INDEX

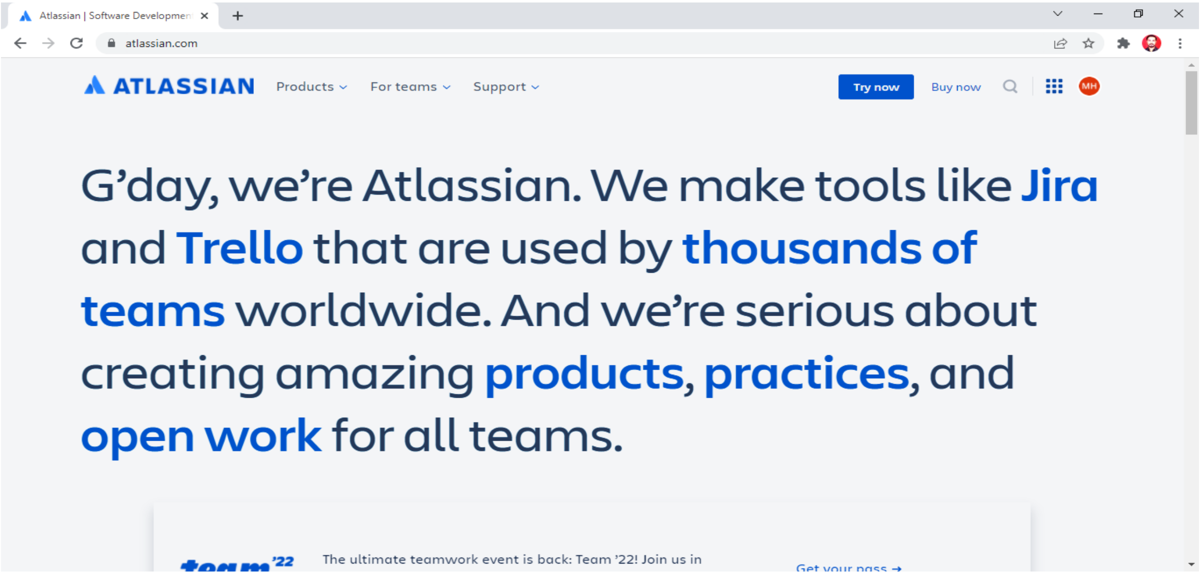
How to configure JIRA tool?

STEP 1:

Open any browser [Google Chrome, Mozilla or Internet Explorer]

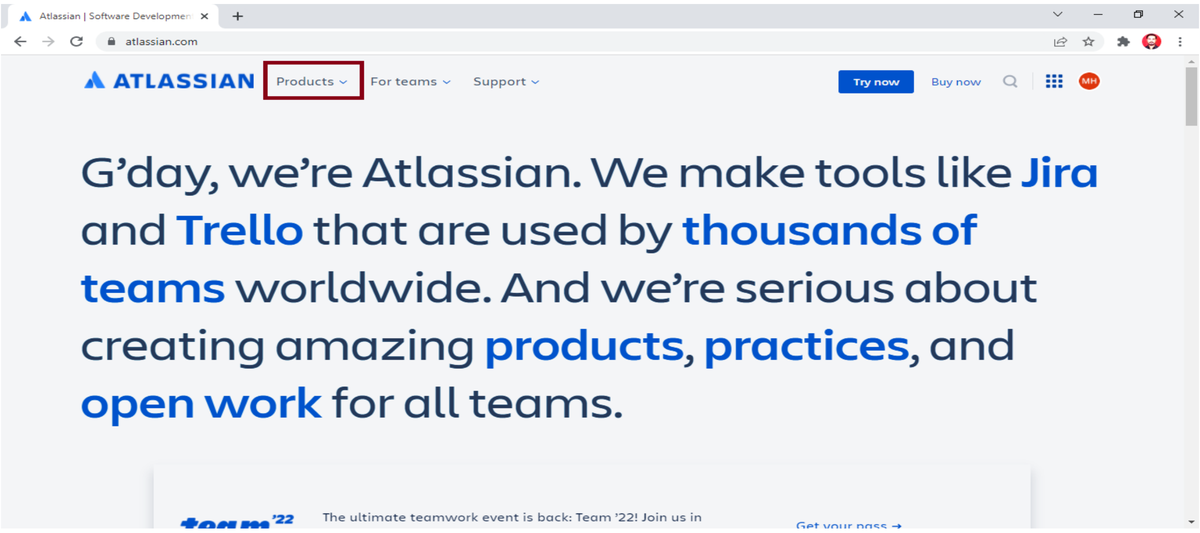
Step 2:

Enter URL: - https://www.atlassian.com



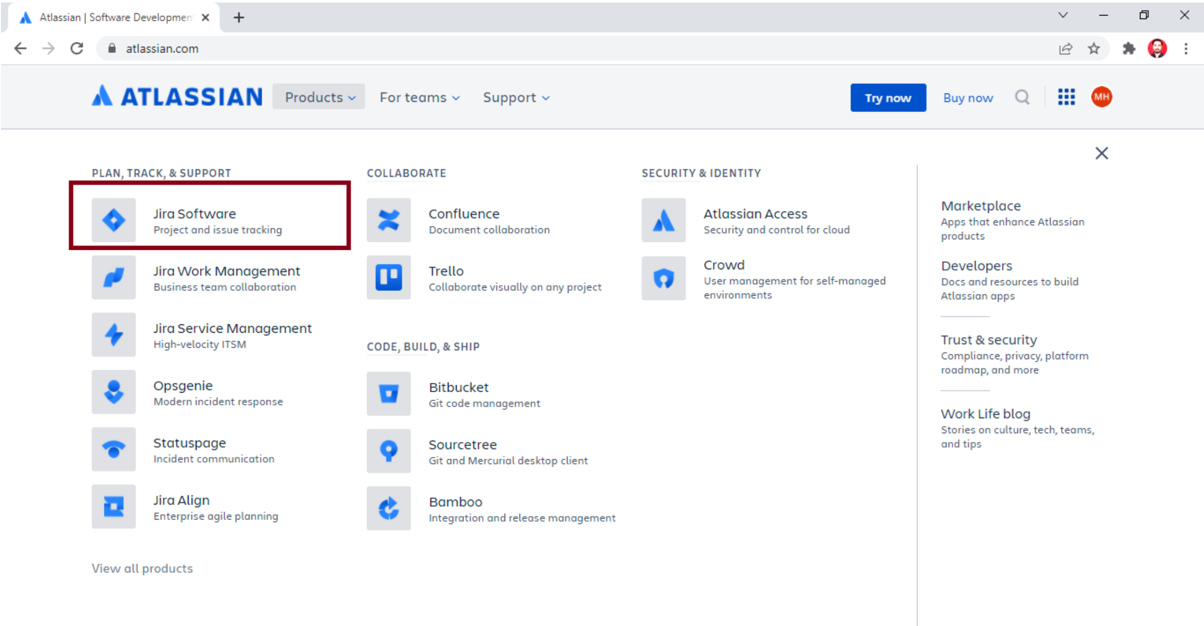
Step 2:

Click on Products dropdown list.



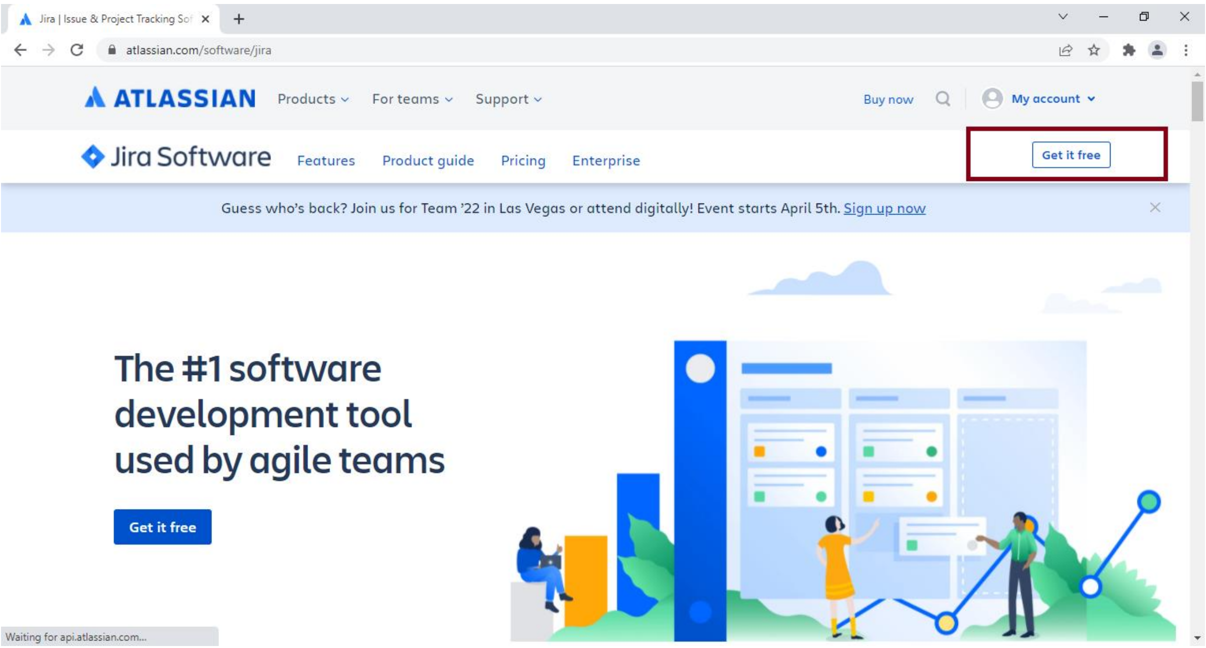
Step 3:

Click on JIRA Software [Project and issue tracking]



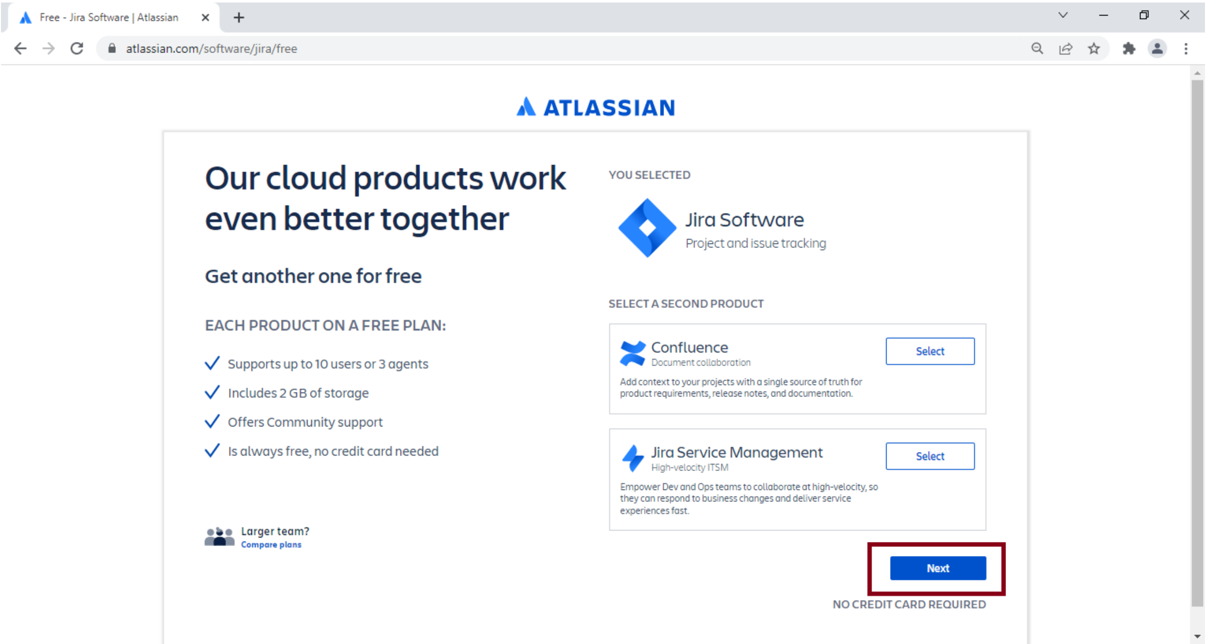
Step 4:

Click on get it free.



