



Easy Kanban Board

User Guide

Version 1.0.0

For Unreal Engine 5.5+

Introduction

Easy Kanban Board is a powerful visual task management plugin for Unreal Engine 5.5+ that brings professional Kanban workflow directly into your editor. Organize your game development tasks, track progress, and maintain focus without switching between external tools.

Key Features

- **Visual Workflow** - Drag-and-drop cards between customizable columns
- **Rich Task Details** - Multi-line descriptions, priority colors, and custom tags
- **Flexible Organization** - Create unlimited columns and configure your ideal workflow
- **Real-time Search** - Instantly filter cards by title or description
- **Multiple Boards** - Manage separate boards for different projects or teams
- **Auto-Save** - Your work is automatically saved as you make changes
- **Import/Export** - Share boards via JSON files with team members
- **Board Templates** - Quick-start templates for common workflows

Editor Integration: Easy Kanban Board is designed exclusively for the Unreal Engine editor with zero runtime overhead on your game.

Getting Started

Installation

1 Install from Fab Marketplace

Download and install Easy Kanban Board from the Fab Marketplace to your Unreal Engine installation.

2 Enable the Plugin

Open your project, go to Edit → Plugins, search for "Easy Kanban Board" and enable it.

3 Restart Unreal Engine

Close and reopen your project for the plugin to fully initialize.

Opening the Kanban Board

Access the Kanban Board in two ways:

- **Main Menu:** Window → Easy Kanban Board
- **Toolbar:** Click the Kanban Board icon in the Level Editor toolbar

First Launch: The board opens with a demo template to help you get started. You can customize it immediately or create a new board from scratch.

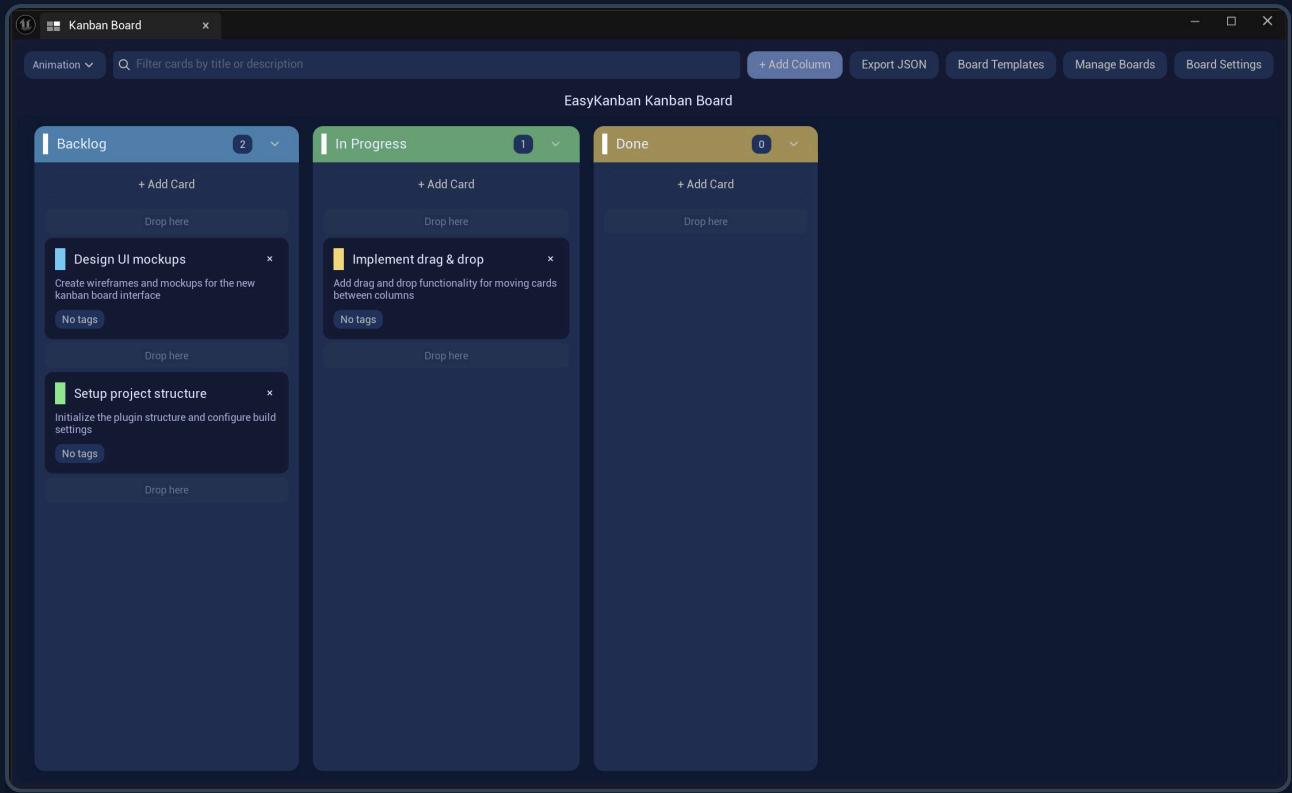


Figure 1: Easy Kanban Board main interface with columns and cards

Quick Start Tutorial

1 Open the Board

Click Window → Easy Kanban Board to open the main interface.

