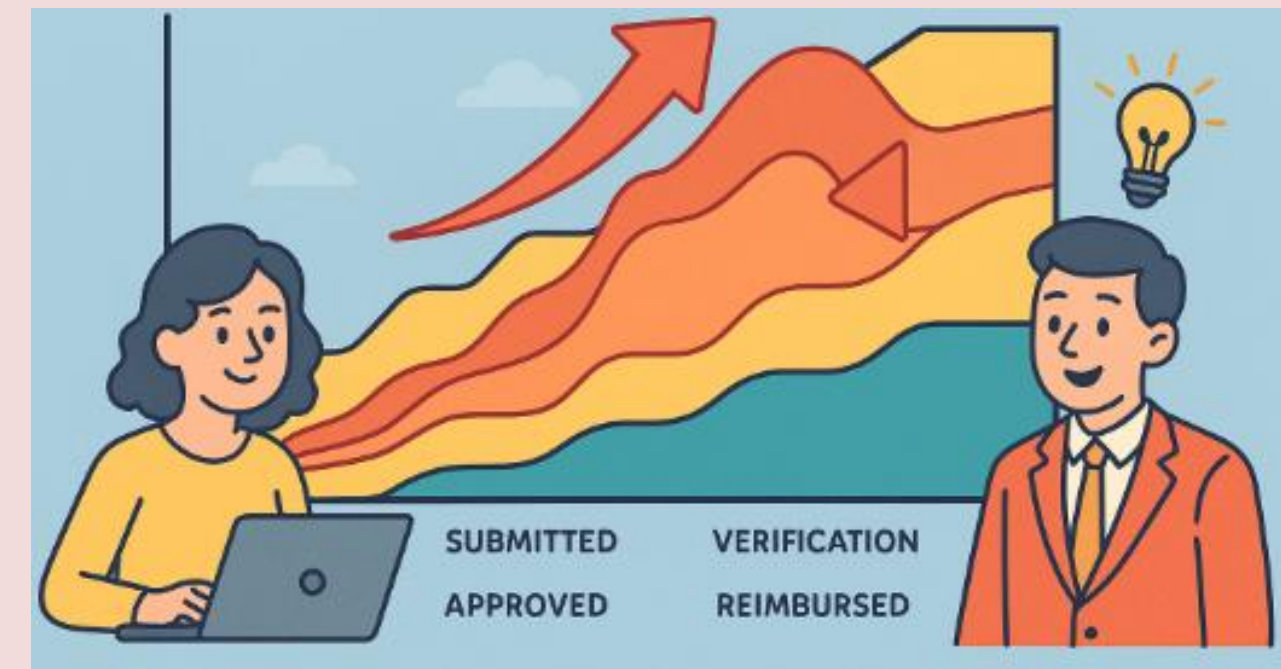
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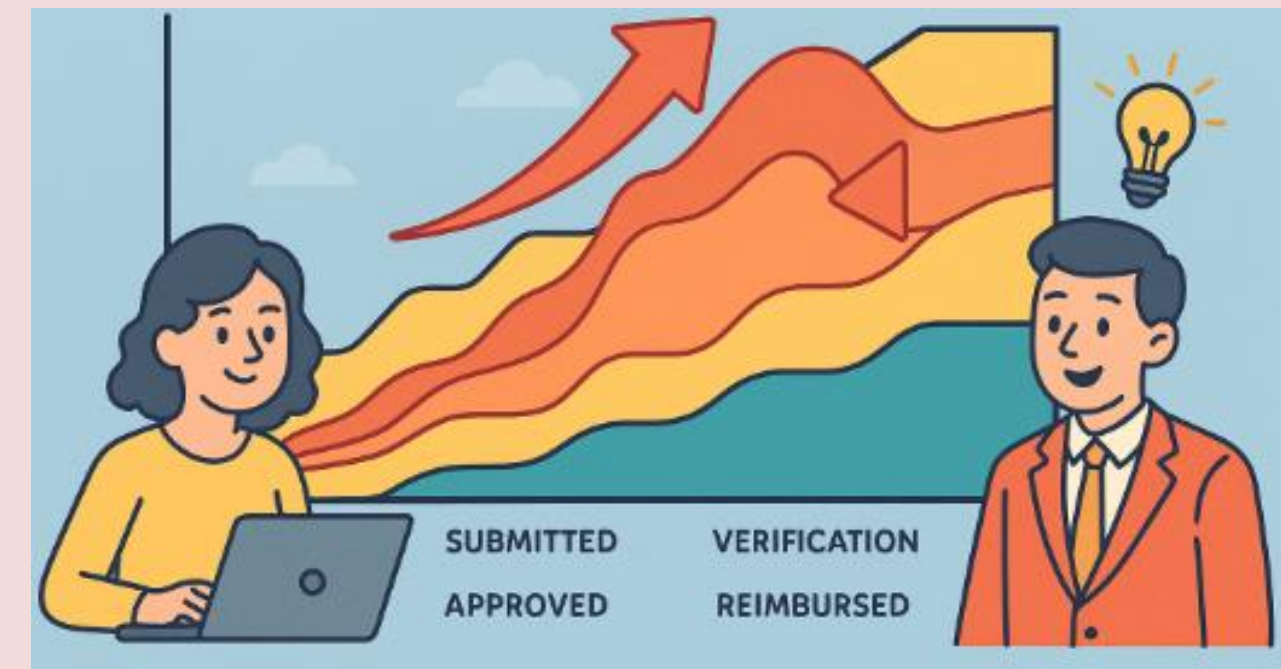
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2.e Kanban Metrics (Review)



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2.e Kanban Metrics (Review)



2.e Kanban Metrics (Review)



2.e Kanban Reports

Kanban Report	What It Measures	Purpose
Cumulative Flow Diagram (CFD)	Work items in different stages over time	Track workflow stability & identify bottlenecks
Lead Time Report	Total time from request to delivery	Estimate delivery timelines
Cycle Time Report	Time taken to finish work after starting	Monitor task completion speed and reduce delays
Throughput Report	Number of tasks completed in a period	Identify capacity and supports workload planning
Work-In-Progress (WIP) Report	Active tasks vs. set WIP limits	Improve focus, Control multitasking and overload
Flow Efficiency Report	Active work time vs. waiting time in a workflow	Reduces idle time and increases overall workflow effectiveness

Kanban Reports are typically used to present and track the Kanban Metrics that we discussed earlier.

