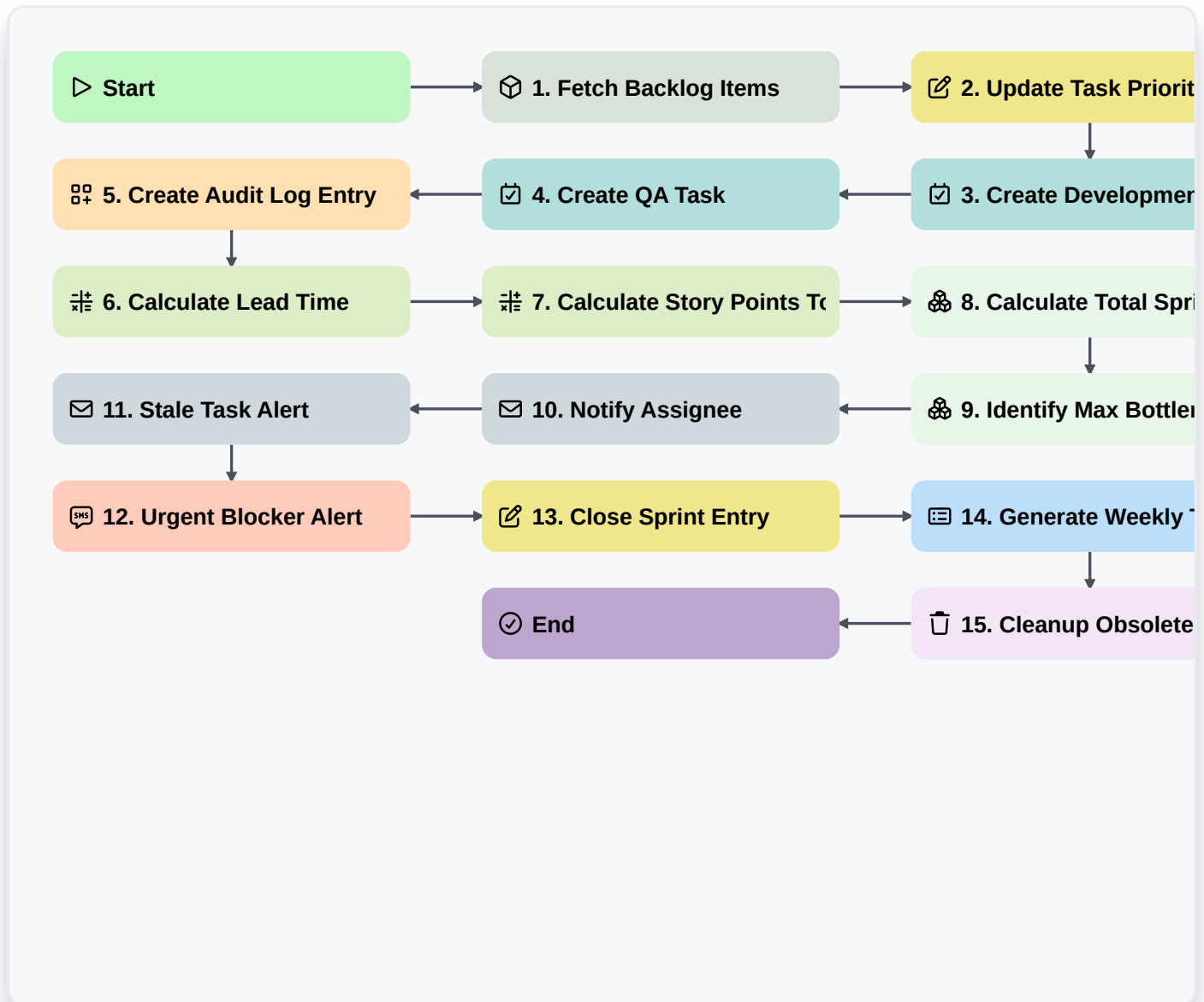


# Kanban Board Task Management Process



## ▷ Start

Start of the Workflow/Process.

## 📦 1. Fetch Backlog Items

Retrieve all entries from the 'Task' data model where status is 'Backlog' or 'To Do'.

## ✍️ 2. Update Task Priority

Update the priority field of a specific task entry based on incoming request urgency.

## 📝 3. Create Development Task

Generate a new task assigned to the Engineering team lead when a bug is identified.

## 📝 4. Create QA Task

Create a testing task assigned to the QA specialist once a task moves to the 'Ready for Test' column.

## 📝 5. Create Audit Log Entry

Create a new entry in the 'Audit Trail' data model to record the movement of a task between columns.

## 📝 6. Calculate Lead Time

Calculate the duration between the 'Created Date' and 'Current Date' to track task age.



## 7. Calculate Story Points Total

Sum the effort values of all tasks within the current Sprint.

## 8. Calculate Total Sprint Velocity

Aggregate the sum of 'Story Points' from all completed tasks in the current cycle.

## 9. Identify Max Bottleneck Duration

Find the maximum number of days a task has spent in the 'In Review' column.

## 10. Notify Assignee

Send an email notification to the user when a task is assigned to them.

## 11. Stale Task Alert

Send an email to the Project Manager if a task has not moved columns for more than 5 days.

## 12. Urgent Blocker Alert

Send an SMS to the On-Call Engineer when a task is marked with the 'Blocker' flag.

## 13. Close Sprint Entry

Update the 'Sprint' data model status to 'Closed' once all tasks are moved to 'Done'.

## 14. Generate Weekly Throughput Report

Create a visual report showing the number of tasks completed per day over the last 7 days.

## 15. Cleanup Obsolete Tasks

Delete entries from the 'Archive' data model that are older than 1 year.

## End

End of the Workflow/Process.