2 Create Your First Card

Click the "+ Add Card" button in any column. Enter a task title and description.

3 Add Details

Click a card to edit it. Add a priority color, tags, and detailed description.

4 Move Cards

Drag cards between columns to update their status as work progresses.

Working with Cards

Creating Cards

Cards represent individual tasks or work items on your board.

1. Click the **+ Add Card** button at the top of any column
2. A new card appears with an editable title field
3. Click the card to open the full editor dialog

Card Properties

| Property | Description |
|-----------------------|--|
| Title | Short, descriptive name for the task (appears on the card) |
| Description | Multi-line detailed notes about the task (viewable when editing) |
| Priority Color | Visual indicator with 10 color options to categorize importance |
| Tags | Comma-separated labels for categorization and filtering |
| Created Date | Automatically recorded timestamp when the card was created |
| Modified Date | Automatically updated whenever the card is edited |

Editing Cards

To edit a card's details:

1. Click anywhere on the card
2. The Card Editor dialog opens with all editable fields
3. Make your changes
4. Click **Save** or press Enter to confirm
5. Click **Cancel** or press Escape to discard changes

Auto-Save: Changes to cards are automatically saved to disk. You don't need to manually save the board.

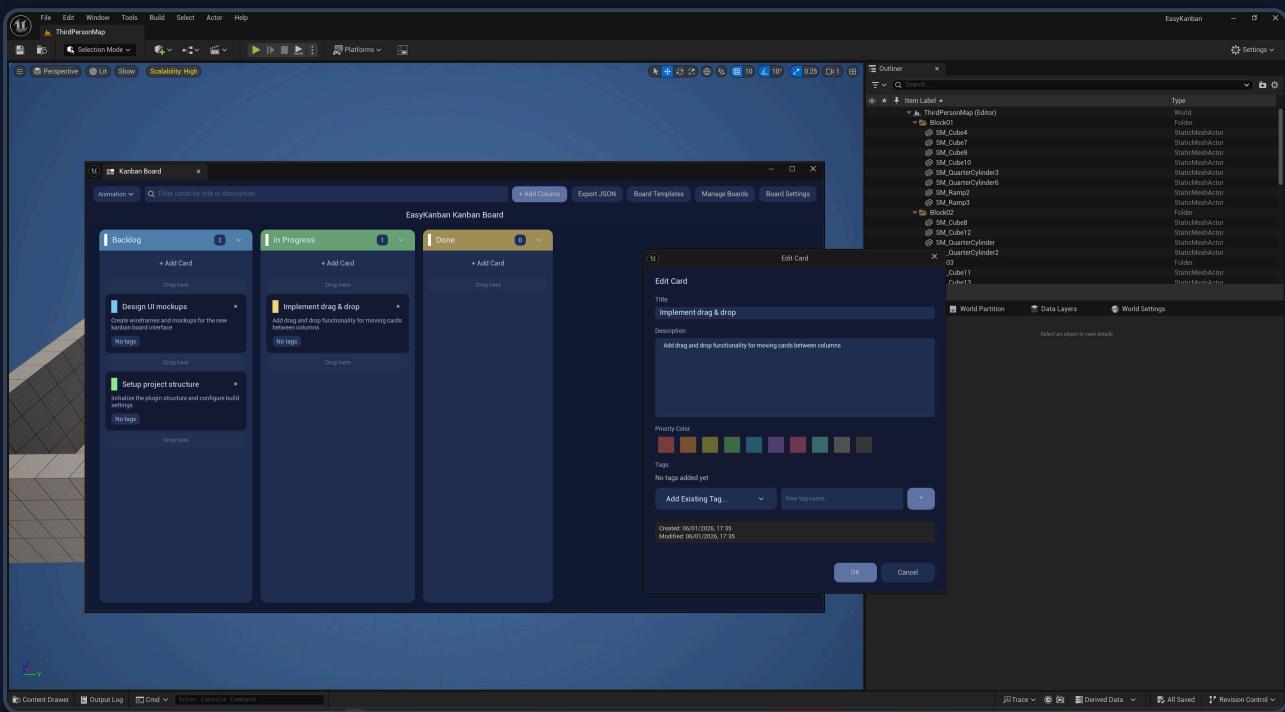


Figure 2: Card editor dialog showing all editable fields

Priority Colors

Choose from 10 distinct priority colors to visually organize your cards:

- **Blue** - Default/Standard priority
- **Red** - Critical/Urgent tasks
- **Green** - Low priority/Optional
- **Yellow** - Medium priority/Warning
- **Purple** - Feature requests
- **Orange** - Review needed
- **Pink** - Design/Creative tasks
- **Cyan** - Technical tasks
- **Teal** - Documentation
- **Gray** - Blocked/On hold

Using Tags

Tags help you categorize and filter cards across your board:

- Enter tags as comma-separated text: `animation, character, urgent`
- Tags appear as small badges on the card
- Use the search box to filter by tag names
- Common tag examples: bug, feature, art, code, level-design, polish

Moving Cards

Cards can be moved in two ways:

Drag and Drop

1. Click and hold on a card
2. Drag it to another column or position
3. Release to drop it in the new location

Visual Feedback

- Cards highlight when hovering during drag
- Drop zones appear between cards and at column tops/bottoms
- Invalid drop locations are clearly indicated

Deleting Cards

1. Click on the card to open the editor
2. Click the **Delete** button
3. Confirm the deletion when prompted

Warning: Deleting cards is permanent and cannot be undone. Make sure you want to remove the card before confirming.

Working with Columns

Understanding Columns

Columns represent stages in your workflow. Common column setups include:

- **Backlog** → **To Do** → **In Progress** → **Review** → **Done** (Software Development)
- **To Do** → **Doing** → **Done** (Simple Workflow)
- **Ideas** → **Drafting** → **Review** → **Published** (Creative Pipeline)

Adding Columns

1. Click the **+ Add Column** button in the toolbar
2. A new column appears at the right end of the board
3. Click the column title to rename it
4. Customize the accent color in the column header

Column Properties

| Property | Description |
|---------------------|--|
| Title | Name of the workflow stage (e.g., "In Progress", "Review") |
| Accent Color | Visual theme color for the column header |
| Card Count | Number of cards currently in the column |

Reordering Columns

Arrange columns to match your workflow:

1. Locate the arrow buttons (◀▶) in the column header
2. Click **◀** to move the column left
3. Click **▶** to move the column right

Customizing Column Colors

Each column can have a unique accent color for visual clarity:

1. Click the color picker in the column header
2. Select from the palette of 10 preset colors
3. The column header updates immediately

Deleting Columns

1. Click the  (trash) icon in the column header
2. Confirm the deletion when prompted

Important: Deleting a column also deletes all cards within it. This action cannot be undone.

Search and Filtering

Using the Search Box

The search box provides instant filtering of cards:

1. Locate the search box in the top toolbar
2. Type any text to filter cards
3. Cards matching the search appear; others are hidden
4. Clear the search to show all cards again

What Gets Searched

The search filters cards based on:

- **Title** - Card titles are searched (case-insensitive)
- **Description** - Full description text is searched
- **Tags** - All card tags are included in search

Search Tips

- Search is case-insensitive: "bug" matches "Bug" and "BUG"
- Partial matches work: "anim" finds "animation" and "animate"
- Search updates in real-time as you type
- Use specific tag names to filter by category

Pro Tip: Use consistent tag naming (e.g., "code", "art", "design") to quickly filter cards by department or type.