2.e Kanban Reports



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2.e Kanban Reports

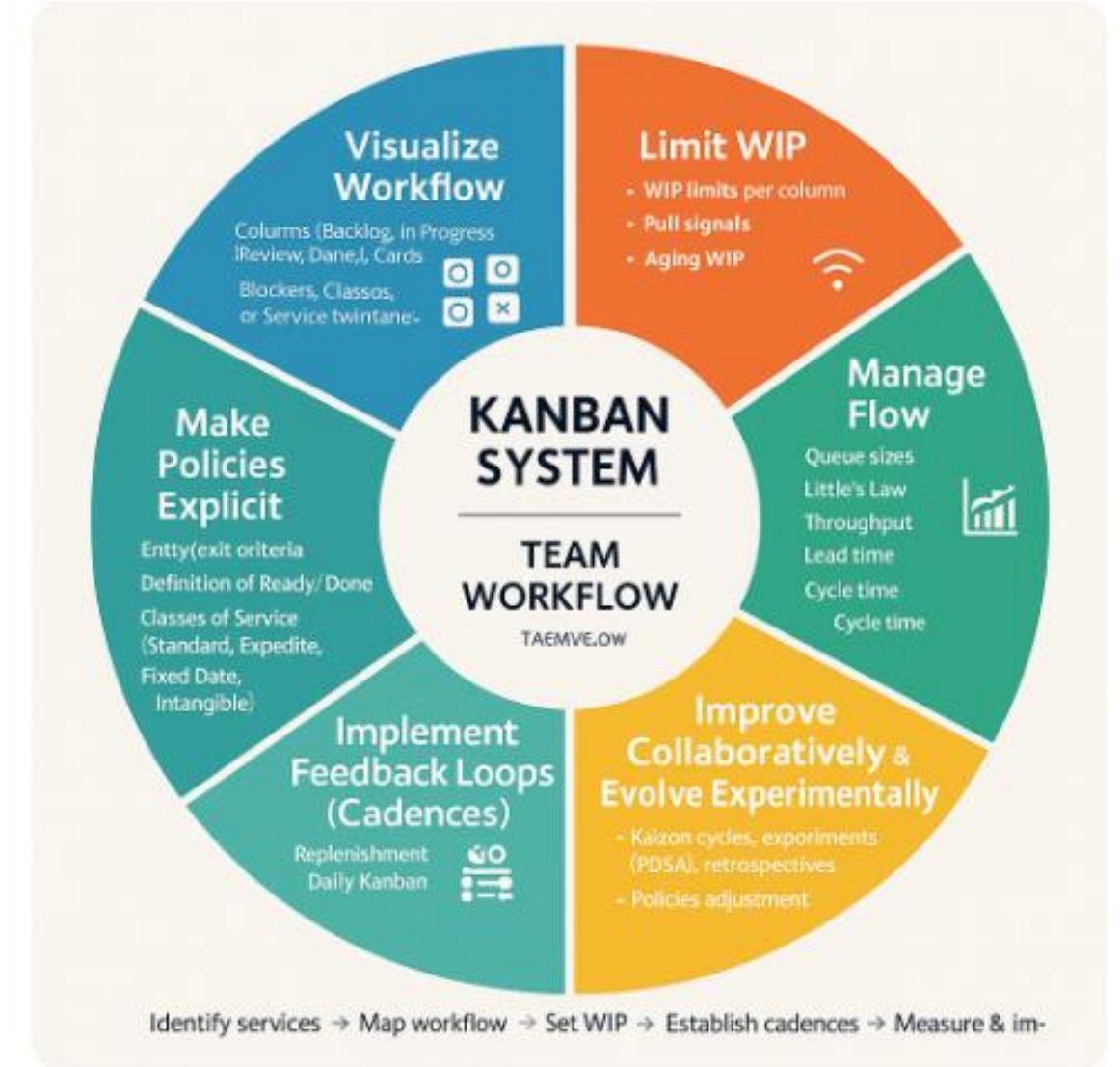
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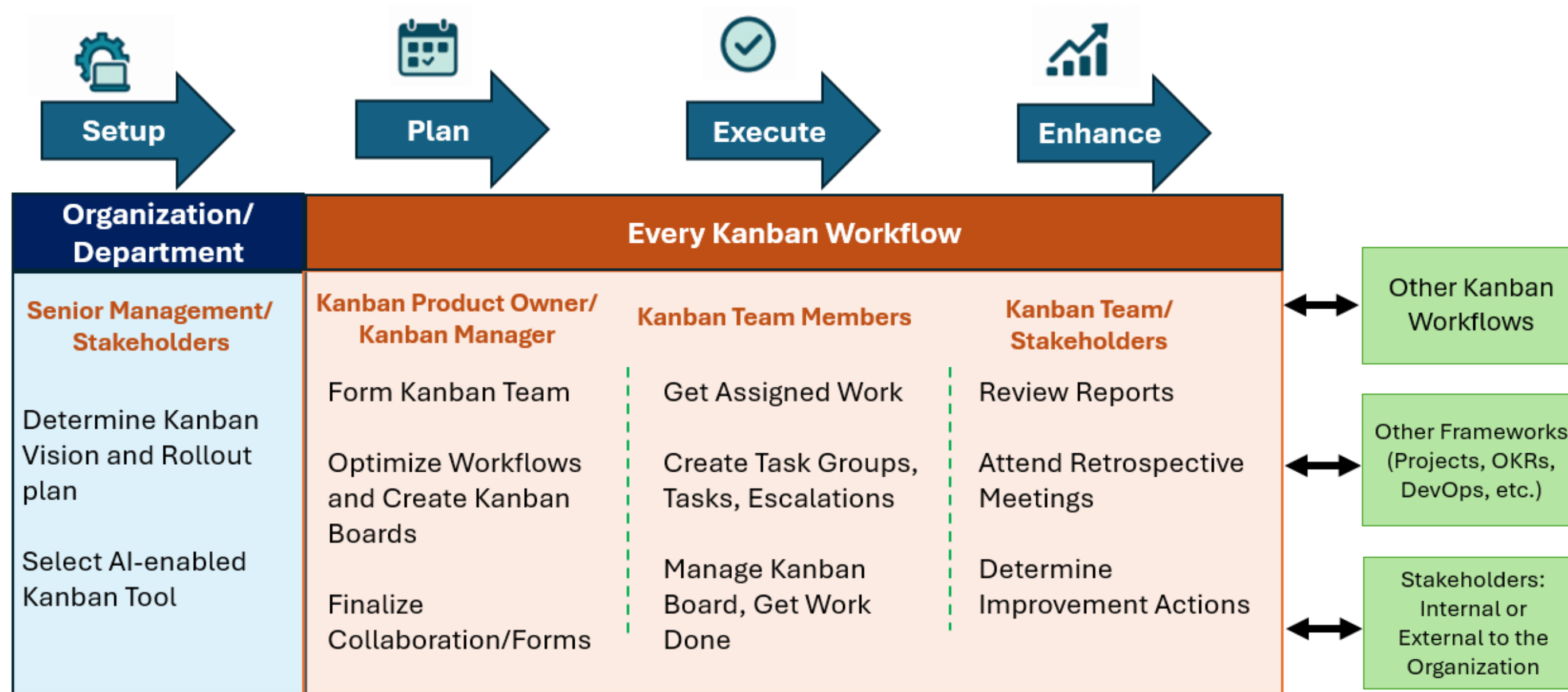
2.e Kanban Reports (Review)