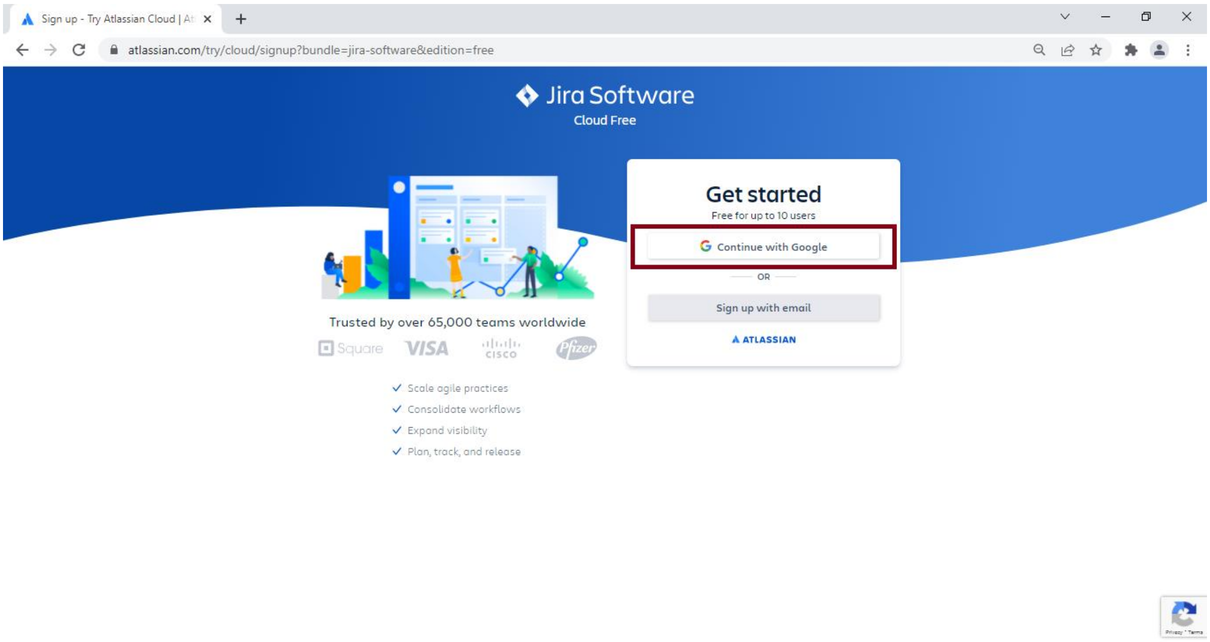
Step 5:

Click on Next



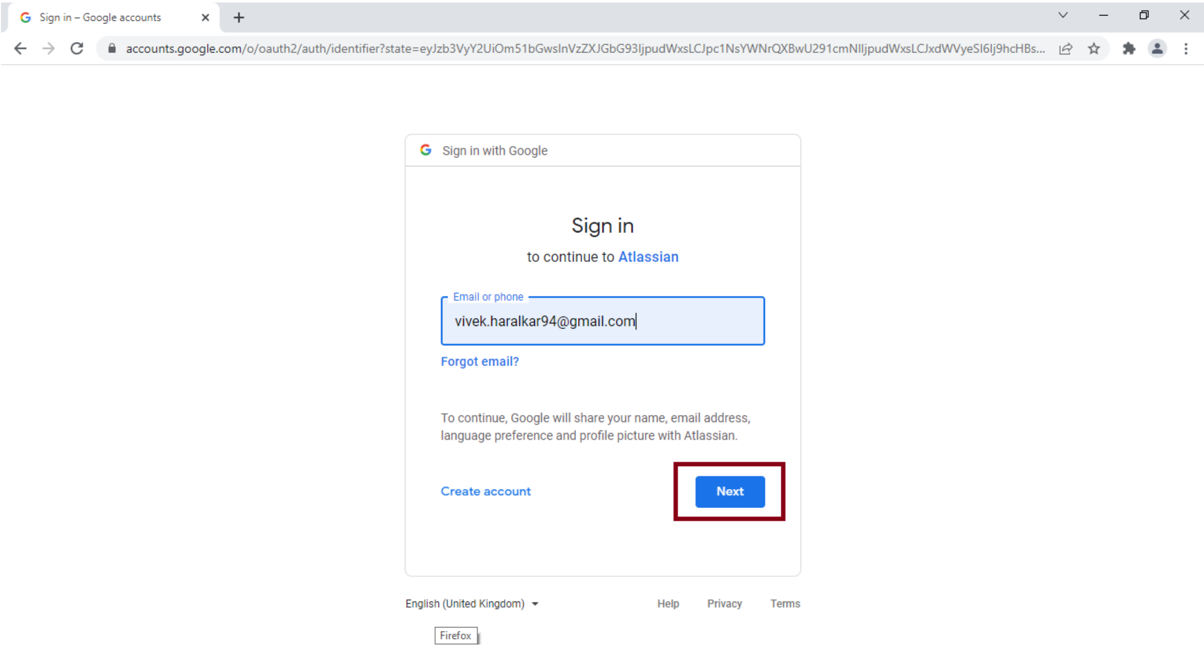
Step 6:

Click on Continue with Google.



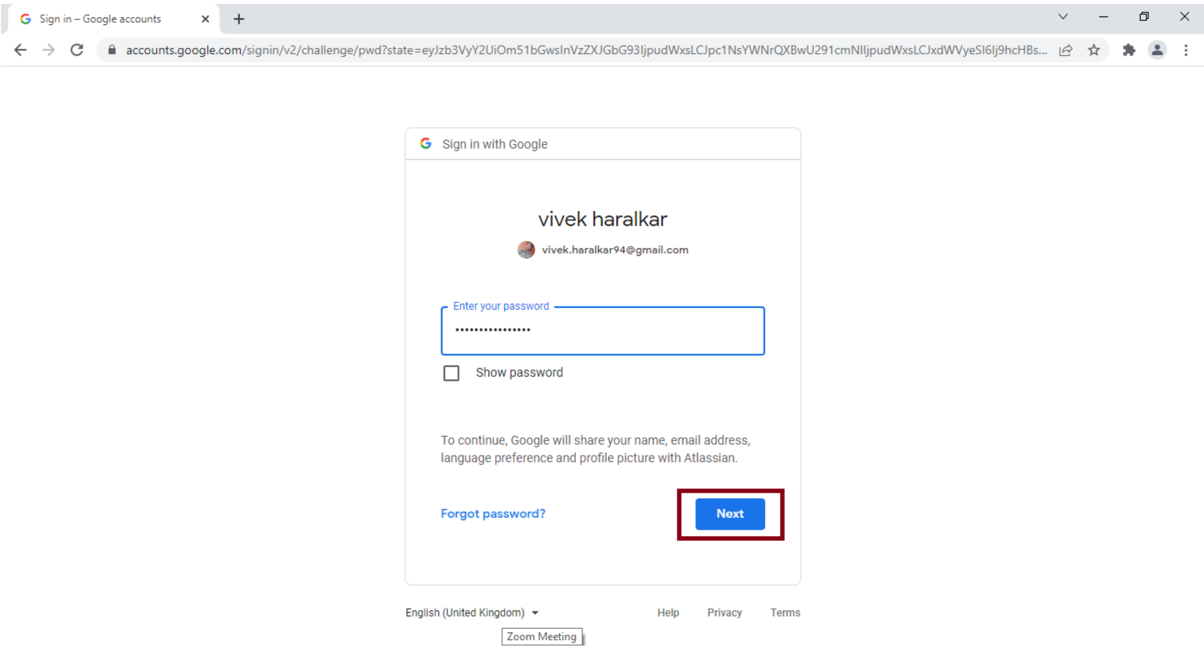
Step 7:

Enter your Email ID and click on Next.



Step 8:

Enter your password and click on Next.

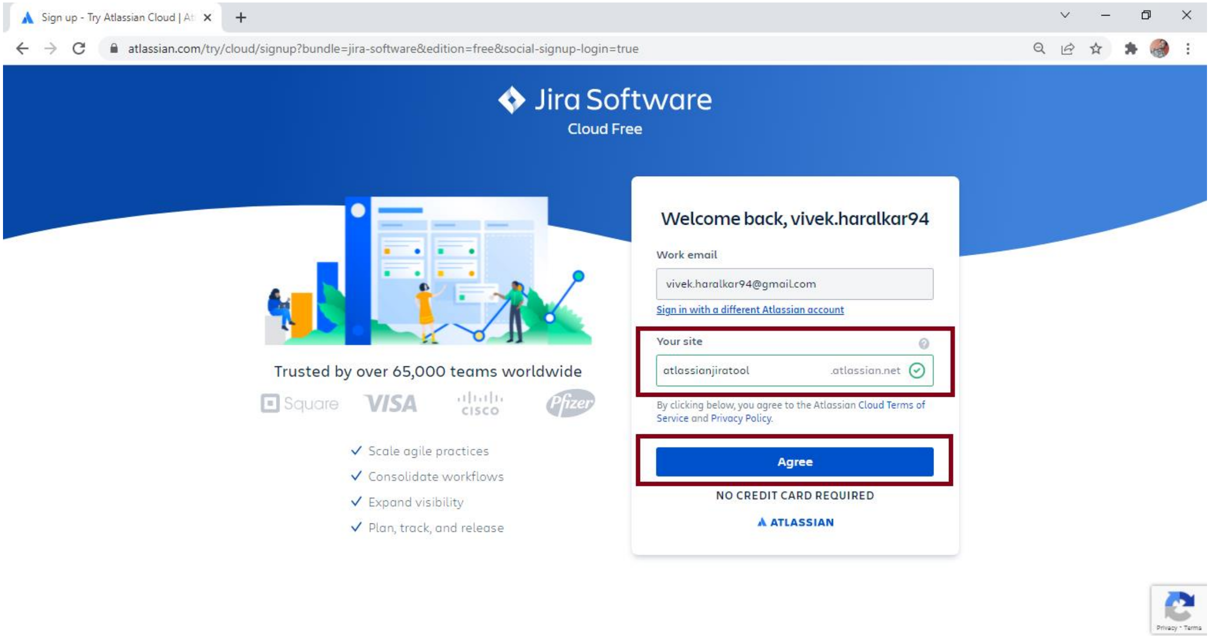


Step 9:

Enter your JIRA site Name so further you can access it and click on Agree.