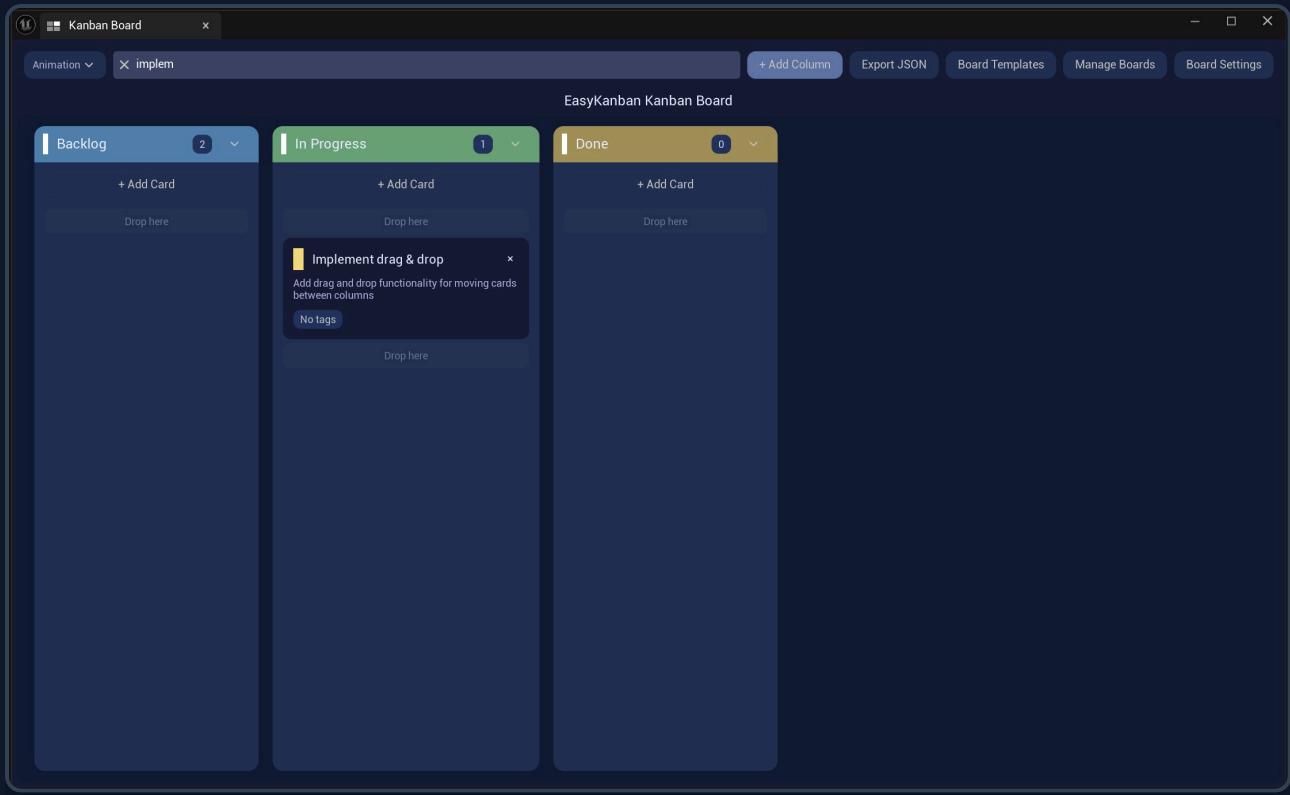


Figure 3: Search functionality filtering cards in real-time

Board Management

Multiple Boards

Easy Kanban Board supports multiple saved boards per project:

- Each board has its own columns, cards, and settings
- Boards are saved automatically as you work
- Switch between boards instantly without losing work

Board Manager

Access the Board Manager from the toolbar:

| Action | Description |
|---------------------|--------------------------------------|
| New Board | Create a new empty board |
| Switch Board | Load a different saved board |
| Rename Board | Change the name of the current board |
| Delete Board | Permanently remove a board from disk |

Creating a New Board

1. Click **Board Manager** in the toolbar
2. Click **New Board**
3. Enter a name for your board
4. Choose to start blank or from a template
5. Click **Create**