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2.f Kanban Processes



Kanban processes discussed in Kanban Overview earlier are sufficient for the KEC certification.

Advanced process concepts are discussed in detail in KBOK™ Guide Chapters 6, 7, 8, and 9, and may be relevant for advanced Kanbanstudy certifications.

10-minute Break

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10 minute Break



Optional – Please review Sections 2.c, 2.d, 2.e, and 2f in the Webinar Reference Document

After the break – 8 question Quiz about Why use the KBOK™ Guide, Kanban Principles, Kanban Metrics and Reports, and Kanban Processes

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ques 1 of 8)



Quiz Question

Which of the following is **NOT** one of the six Kanban principles?

Options:

- a) Empirical Process Control
- b) Risk-based Planning
- c) Iterative or Incremental Development
- d) Self-organization

Please select the correct option. The correct answer and justification will be shown on the next slide.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ans 1 of 8)

Quiz Question

Which of the following is **NOT** one of the six Kanban principles?

Options:

- a) Empirical Process Control
- b) Risk-based Planning
- c) Iterative or Incremental Development
- d) Self-organization

Correct Answer

- b) Risk-based Planning

Justification

The six Kanban principles are:

- Empirical Process Control
- Iterative or Incremental Development
- Collaborative Leadership
- Value-based Prioritization
- Self-organization
- Visualization

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ques 2 of 8)



Quiz Question

What is the main purpose of Kanban principles in the Kanban framework?

Options:

- a) To define work item sizes
- b) To assign tasks to team members
- c) To design the team hierarchy
- d) To provide core guidelines for all Kanban workflows

Please select the correct option. The correct answer and justification will be shown on the next slide.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ans 2 of 8)

Quiz Question

What is the main purpose of Kanban principles in the Kanban framework?

Options:

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Correct Answer

- d) To provide core guidelines for all Kanban workflows
-

Justification

Kanban principles form the **foundation of the Kanban framework**. They act as **mandatory guidelines** to ensure all Kanban workflows follow a consistent, efficient, and value-driven approach. Other options like defining work sizes, assigning tasks, or designing hierarchies are not the core purpose of Kanban principles.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ques 3 of 8)



Quiz Question

Which of the following is **NOT** a purpose of Kanban Metrics?

Options:

- a) Assign roles to team members
- b) Help track workflow efficiency
- c) Provide data to measure progress
- d) Support and sustain continuous improvement

Please select the correct option. The correct answer and justification will be shown on the next slide.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ans 3 of 8)

Quiz Question

Which of the following is **NOT** a purpose of Kanban Metrics?

Options:

- a) Assign roles to team members
- b) Help track workflow efficiency
- c) Provide data to measure progress
- d) Support and sustain continuous improvement

Correct Answer

- a) Assign roles to team members

Justification

Kanban Metrics are designed to:

- Track workflow efficiency
- Enable creation of reports
- Provide data to measure progress
- Support and sustain continuous improvement

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ques 4 of 8)



Quiz Question

What does **Lead Time** measure in a Kanban workflow?

Options:

- a) Time spent actively working on a task only
- b) Number of tasks completed in a specific period
- c) Total time from initial request to final completion, including waiting time
- d) Time taken to move tasks between workflow stages only

Please select the correct option. The correct answer and justification will be shown on the next slide.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ans 4 of 8)

Quiz Question

What does **Lead Time** measure in a Kanban workflow?

Options:

- a) Time spent actively working on a task only
- b) Number of tasks completed in a specific period
- c) Total time from initial request to final completion, including waiting time
- d) Time taken to move tasks between workflow stages only

Correct Answer

- c) Total time from initial request to final completion, including waiting time

Justification

Lead Time measures the **entire duration** from the moment a task is requested until it is fully completed, **including waiting time before work starts**. This helps teams understand the total delivery time for customer requests and improve predictability.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ques 5 of 8)



Quiz Question

What does **Throughput** measure in a Kanban workflow?

Options:

- a) Number of work items completed in a specific time period
- b) Total time taken for a task from request to delivery
- c) Amount of work waiting before starting
- d) Number of tasks delayed due to blockers

Please select the correct option. The correct answer and justification will be shown on the next slide.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ans 5 of 8)

Quiz Question

What does **Throughput** measure in a Kanban workflow?