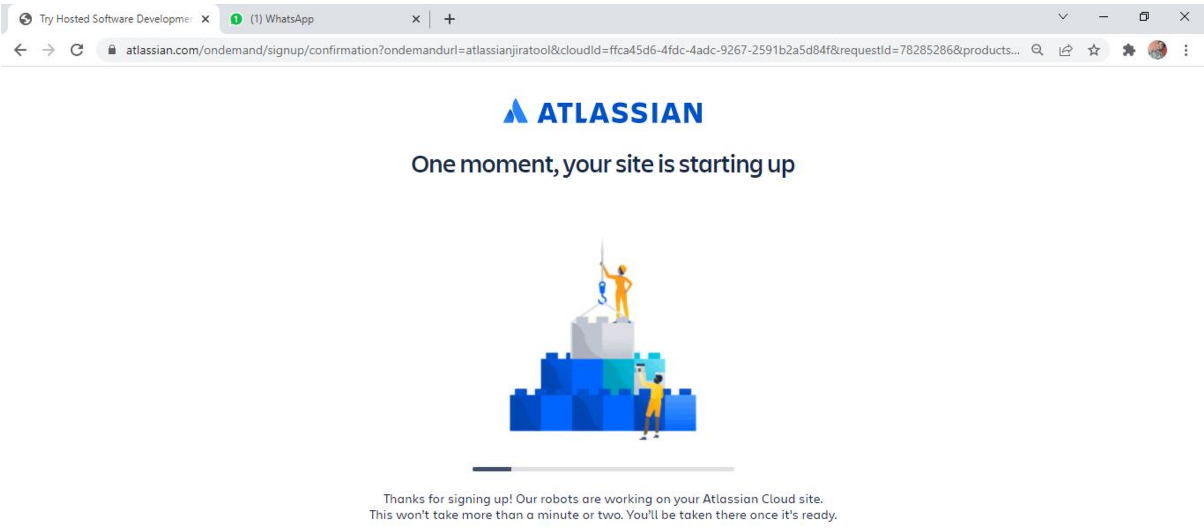
NOTE: Name of your site must be 3 or more lowercase letters and/or numbers. Hyphens are ok if they're in the middle

If site name is as per JIRA criteria and if it is unique, System will show green Tick mark **(✔)** otherwise we have enter different site Name.



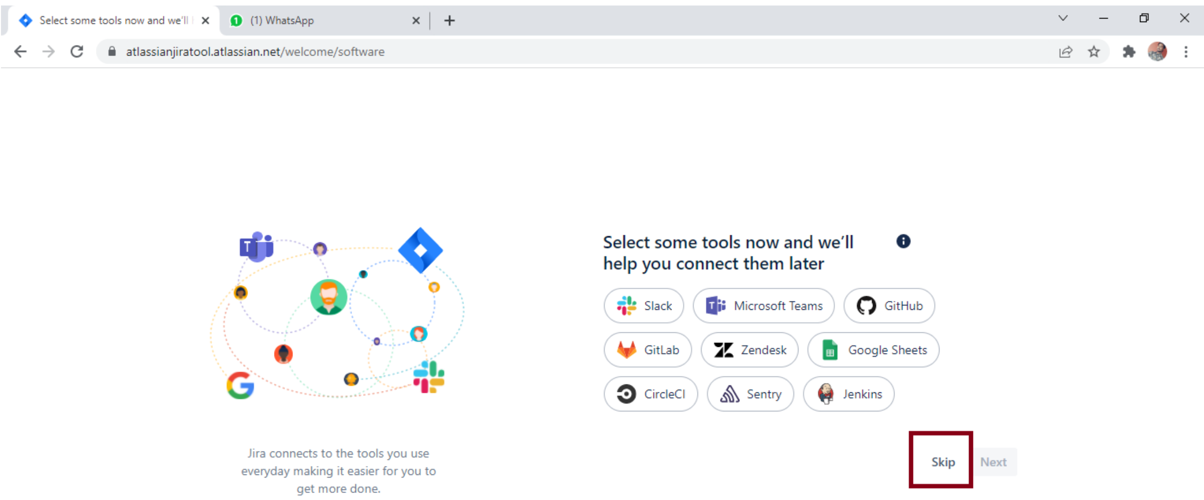
Step 10:

Wait for few minutes to complete configuration setup.



__Step 11:__

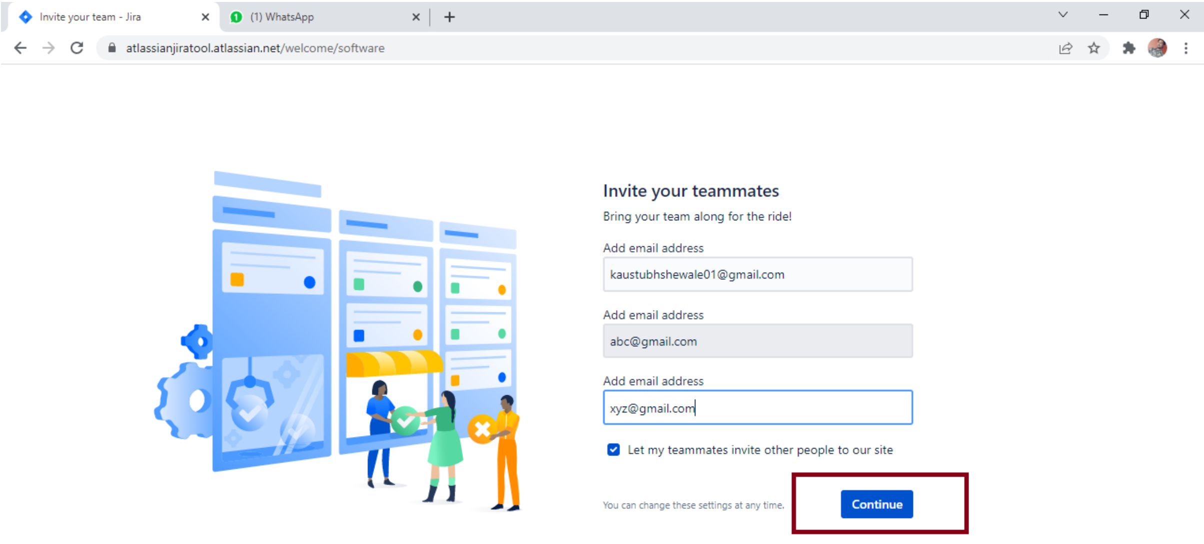
Click on Skip



__Step 12:__

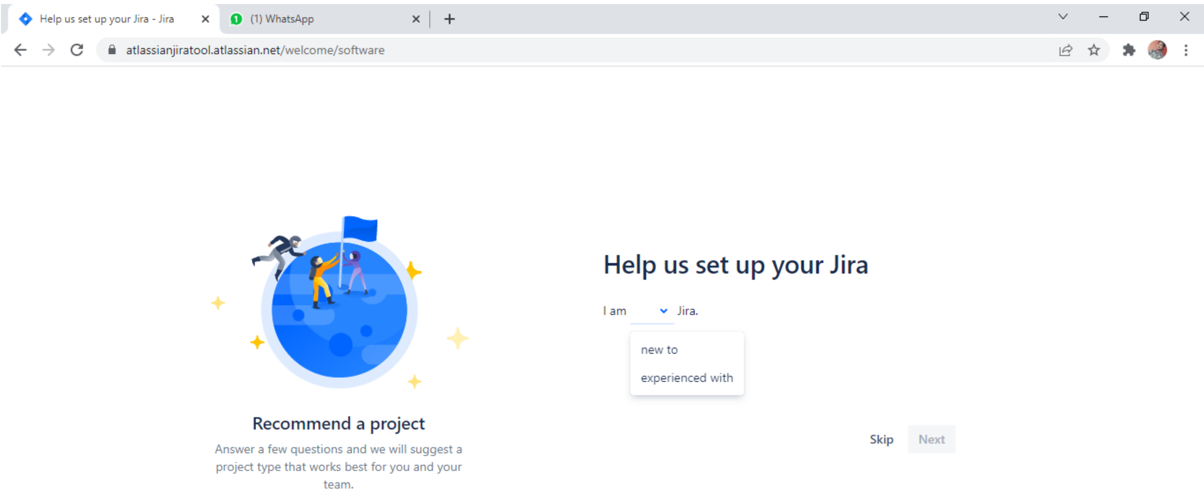
Here you can provide access of your JIRA Site to other team member, simply you have to mention Mail ID's of those members or you can do it latter also and click on Continue.

