JIRA Task Guidelines and Process

08/29/2018

Hierarchy

- Epic - Span multiple sprints
    - Story - Span one sprint
        - Subtask - Span a numerical unit of time (X days, 1 week)
    - Task - Span a numerical unit of time (X days, 1 week)

Issue Hierarchy

In JIRA Agile Methodology, the following structures (issues) are defined as:

Epic - Typically, a collection of features that requires interaction with stakeholders.

Story - User stories are best defined here. *As a user, I want to ...*

Subtask - These are the steps to accomplish the user story. They answer the how and breakdown the steps to acheive the story.

Task - Internal facing. This is defined as a unit that requires an action upon the system, and usually is not dependent on a story. *ex)* Change company password to X

Stories answer **what/why**, while **tasks** answer **who/where/how**.

Use this guide to determine if an item in the backlog needs to be broken down farther.

Link to JIRA Agile Methodology

Task Anatomy

- **Title** - A clear, non-divisible attribute that defines the track of work

- **Prerequisites** - These are items that block the task from being started

- **Description** - A thorough description of the task (1-2 paragraphs, use images when possible)

- **Dependencies** - These are items that block the task from being finished

- **Testing Criteria** - A thorough and fine-grained description of problem resolution through actionable structures.

- **Definition of Done / Task Resolution** - This is accomplished by Acceptance Testing (see below)

- **Confidence Level** - Internal value for bookkeeping. Not necessary for technical workers (programmers) on team to enter

- **What to present** - Rule of thumb (keep your presentation under 1 minute for standups)

Link to JIRA Cross Functionality and Task Creation

Guidelines

- If the description is too large, break the task apart into another task
- If the presentation time (What to present) exceeds 1 minute, try to break the task apart into another task
- If there are prerequistes, ask questions before moving In Progress
- If there are depdendencies, make sure they are addressed before moving to Done

Acceptance Testing

- Creation of test case before
- Presentation at Standup
- Unit test (if necessary)
- X other tests (if necessary)
- Code Review when task is reported "finished"

Standup Policies

- All questions must be asked in a reasonable time period before standup. These can be left in comments
- Any questions that are asked in the standup must be anticipated for when asked before standup. New information should be limited, unless changes required by external stakeholders are present or changes occur within a 12 hour period before the call.
- Tasks will be presented according to "What to present" spec. Any task that exceeds 1 minute should be broken down.

Test Driven Development

Link to Acceptance Testing Standards