Options:

- a) Number of work items completed in a specific time period
- b) Total time taken for a task from request to delivery
- c) Amount of work waiting before starting
- d) Number of tasks delayed due to blockers

Correct Answer

- a) Number of work items completed in a specific time period

Justification

Throughput measures **how many tasks are finished** during a defined time period. It is a key productivity metric in Kanban, helping teams assess their **delivery rate** and **capacity planning** over time.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ques 6 of 8)



Quiz Question

What is the main benefit of tracking **Work in Progress (WIP)** in Kanban workflows?

Options:

- a) To measure total delivery time for all tasks
- b) To assign roles and responsibilities to team members
- c) To calculate the number of completed tasks per week
- d) To prevent overload, improve focus, and enhance workflow efficiency

Please select the correct option. The correct answer and justification will be shown on the next slide.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ans 6 of 8)

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Correct Answer

- d) To prevent overload, improve focus, and enhance workflow efficiency

Justification

Tracking WIP helps teams **limit the number of ongoing tasks**, avoid **overburdening team members**, **maintain focus**, and ensure a **steady and predictable task completion rate**. It directly supports workflow stability and efficiency, which makes option **d** correct.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ques 7 of 8)



Quiz Question

What is the main purpose of **Cumulative Flow Diagrams (CFDs)** in Kanban workflows?

Options:

- a) To assign work to individual team members
- b) To visualize work status over time and identify bottlenecks
- c) To measure total delivery time for each task
- d) To limit the number of tasks in progress

Please select the correct option. The correct answer and justification will be shown on the next slide.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ans 7 of 8)

Quiz Question

What is the main purpose of **Cumulative Flow Diagrams (CFDs)** in Kanban workflows?

Options:

- a) To assign work to individual team members
- b) To visualize work status over time and identify bottlenecks
- c) To measure total delivery time for each task
- d) To limit the number of tasks in progress

Correct Answer

- b) To visualize work status over time and identify bottlenecks

Justification

Cumulative Flow Diagrams (CFDs) **show the distribution of tasks** across different workflow stages over time. They help teams **spot bottlenecks, analyze trends, and maintain steady workflow efficiency**, which makes option **b** correct.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ques 8 of 8)



Quiz Question

How many phases does the **Kanban Framework** have, and what are they?

Options:

- a) Three phases: Plan, Execute, Review
- b) Five phases: Setup, Plan, Execute, Monitor, Enhance
- c) Four phases: Setup, Plan, Execute, Enhance
- d) Two phases: Plan and Execute

Please select the correct option. The correct answer and justification will be shown on the next slide.

2.c,d,e, Why KBOK? Kanban Principles, Metrics, Reports, Processes (Ans 8 of 8)

Quiz Question

How many phases does the **Kanban Framework** have, and what are they?

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- a) Three phases: Plan, Execute, Review
- b) Five phases: Setup, Plan, Execute, Monitor, Enhance
- c) Four phases: Setup, Plan, Execute, Enhance
- d) Two phases: Plan and Execute

Correct Answer

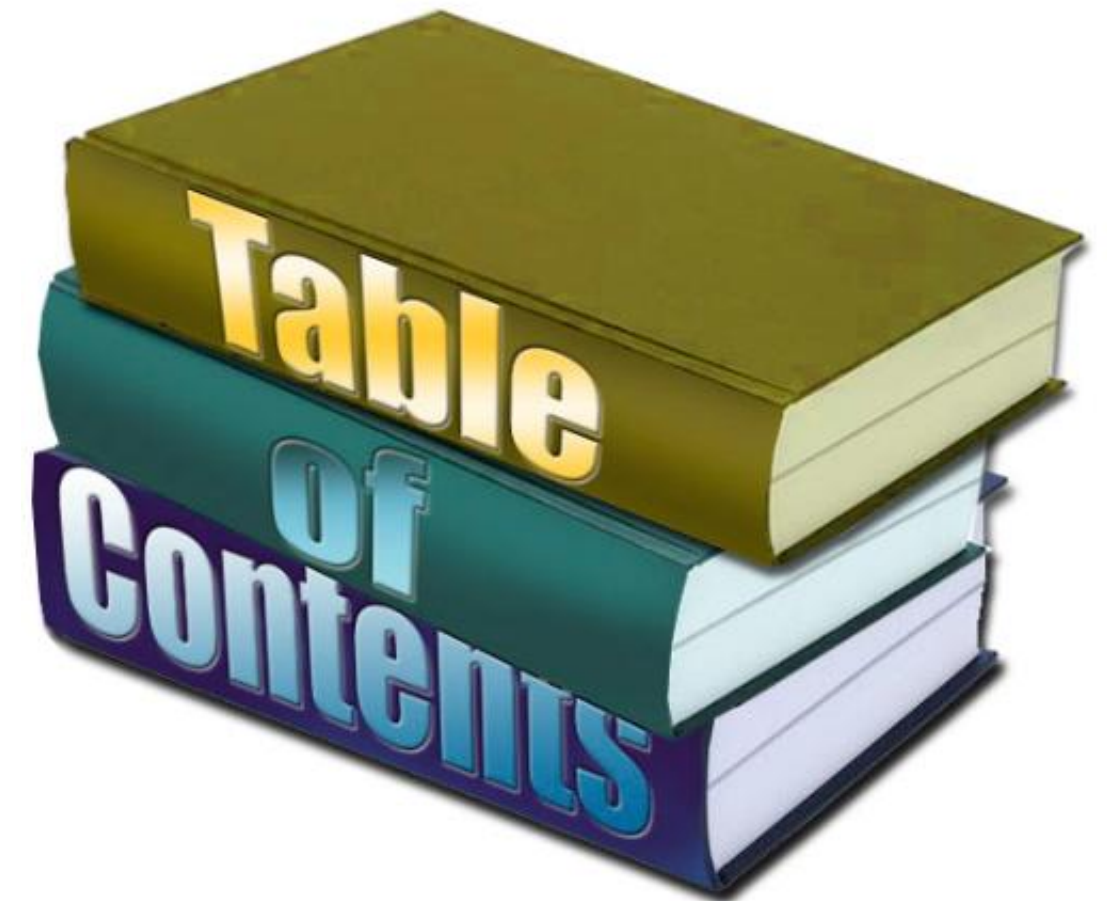
- c) Four phases: Setup, Plan, Execute, Enhance
-

Justification

The **Kanban Framework** consists of **four clearly defined phases**:

- **Setup**: Establish the Kanban system.
- **Plan**: Organize work items and priorities.
- **Execute**: Perform tasks as per workflow.
- **Enhance**: Continuously improve processes.