__NOTE:__ Free trial version →10 Members can access a JIRA Site for 15/30 Days.



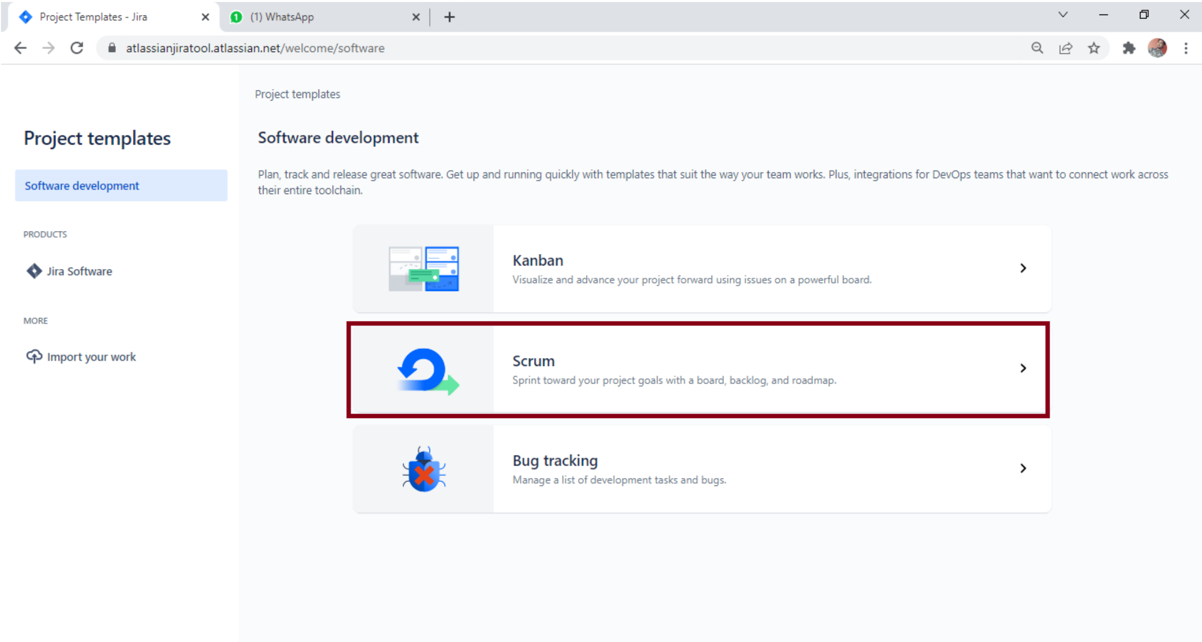
Step 13:

Click on Skip



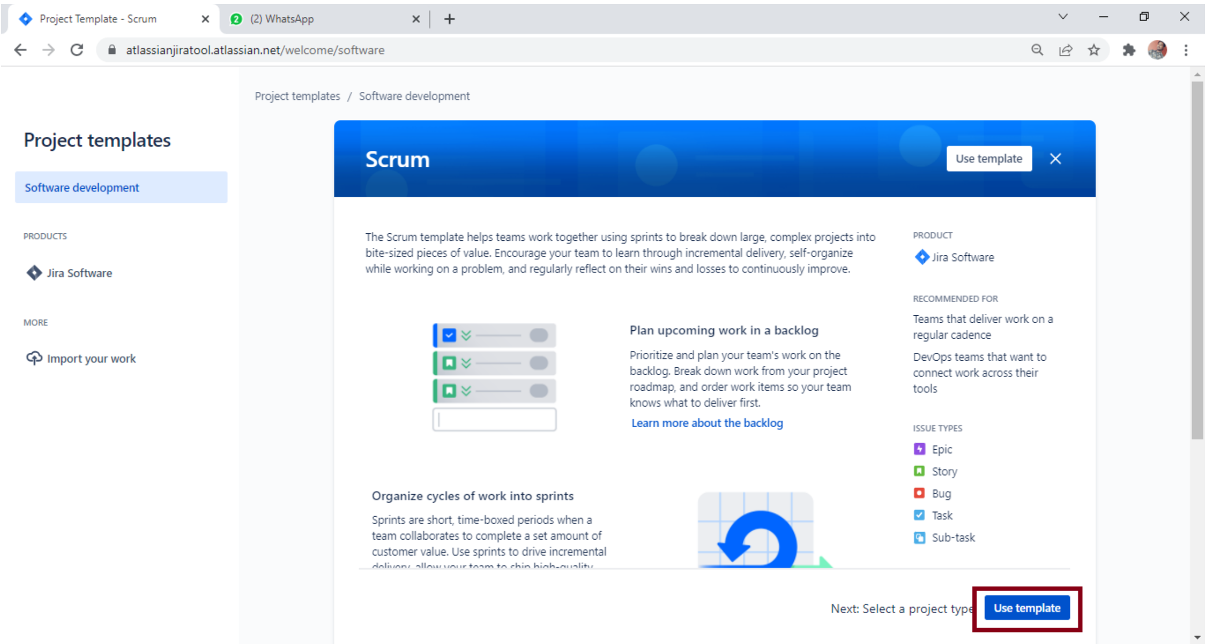
Step 14:

Click on Scrum



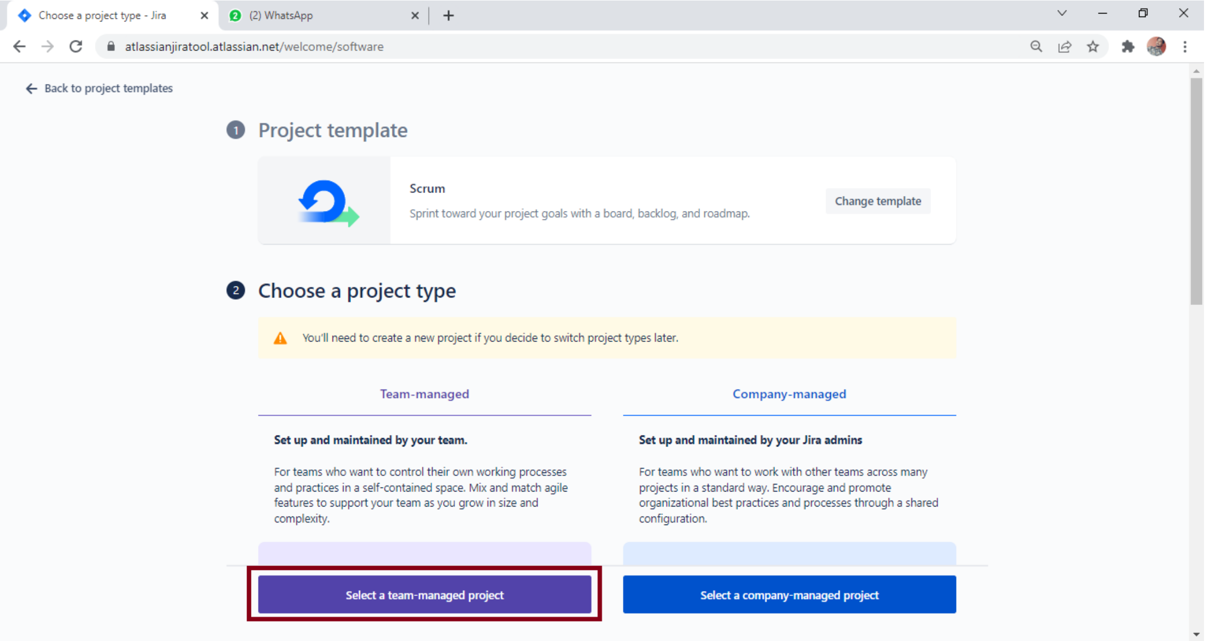
Step 15:

Click on Use template Button.



Step 16:

Click on Select a team-managed project.

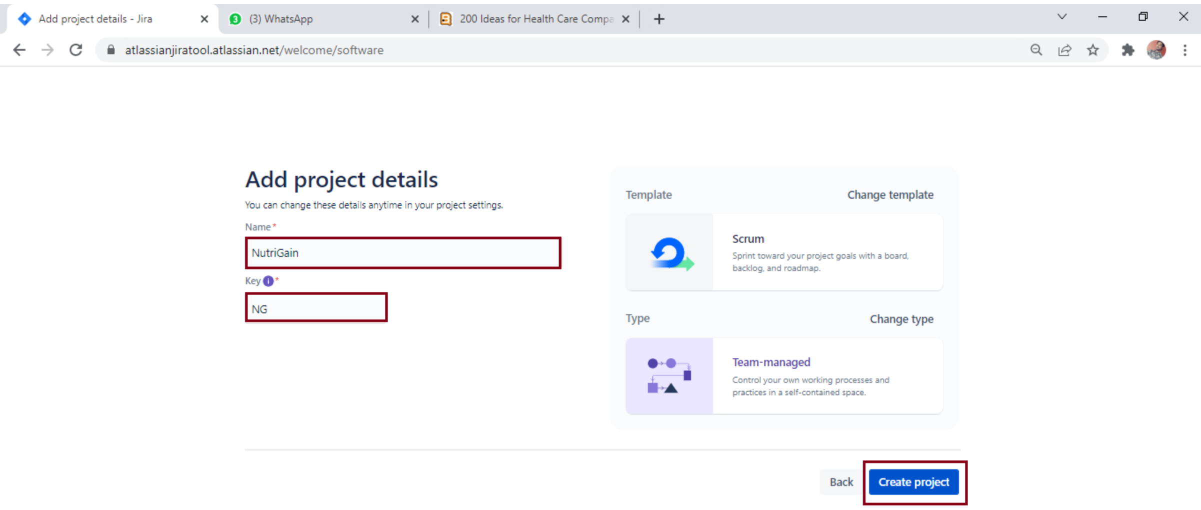


Step 17:

Add your project Name, Key and click on create project.

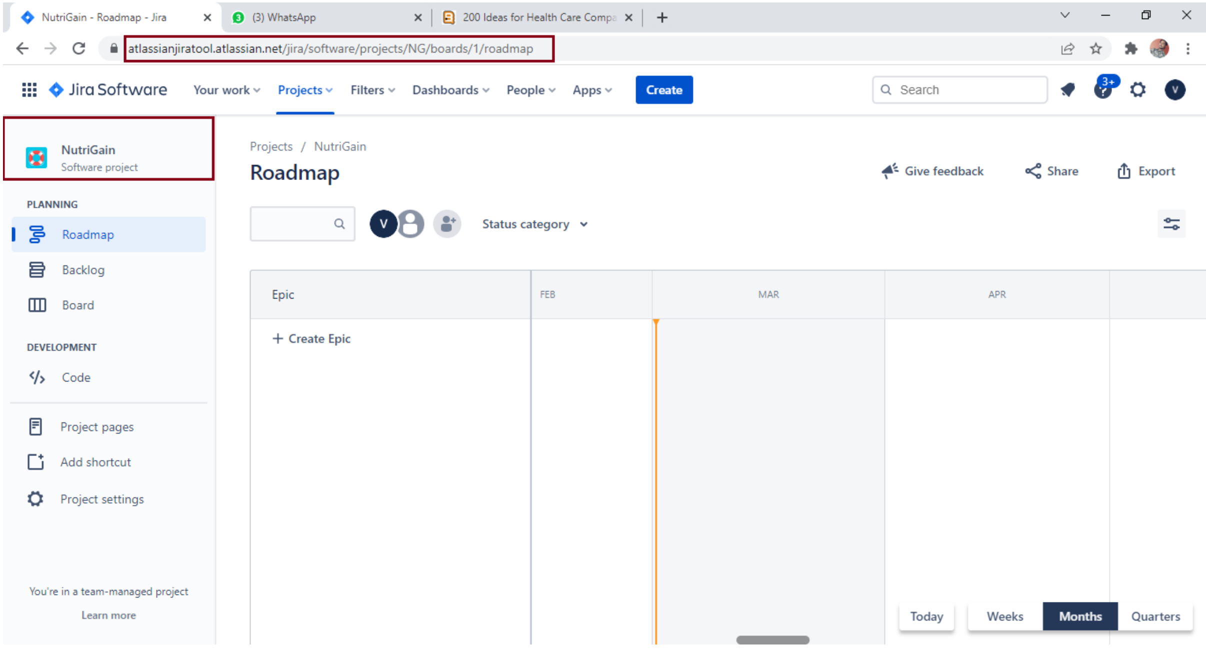
NOTE: Key is one type of prefix which is used to identify each and every Issue in a Project.