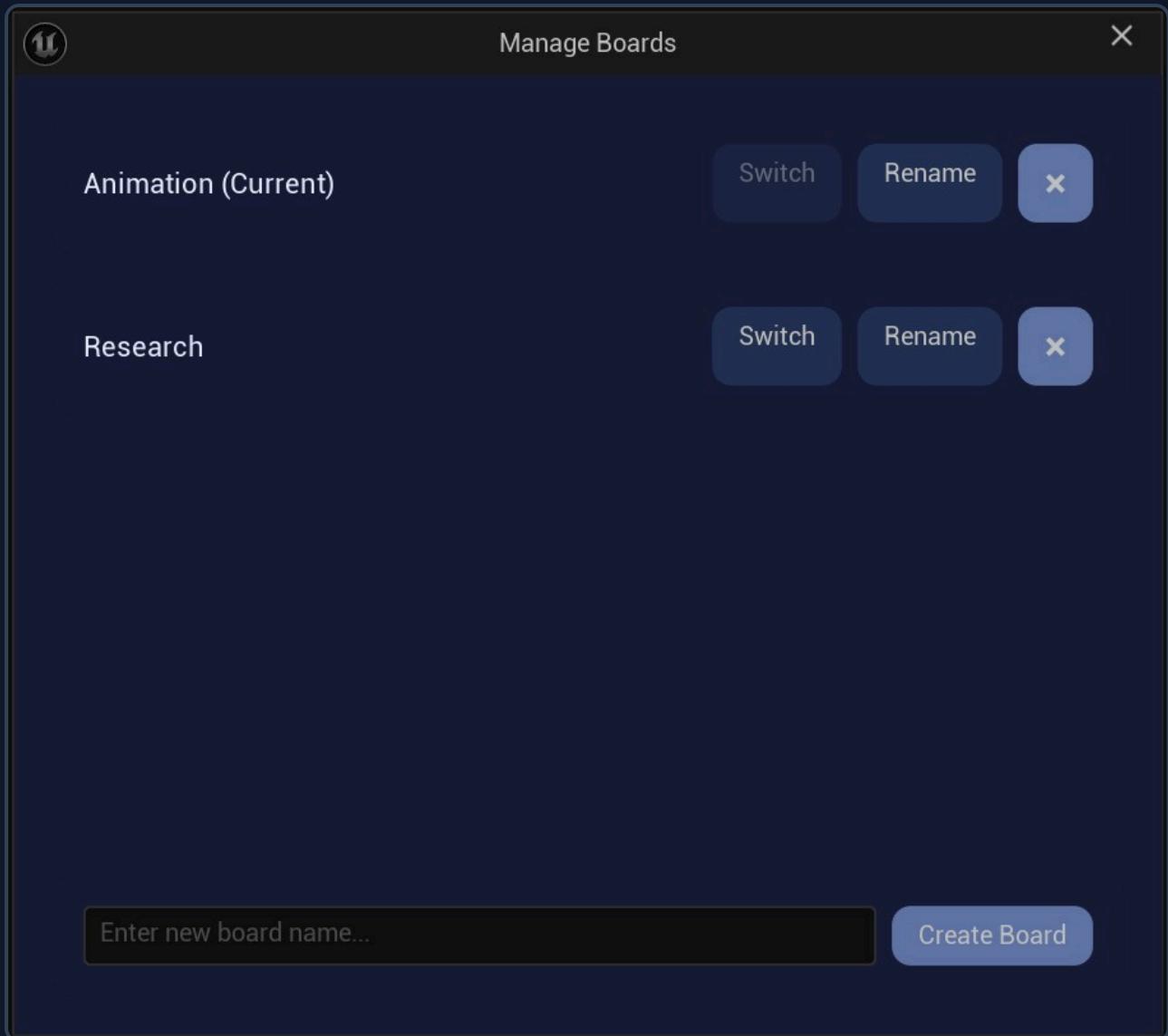


Figure 4: Board Manager interface for creating and managing boards

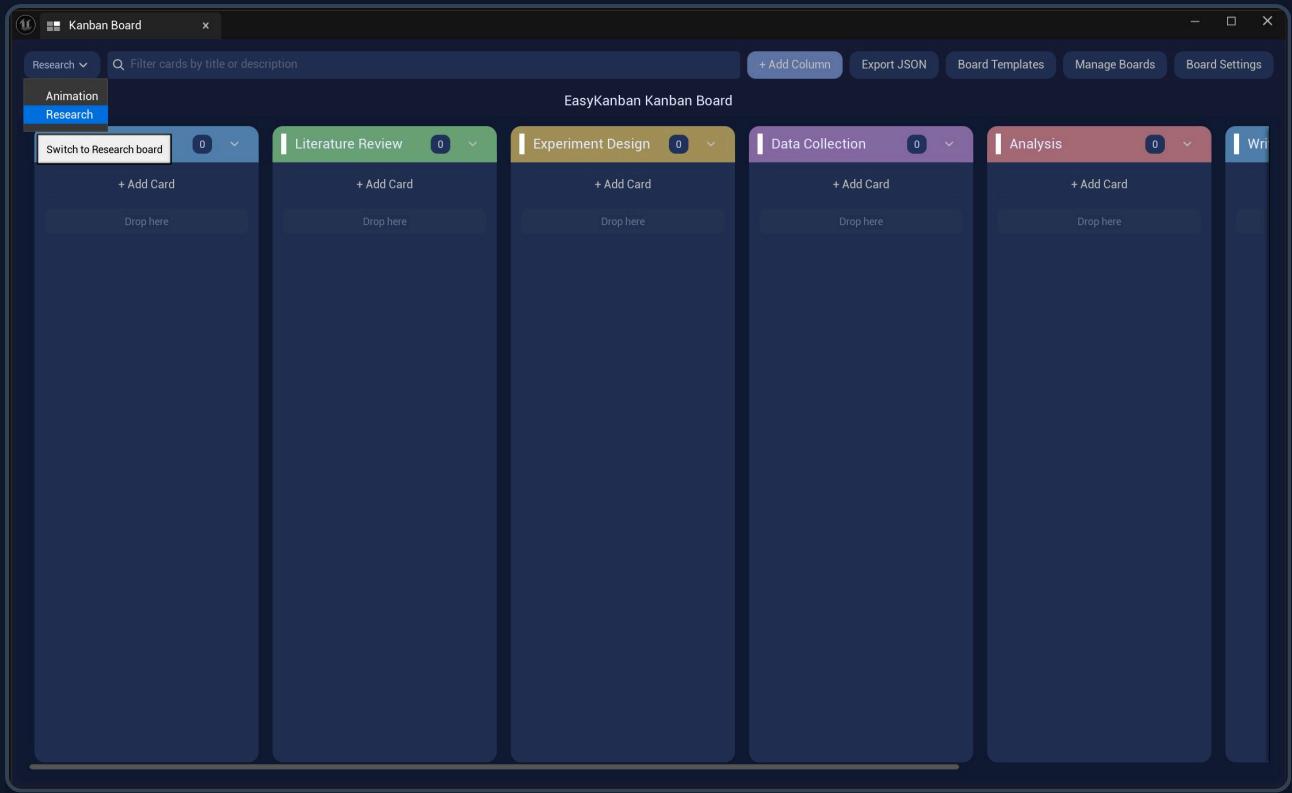


Figure 5: Switching between multiple saved boards

Board Templates

Quick-start your workflow with pre-configured templates:

Board Templates

Select a template to apply to your current board. Empty columns will be removed, and new columns will be added.

 Software Development

Standard agile software development workflow with backlog refinement, sprint planning, and deployment stages.

Columns: Backlog [] To Do [] In Progress [] Code Review [] Testing [] Done

Tags: Bug, Feature, Enhancement, Documentation, Technical Debt, Urgent, Backend, Frontend

 Game Development

Tailored for game dev with art, design, programming, and testing stages.

Columns: Ideas [] Design [] In Development [] Art Pass [] Playtesting [] Polish [] Shipped

Tags: Gameplay, Art, Audio, UI/UX, Level Design, Animation, Bug, Performance

 Content Creation

Perfect for content creators, writers, and media producers tracking their pipeline.

Columns: Ideas [] Research [] Drafting [] Editing [] Review [] Published

Tags: Video, Article, Tutorial, Social Media, Priority, Series, Sponsored

 Marketing Campaign

Organize marketing campaigns with ideation, creation, approval, and launch phases.

Apply Template

Apply Template

Apply Template

Apply Template

Figure 6: Available board templates for quick-start workflows

Default Template

- **Columns:** Backlog → To Do → In Progress → Code Review → Testing → Done
- **Use Case:** Full software development pipeline
- **Pre-populated:** Sample cards with common task types

TODO Template

- **Columns:** To Do → In Progress → Done
- **Use Case:** Simple three-stage workflow
- **Pre-populated:** Basic example cards

Animation Template

- **Columns:** Ideas → Research → Drafting → Editing → Review → Published
- **Use Case:** Creative content pipeline
- **Pre-populated:** Animation workflow examples