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2. Understanding Kanban Concepts
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 - e. Kanban Metrics and Reports
 - f. Kanban Processes
3. Next Steps
4. All ready for the KEC™ Certification!



3. Next Steps

Recommended next steps are:

1. Understand how Kanban works in real-life scenarios using a high-end, AI-powered SaaS tool. Kanbanstudy facilitates this through a free certification program — **Kanban with AI Certified (KAC™)** — where you will create complete Kanban workflows using AI and practice on a leading AI-powered SaaS platform, **Vabro.ai**.

You will learn how to apply Kanban to significantly increase ROI and productivity across your workflows, projects, and operations.



3. Next Steps

Recommended next steps are:

2. As you become more familiar with using Kanban, you may wish to explore its nuances and deeper concepts to apply it more effectively.

Consider pursuing advanced certifications and courses offered by **Kanbanstudy**, such as **Kanban Professional with AI Certified (KPC™)**, **Kanban Manager with AI Certified (KMC™)**, **Kanban Product Owner with AI Certified (KPOC™)**, and more.

These programs will help you gain advanced knowledge and skill sets to apply Kanban with greater expertise and confidence.



3.1 Next Steps - Get Kanban with AI Certified (KAC™) for Free! (in 2 hours)

1. Overview of Kanban Framework
2. Steps to prepare for the Vabro.ai demo
3. Setting up your Vabro.ai account
4. Using AI Template to Set Up an HR Workflow
5. Understanding the Kanban Board
6. Exploring Task Groups and Tasks
7. Collaborating using AI-powered Forms
8. Kanban in Action – A Complete Process Walkthrough
9. 150+ Features – Bigger and Better
10. Create entire process with your AI prompt

Completing this demo will give you a clear idea of how a high-end, AI-powered SaaS platform can help significantly improve performance in your Kanban workflows.



3.1 Next Steps - Get Kanban with AI Certified (KAC™) for Free! (in 2 hours)

1. Overview of Kanban Framework

- Introduce the Kanban framework, explain its core principles,
- Highlight how Kanban helps in visualizing and improving workflows efficiently



3.1 Next Steps - Get Kanban with AI Certified (KAC™) for Free! (in 2 hours)

2. Steps to prepare for the Vabro.ai demo

- Outline the simple steps you need to follow before starting the demo

STEPS TO PREPARE FOR THE VABRO.AI DEMO



Take notes



Ask questions



Test ahead
of time



Join on time

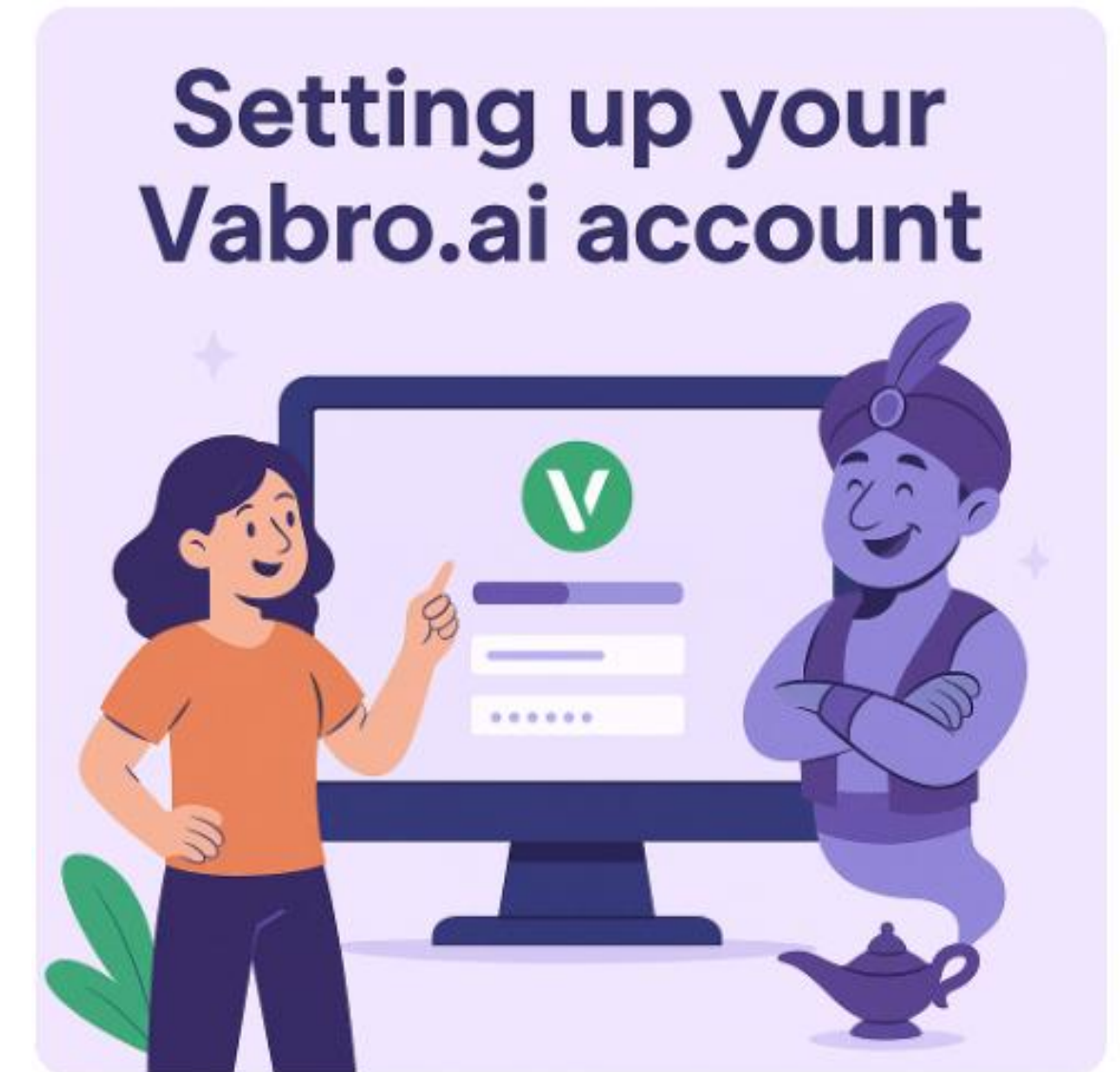


Enjoy the demo

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3. Setting up your Vabro.ai account