- Issue Types in JIRA Tool:- Epic, User Story, Task, Bug etc.



Step 18:

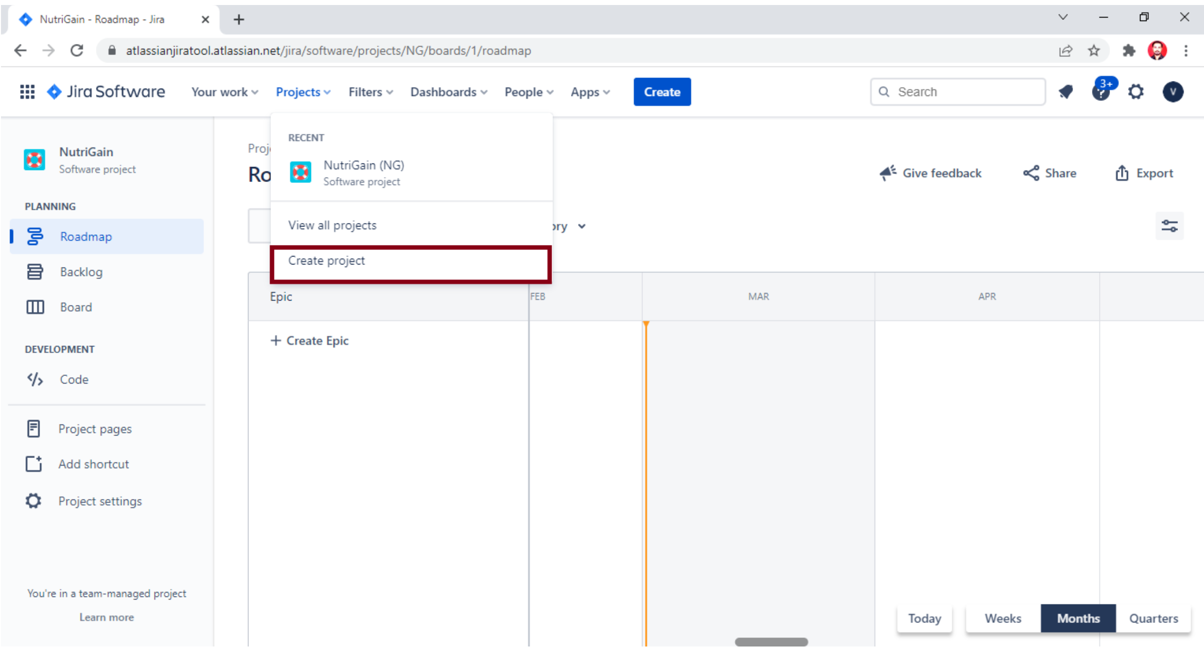
Now you can see the Dash Board of your JIRA Tool.



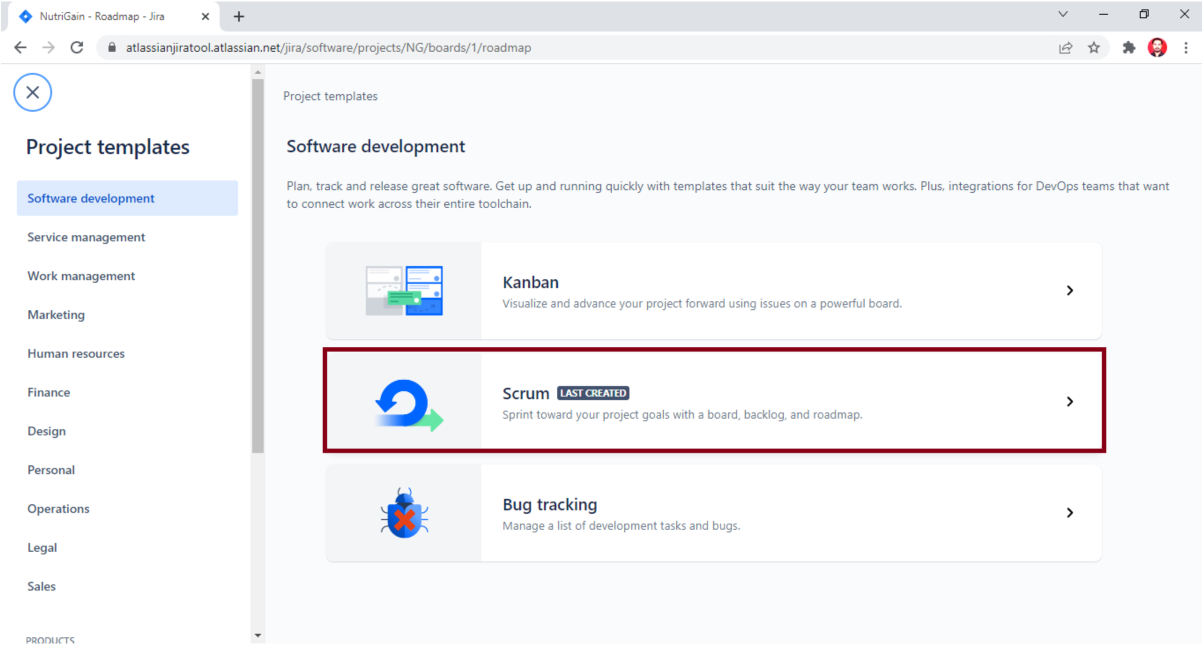
How to use JIRA tool?

1. How to create project in JIRA tool.

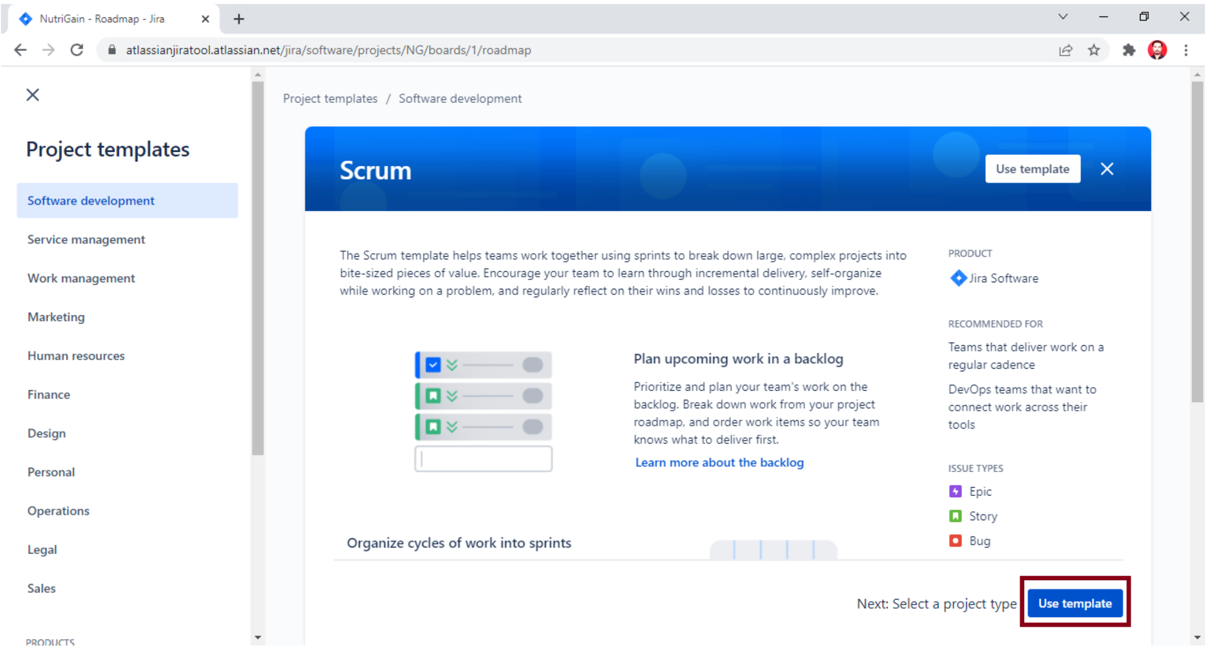
- Go to projects menu
- Click on create project