Importing and Exporting

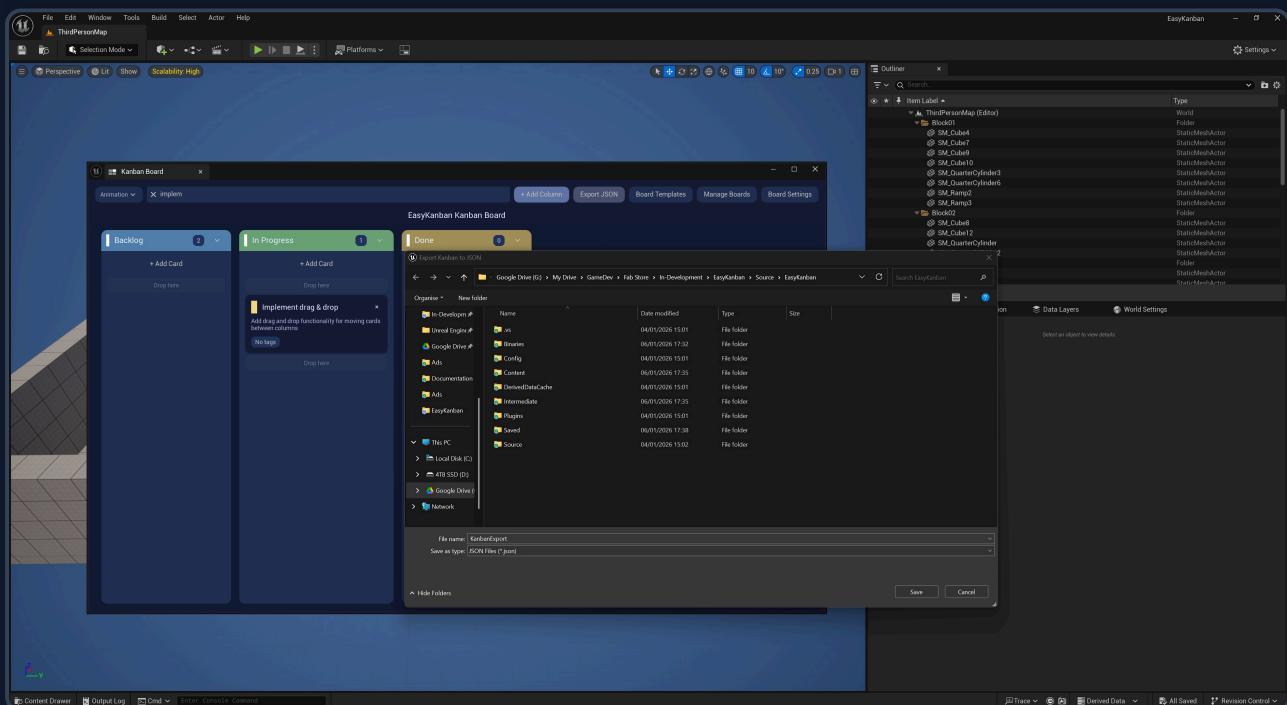
Exporting a Board

1. Click **Export** in the toolbar
2. Choose a save location for the JSON file
3. Share the file with team members

Importing a Board

1. Click **Import** in the toolbar
2. Select the JSON file to import
3. The board replaces the current board (save first if needed)

Team Collaboration: Export boards to share task lists with team members. They can import the JSON file into their own Unreal Engine projects.



Customization

Board Settings

Access board settings from the toolbar to customize the interface:

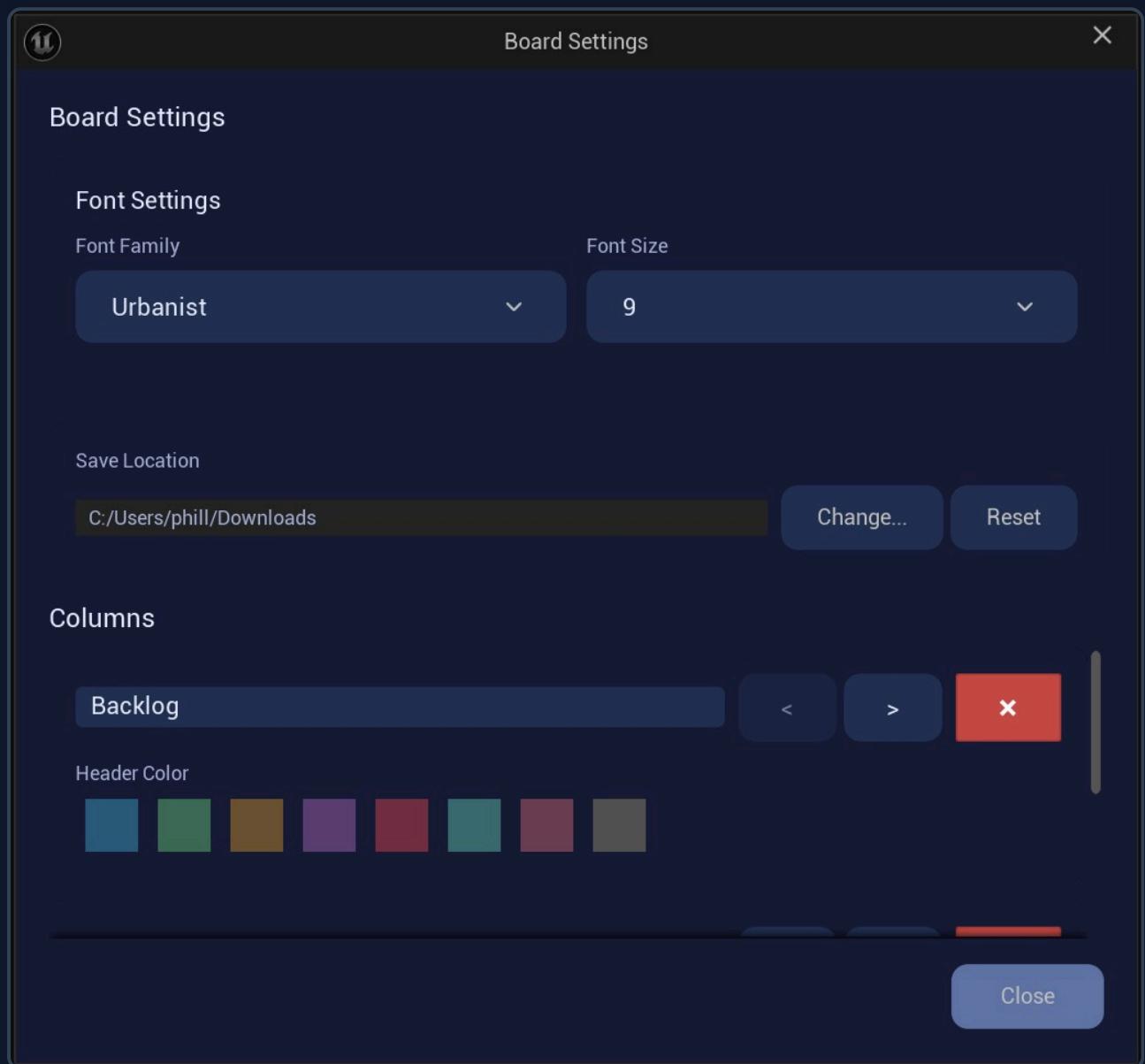


Figure 8: Board settings panel for customizing appearance

| Setting | Options | Description |
|---------|---------|-------------|
|---------|---------|-------------|