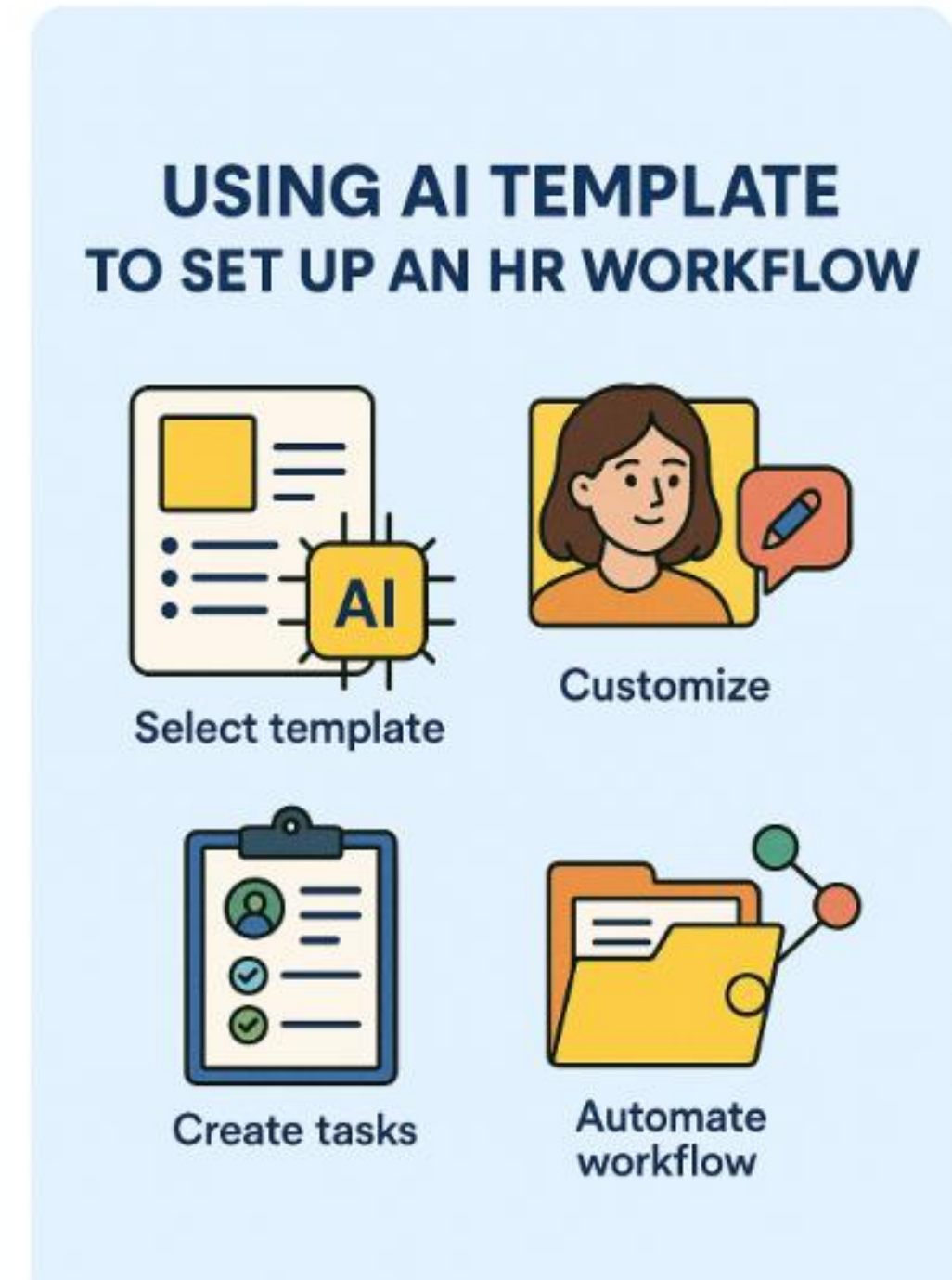
- Create and configure your Vabro.ai account so you are ready to explore its AI-powered features



3.1 Next Steps - Get Kanban with AI Certified (KAC™) for Free! (in 2 hours)

4. Using AI Template to Set Up an HR Workflow

- Learn how to use a pre-built AI template in Vabro.ai to quickly design and launch a Workflow



3.1 Next Steps - Get Kanban with AI Certified (KAC™) for Free! (in 2 hours)

5. Understanding the Kanban Board

- Learn the structure of the Kanban board, including its columns, visual elements, and how it organizes work effectively