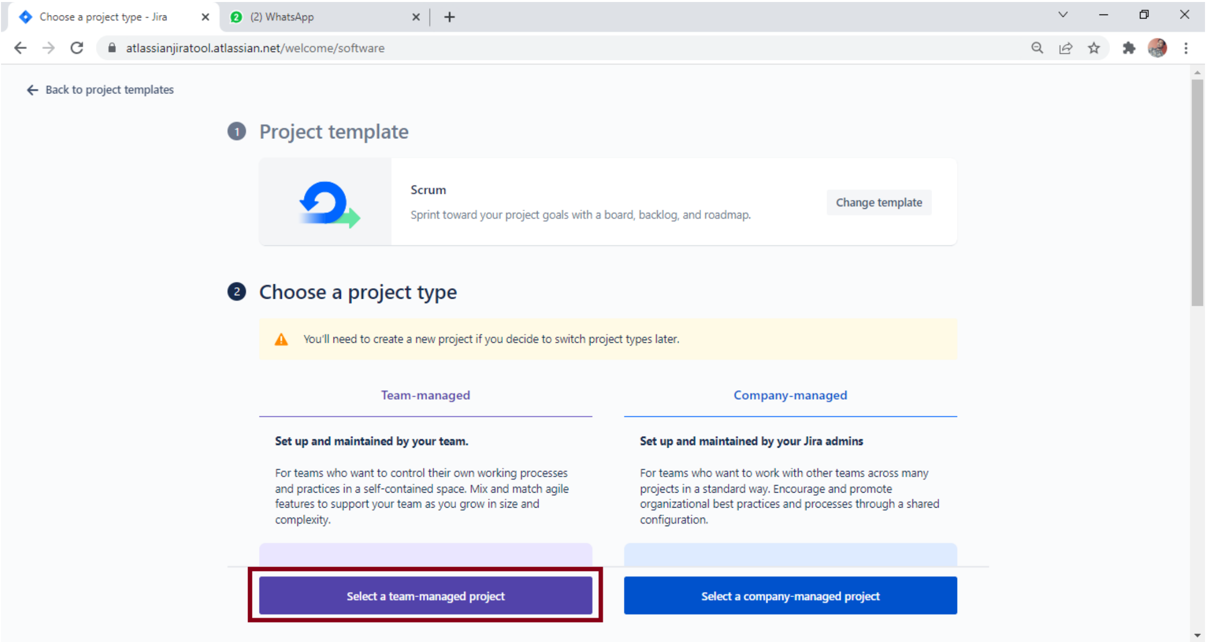
Click on Scrum



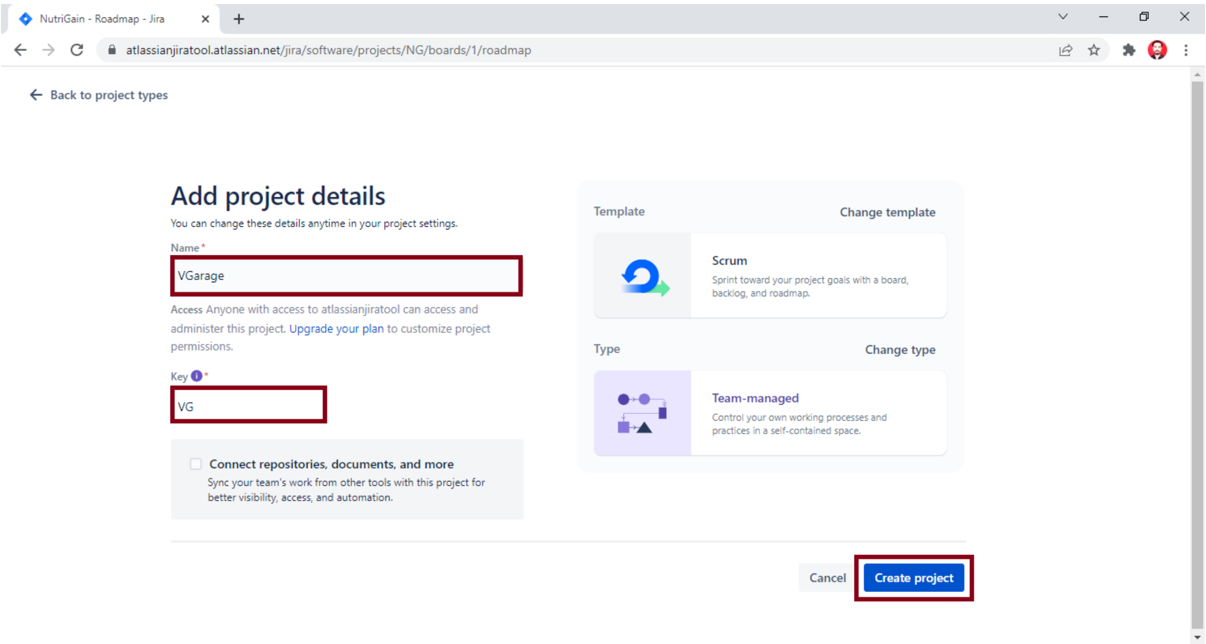
- Click on Use template



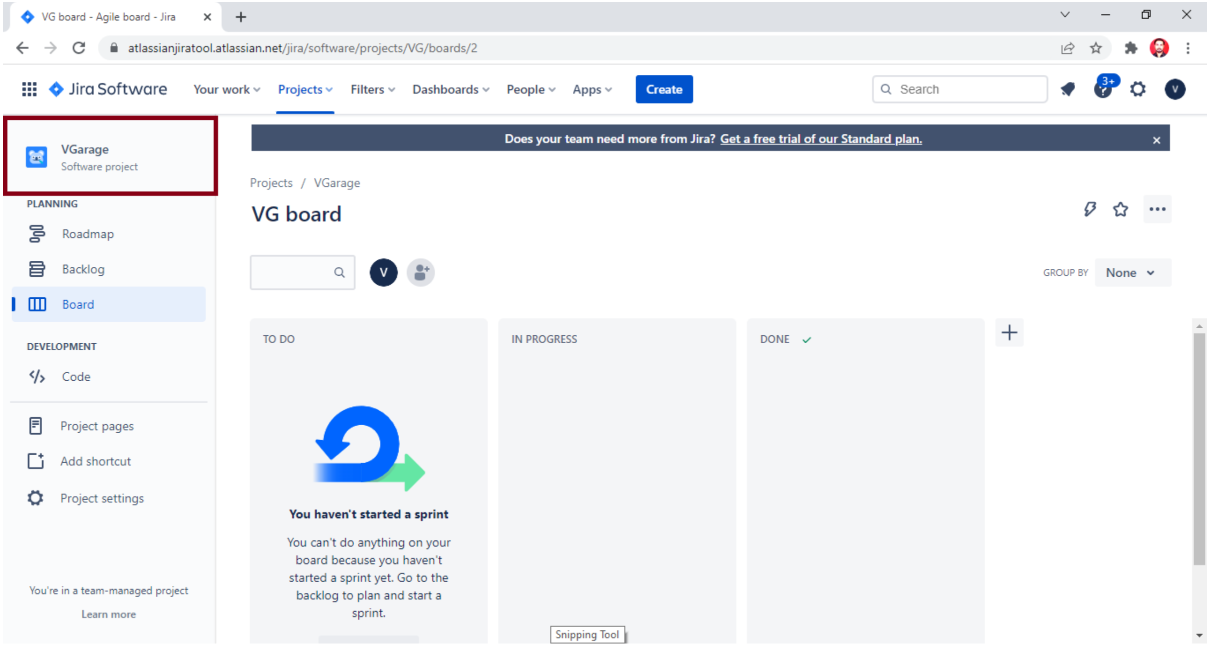
- Click on Select a team-managed project.



- Enter Project Name, Key and click on create project button.



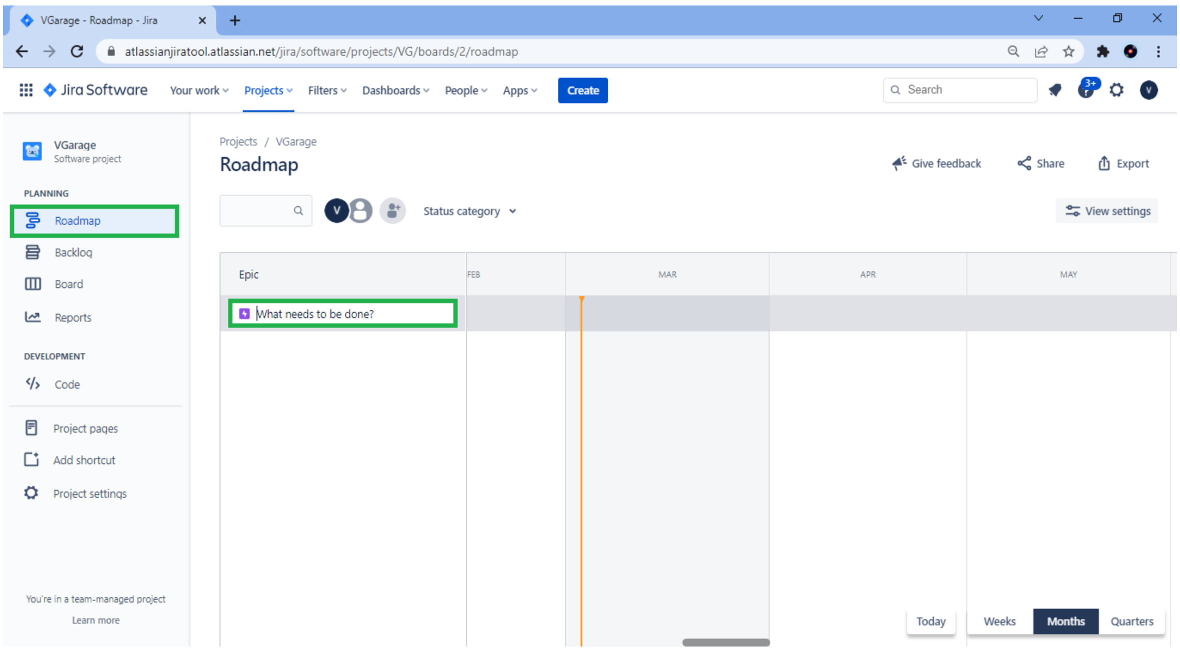
- Now you can see the project dashboard



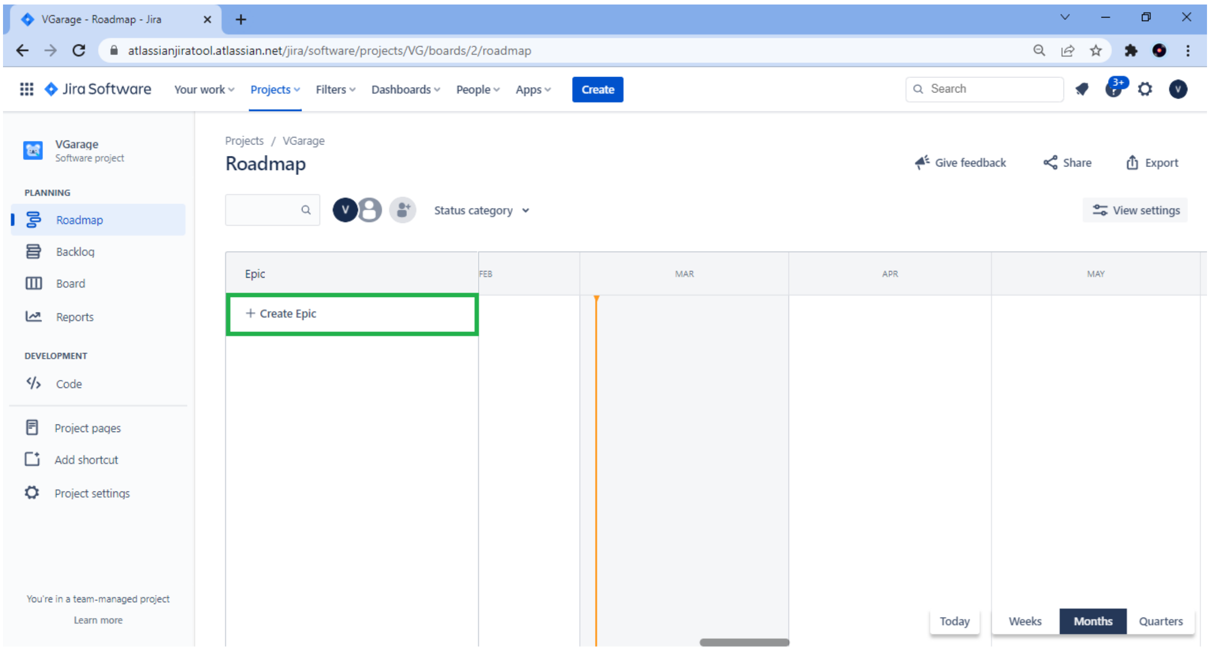
1. How to create Epic?