| | | |
|--------------------|--------------------------------------|---|
| Font Family | Urbanist, Roboto, Arial, Courier New | Choose the typeface used throughout the board |
| Font Size | 8pt - 14pt | Adjust text size for readability |

Color Palettes

The board uses a carefully designed color system:

- **Dark Theme** - Professional dark blue background reduces eye strain
- **Blue-Tinted Inputs** - Light blue backgrounds on all text fields
- **Accent Colors** - 10 distinct colors for columns and card priorities
- **Consistent Styling** - Matches Unreal Engine's editor aesthetic

Best Practices

Organizing Your Workflow

- **Keep columns focused** - Each column should represent a clear stage
- **Limit work in progress** - Don't overload the "In Progress" column
- **Regular cleanup** - Archive or delete completed cards periodically
- **Consistent naming** - Use clear, action-oriented card titles

Tag Strategy

- **Category tags:** code, art, design, audio, level
- **Priority tags:** urgent, critical, nice-to-have
- **Status tags:** blocked, review-needed, testing
- **Team tags:** frontend, backend, qa, art-team

Workflow Examples

Game Feature Development

1. **Backlog:** Feature ideas and requests
2. **Design:** Features being designed and planned
3. **Implementation:** Active development work
4. **Testing:** QA and bug fixing
5. **Polish:** Final tweaks and optimization
6. **Done:** Shipped features

Asset Production Pipeline

1. **Concept:** Initial ideas and sketches
2. **Modeling:** 3D model creation
3. **Texturing:** Material and texture work

4. **Rigging:** Skeleton and controls setup
5. **Integration:** Import and setup in Unreal
6. **Complete:** Ready for use

Bug Tracking

1. **Reported:** New bug reports
2. **Confirmed:** Verified and reproducible
3. **Fixing:** Developer actively working
4. **Testing:** Fix verification
5. **Resolved:** Confirmed fixed

Troubleshooting

Common Issues

Board Not Saving

- Check that your project folder is not read-only
- Verify you have write permissions to the Saved folder
- Look for errors in the Output Log (Window → Developer Tools → Output Log)

Cards Not Appearing

- Check if search filter is active - clear the search box
- Ensure cards weren't accidentally moved to another column
- Verify the board file loaded correctly (check Output Log)

Drag and Drop Not Working

- Try clicking and holding for half a second before dragging
- Ensure you're dragging from the card body, not buttons
- Check if the editor window has focus

Settings Not Persisting

- Settings are saved per board - each board has its own preferences
- Make sure to save the board after changing settings
- Check project permissions if settings won't save

Data Location

Board data is stored in your project's Saved folder:

- **Default Board:** `YourProject/Saved/KanbanBoard.json`
- **Named Boards:** `YourProject/Saved/KanbanBoard_[Name].json`
- **Format:** Human-readable JSON (can be edited manually if needed)

Getting Help

If you encounter issues:

1. Check the Output Log for error messages (filter by "LogKanbanBoard")
2. Verify your Unreal Engine version is 5.5 or higher
3. Try exporting your board and reimporting it
4. Contact support through the Fab Marketplace

Tips and Tricks

Keyboard Shortcuts

| Action | Shortcut |
|---------------------|--------------------------------|
| Save card in editor | Enter |
| Cancel card edit | Escape |
| Focus search box | Ctrl+F (when board is focused) |

Productivity Tips

- **Use color coding** - Assign consistent colors to task types (red=bugs, blue=features, etc.)
- **Daily standup** - Use the board during team meetings to discuss progress
- **WIP limits** - Set personal limits on "In Progress" cards to avoid overcommitting
- **Regular reviews** - Weekly review of backlog and completed items
- **Archive completed work** - Export old boards for record-keeping

Integration with Unreal Engine

- Create cards for each level that needs design work
- Track blueprint implementation tasks by feature
- Organize material and shader creation pipeline
- Coordinate animation sequences and cutscenes
- Manage sound effect and music integration

Stay Organized: The key to successful Kanban is consistency. Update your board daily and keep it visible during development sessions.

Easy Kanban Board Plugin for Unreal Engine

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