3.1 Next Steps - Get Kanban with AI Certified (KAC™) for Free! (in 2 hours)

6. Exploring Task Groups and Tasks

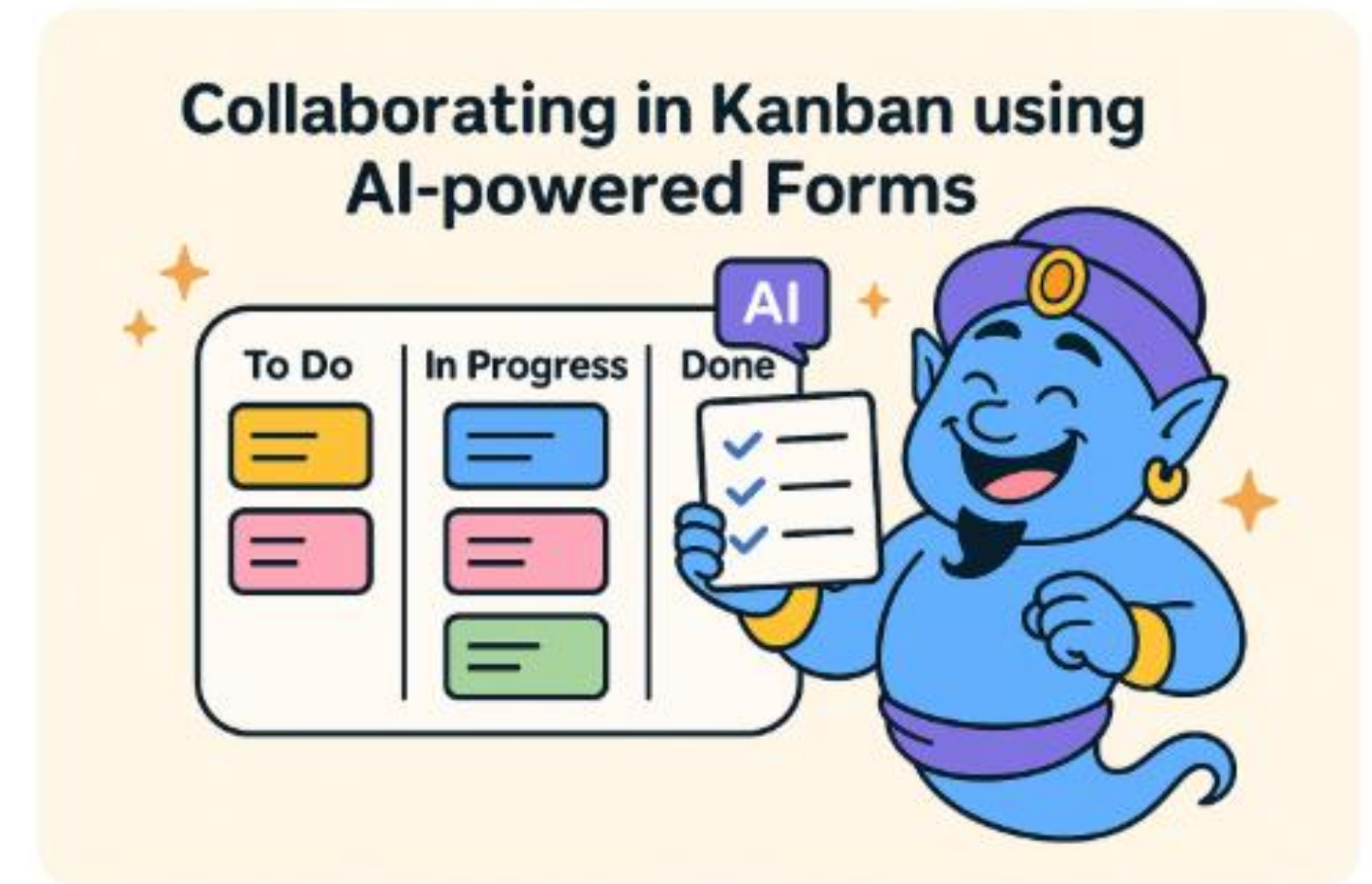
- Create and manage task groups and individual tasks to streamline processes and improve team productivity



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7. Collaborating using AI-powered Forms

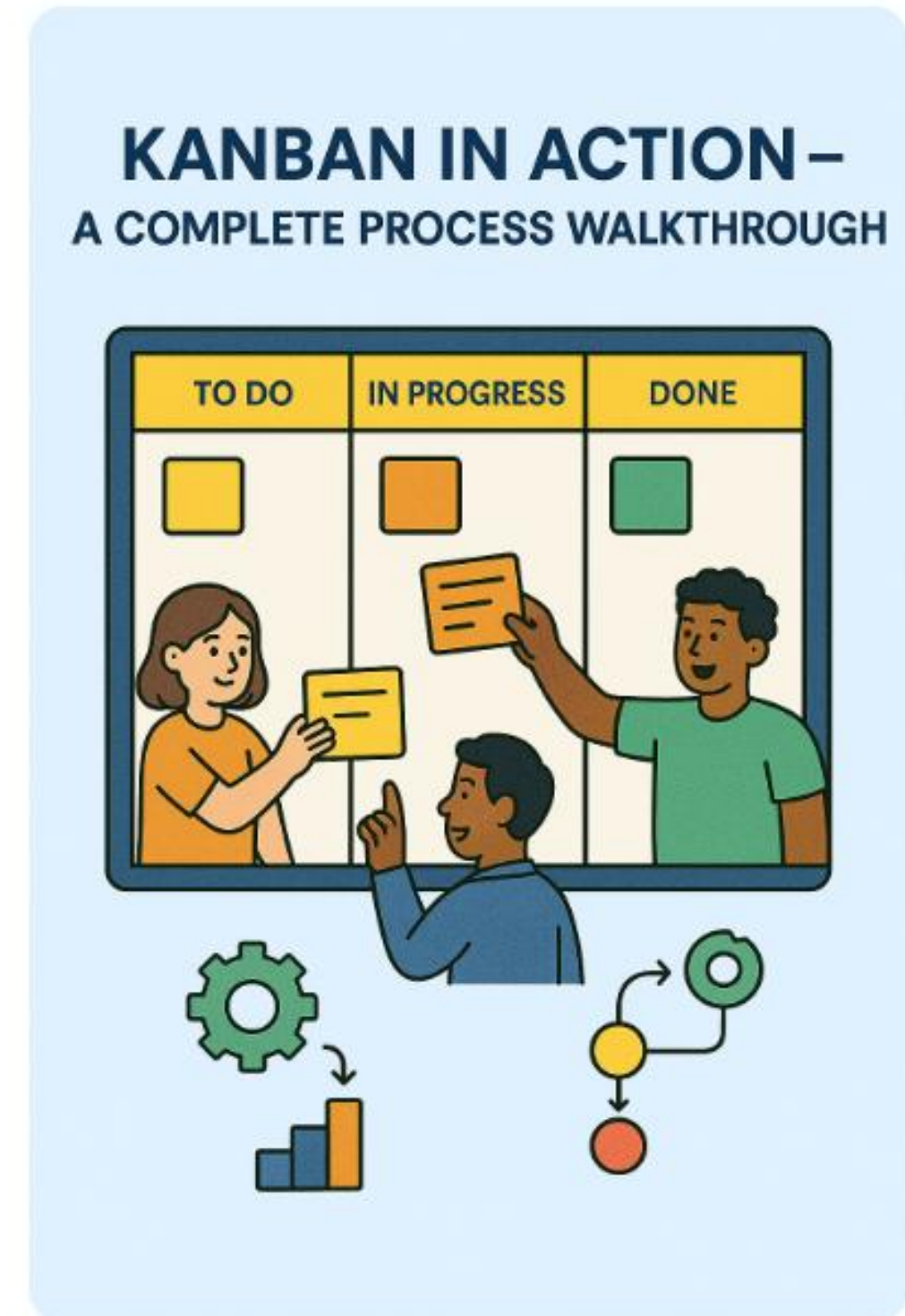
- AI-powered forms enable easy collaboration between team members and stakeholders in real-time