Select the project first

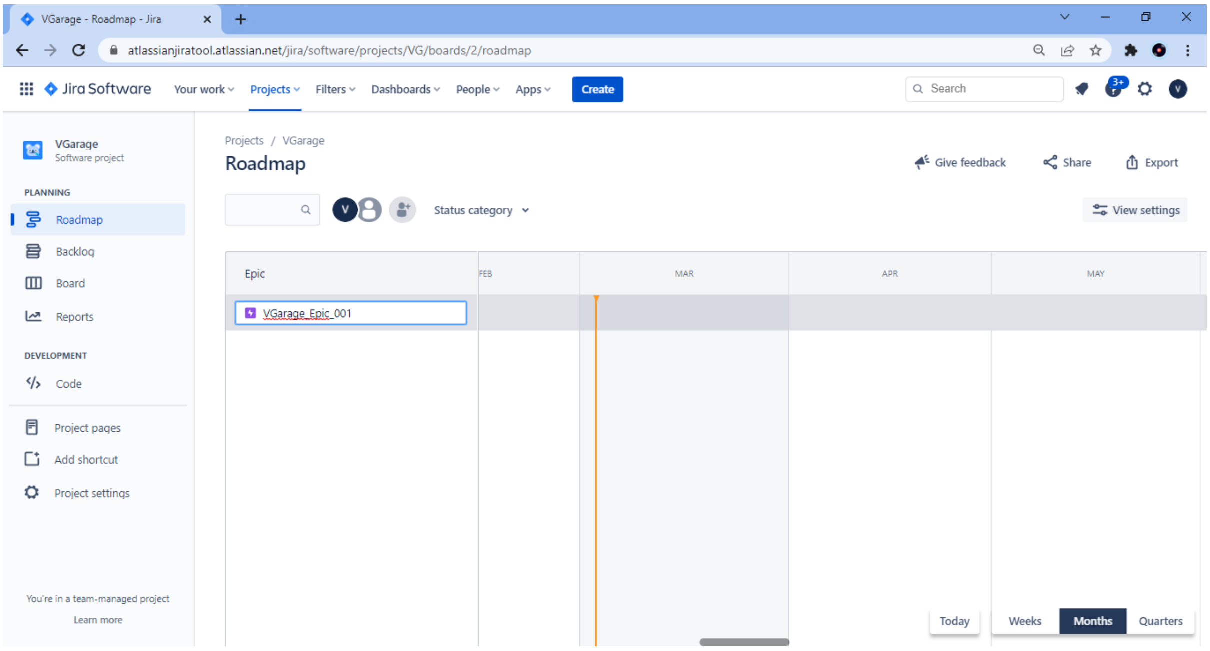
Click on Roadmap, once you click on Roadmap you will get new screen like,



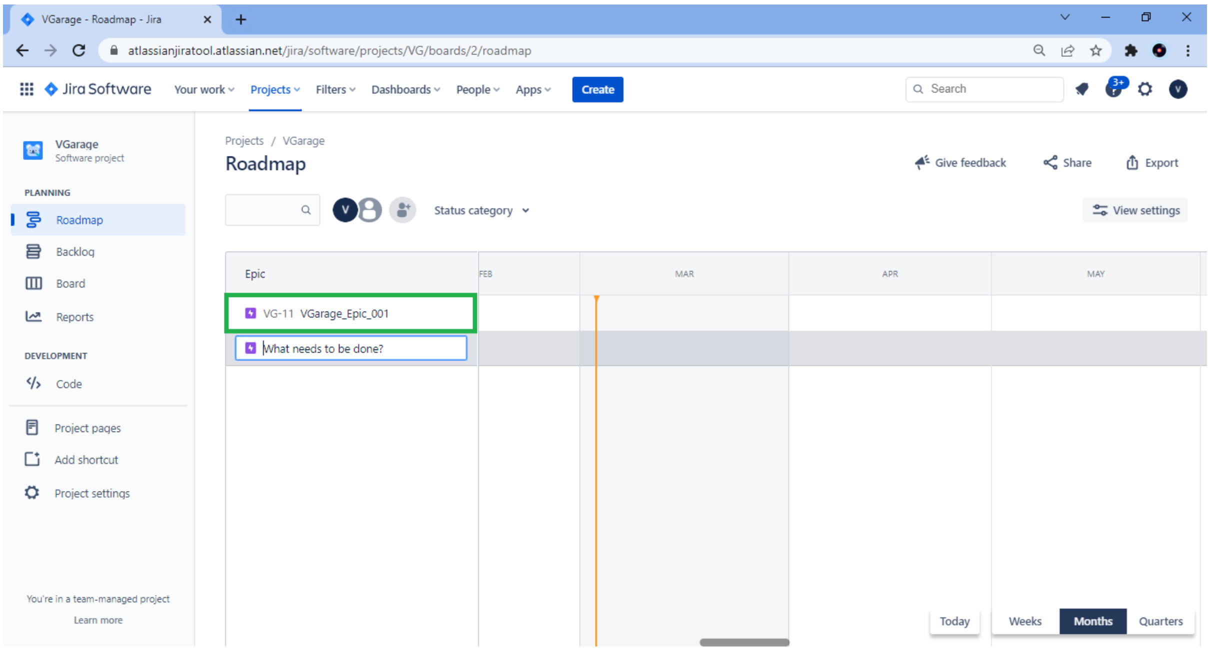
Click on Create Epic.



Now you have to click on TEXT BOX [What needs to be done?] and enter Epic name and press Enter Key.



Now you will see Created Epic like,

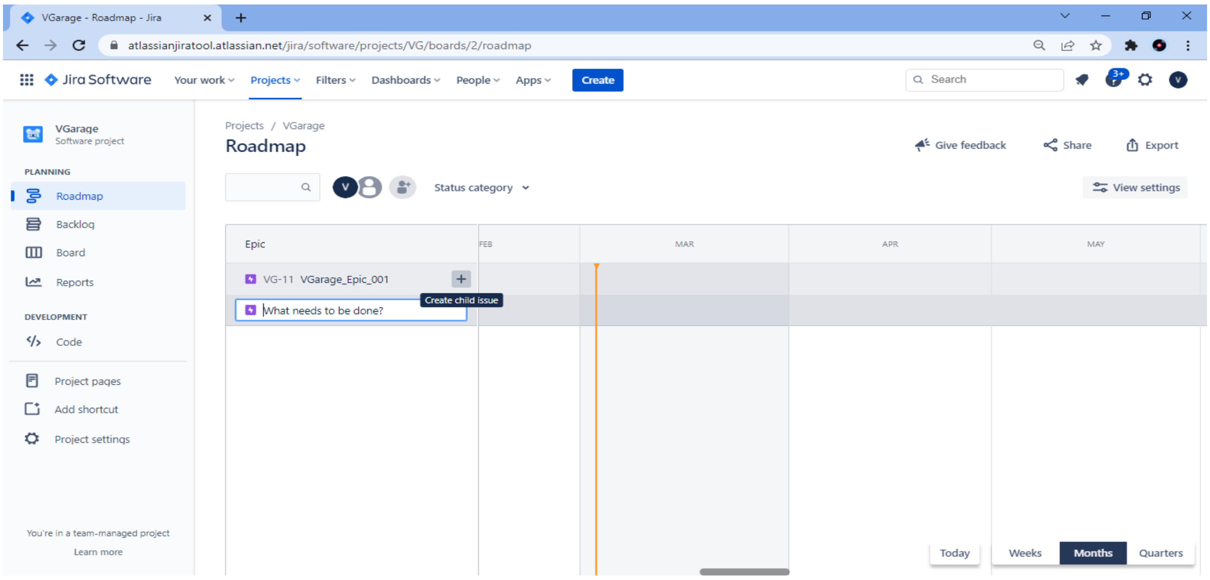


2. How to create user story under Epic?

Click on [+] sign of Epic

Enter user story name in TEXT BOX [What needs to be done?] and press Enter Key.

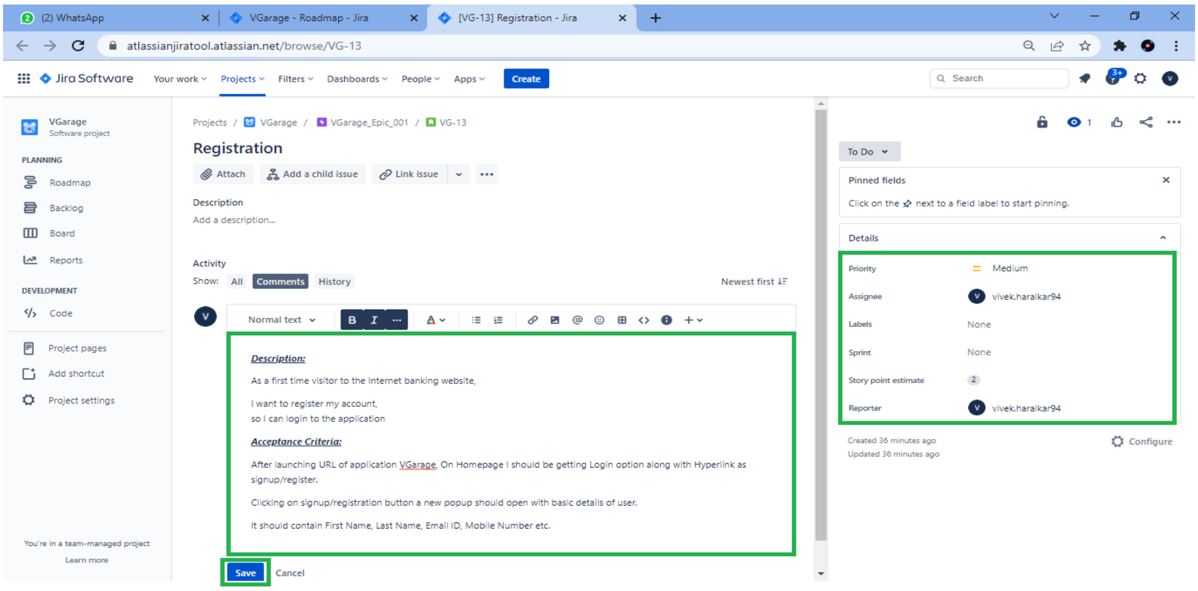
Once user story gets created now, you can add fields like Description, Priority, Story points for that user story.



