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Kanban Board Template

What is Kanban Board Template?

A Kanban board template is a visual tool used in Lean and Agile project management to manage work items or tasks through a workflow process. It's a digital representation of a Kanban board, which is a physical whiteboard or sticky notes arranged in columns to visualize the workflow.

A typical Kanban board template consists of columns that represent different stages of a workflow, such as:

1. **To-Do* * or Backlog: This column contains all the tasks or work items that need to be done.** - **In Progress: This column shows the tasks or work items that are currently being worked on by team members.** - **Done* * or Completed: This column displays the tasks or work items that have been finished and verified as complete.**

Kanban board templates can also include additional columns, such as:

- **Waiting:** For tasks or work items that are dependent on external factors, like waiting for input from others or pending approvals.
- **Blocked:** For tasks or work items that are stuck due to obstacles or roadblocks.
- **Ready for Review:** For tasks or work items that need review or feedback before they can be considered complete.

Kanban board templates can be used in various ways, such as:

1. **Task management:** To manage individual tasks or work items and track their progress through the workflow.
2. **Project management:** To visualize a project's workflow and track its progress over time.
3. **Team collaboration:** To facilitate team collaboration and communication by providing a shared understanding of the workflow and task status.

Kanban board templates are available online, both free and paid, and can be used on various platforms, such as:

1. **Trello:** A popular project management tool that allows users to create boards with custom columns and workflows.
2. **Asana:** A work management platform that provides a Kanban-style workflow view for tasks and projects.
3. **Microsoft Teams:** A collaboration platform that offers a Kanban board template for teams to manage their workflows.

By using a Kanban board template, teams can:

1. Improve visibility into the workflow and task status
2. Enhance team collaboration and communication
3. Streamline work processes and reduce waste

4. Increase productivity and efficiency

Overall, Kanban board templates are a powerful tool for managing work items and tasks in a visual and collaborative way.

[agile](#), [workflow](#), [pm](#), [tools](#), [collaboration](#)

Kanban Board

To Do

- Task 1 - Description
- Task 2 - Description
- Task 3 - Description

In Progress

- Task 4 - Description
- Task 5 - Description

Testing

- Task 6 - Description
- Task 7 - Description

Done

- Task 8 - Description
- Task 9 - Description



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Related:

- [Project management](#)

External links:

- [Kanban Board View](#) —*software.fish*
 - Discover the best Kanban board project management software for efficient team collaboration and task management. Boost productivity with intuitive,

customizable Kanban solutions today!

- [Free Kanban Board Templates | Smartsheet](#) —*smartsheet.com*
 - Download free Kanban board templates, and find tips on how using a Kanban board template can benefit you and your team.

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