3.1 Next Steps - Get Kanban with AI Certified (KAC™) for Free! (in 2 hours)

8. Kanban in Action – A Complete Process Walkthrough

- full walkthrough of how Kanban works in a real-life scenario, from setting up tasks to completing workflows



3.1 Next Steps - Get Kanban with AI Certified (KAC™) for Free! (in 2 hours)

9. 150+ Features – Bigger and Better

- Extensive set of over 150+ features that make Vabro.ai more powerful and versatile than traditional tools



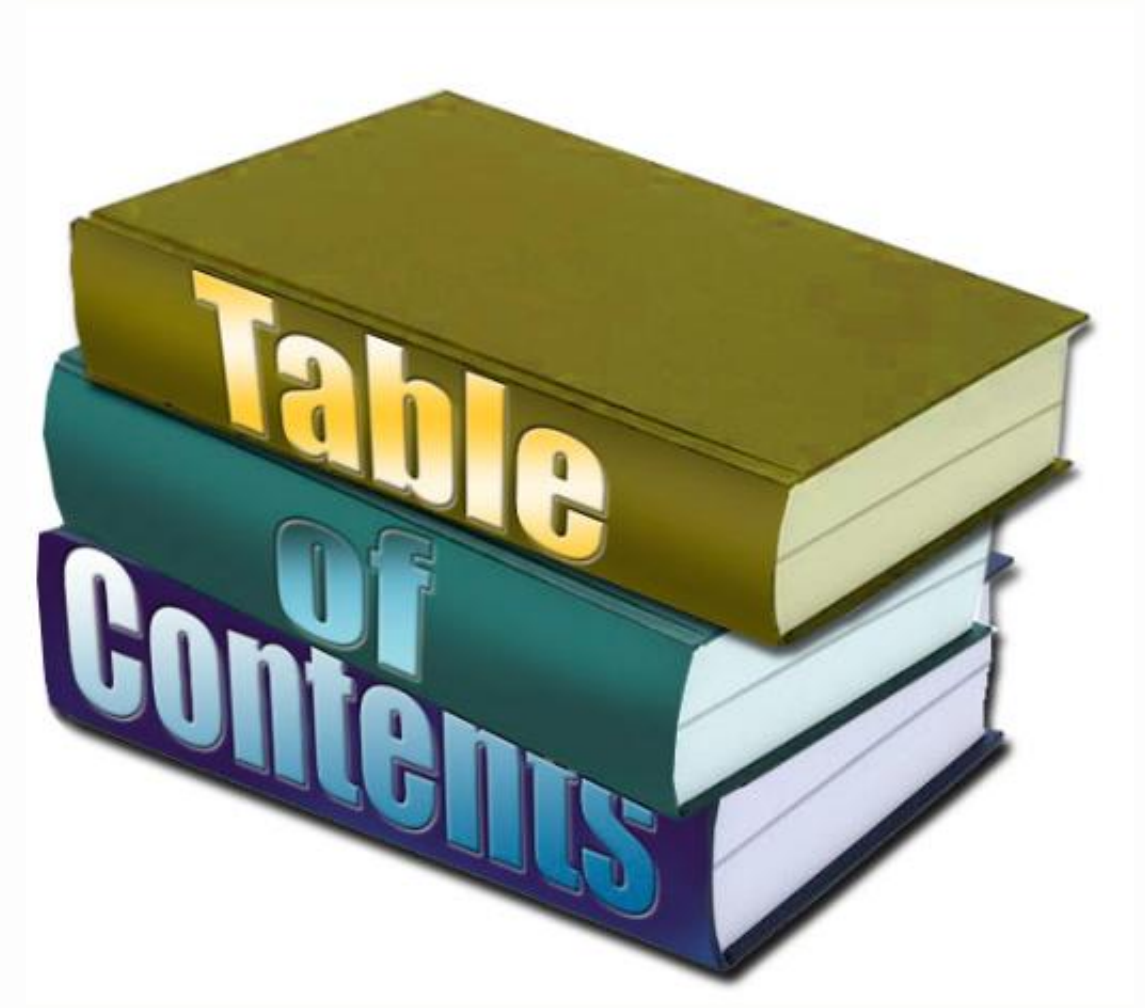
3.1 Next Steps - Get Kanban with AI Certified (KAC™) for Free! (in 2 hours)

10. Create entire process with your AI prompt

- How simply providing an AI prompt allows Vabro Genie AI to create an entire process automatically
- This includes Kanban workflows, Kanban boards with all columns, sample tasks, forms for collaboration, Objectives and Key Results (OKRs) for the workflow, and more.



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4. KEC™ Certification

Exam Format

- Multiple choice
- 40 questions per exam
- One mark awarded for every right answer
- No negative marks for wrong answers
- 30 questions need to be answered correctly to pass
- 60 minutes duration
- Online unproctored exam

For more details about this certification exam, please visit **Kanbanstudy.com -> Certification -> Kanban Essentials Certified (KEC™)**

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- Click on the link available in this webinar
- Click on this link - <https://www.Kanbanstudy.com/account/register>

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Thank you for joining this webinar!

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 - www.BALearning.com
 - www.OKRStudy.com
 - www.6sigmastudy.com

All the best!



