

# Project Scope

## Teams

Projects can mean multiple things to multiple people. For us at OurCompose, we divide our projects into two broad scopes, development and sales. This way we are able to put all of our tasks under one of the two buckets or projects. This allows us to know the context we operate in when completing a task. The scope of any project isn't limited. There is no cookie cutter for defining a project. The two boards for us have a very broad scope. They have swimlanes that reduce scope and determine criticality, but other than that - we have the two boards. At OurCompose we use categories defined within tasks very well. I would say that is how we are able to get away with such broad projects.

Within our board at OurCompose we use comments extensively. These are helpful for warm handing off tasks to other team members, and for when reviews need to be completed. Comments are able to be written to both determine when and where to move forward.

## Personal Use

As a personal user of kanboard, I like having multiple projects and reducing scope down on a project basis instead of using categories and tags. It helps me immediately understand what context I need to be in to start working on the task. As an example of these different projects, I have Music, Homelab, AI, and Meta. Under these different projects I have different swimlanes breaking down scope even further. Taking my music board I have, I have a Default Swimlane, a Songs Swimlane and a Theory Swimlane. This allows me to immediately understand what I am going to take away from the task or what "I" am looking for to complete the task. The task I have defined in the song would be simply "Song Name" - I don't add a crazy description, maybe a link to the song, and a tag for the instrument, "Guitar" or "Keyboard."

Going off the Personal board example, I generally use very light titles, descriptions, and comments. I would almost go so far to say I use most tasks as place holders so I don't forget when I come back to these items in the future.

With the personal instance and multiple boards, I would highly highly recommend starting with one board to get a feel of everything going on using tags and categories first. It is easy to get lost in multiple projects and easy to move complex tasks over underestimating complexity. When you move to multiple projects, the dashboard view provides a great overview of what tasks are currently in progress and currently in planned.

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