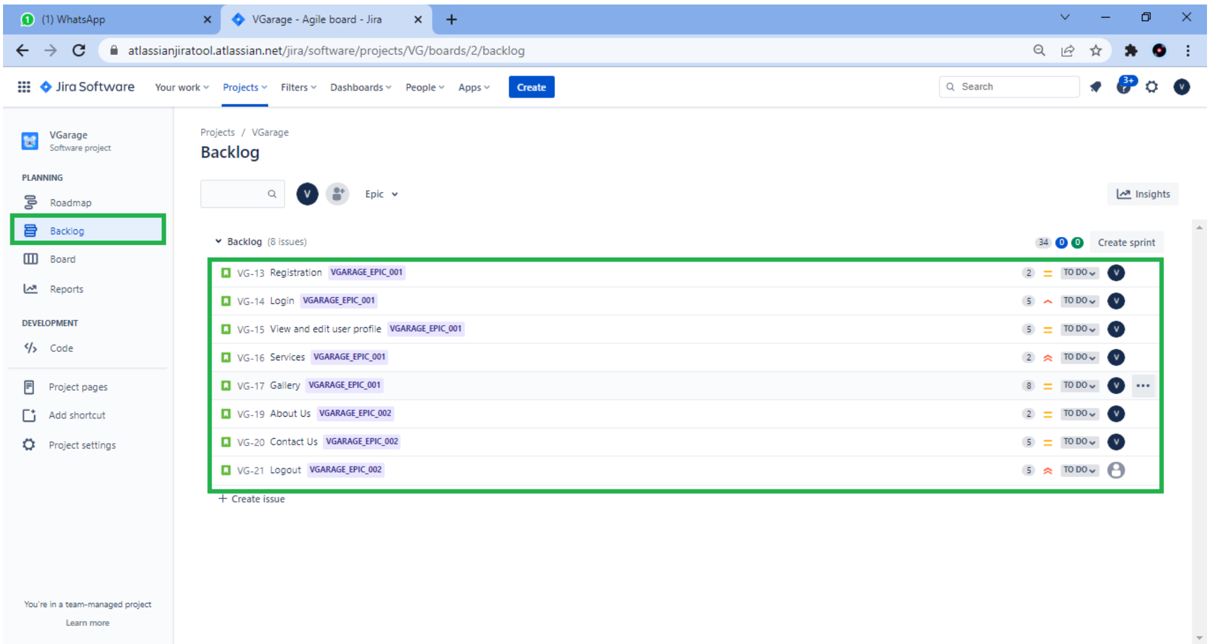
To add Description, Priority, Story points and Assignee to user story simply, right click on particular user story [VG-13 Registration].

Select option like, open link in new tab.

Now you will get inter face like,

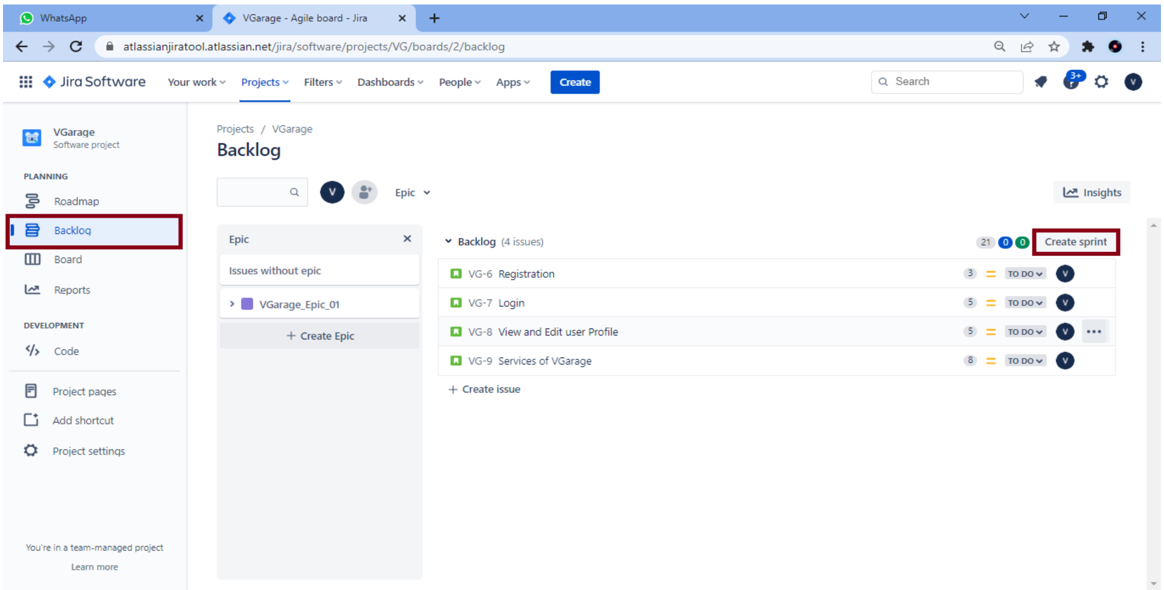


Now you can see all Epics and User stories in Product backlog, by clicking on BACKLOG option



3. How to Create SPRINT and How to pull user stories from PRODUCT BACKLOG to SPRINT BACKLOG?

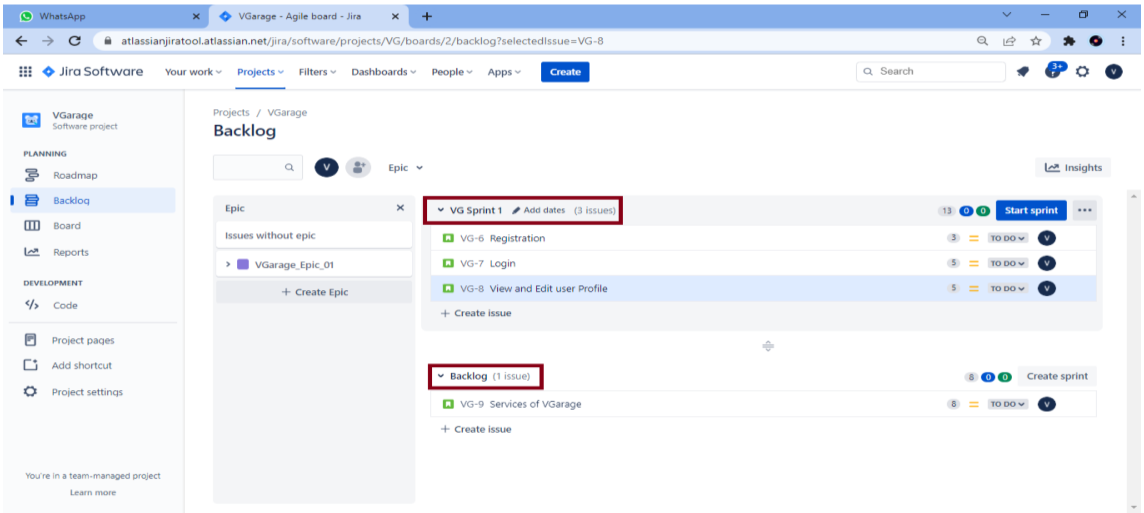
- Go to Backlog
- Click on create sprint



- Now you have to DRAG and DROP user stories from PRODUCT BACKLOG to SPRINT BACKLOG
- In given screen shot I have pull 3 user stories from PRODUCT BACKLOG and put into SPRINT BACKLOG

NOTE: You should pull only those user stories which are at top of PORDUCT BACKLOG and it has RATINGS [Story points]

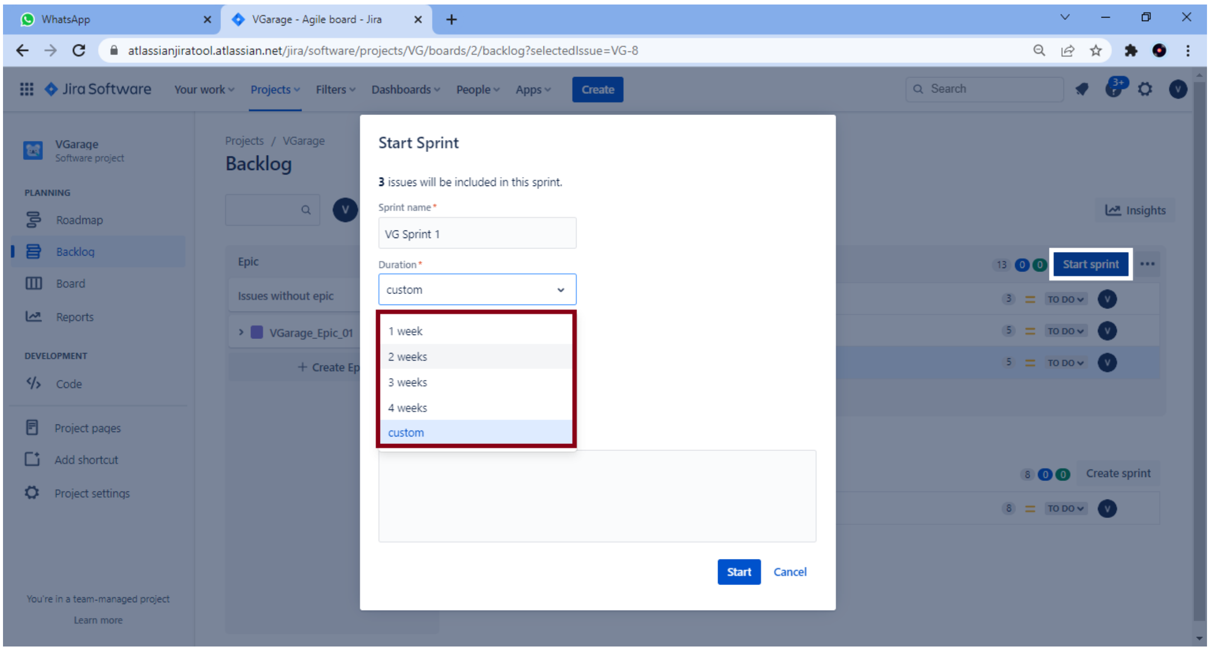
This indicated that we have groom or refine that user stories in PRODUCT BACKLOG REFINMENT MEETING.



4. How to start sprint?

- Click on Start Sprint button and you will get new window like,
- Click on dropdown list Duration, you will get various option like, 1 week, 2 weeks, 2 weeks, 2 weeks and custom.
- Select any one of the above and also you can add sprint goal.
- Click on Start button and your sprint gets started.

NOTE: Your sprint duration in AGILE METHDOLOGY is compulsory between 1 week to 4 week.

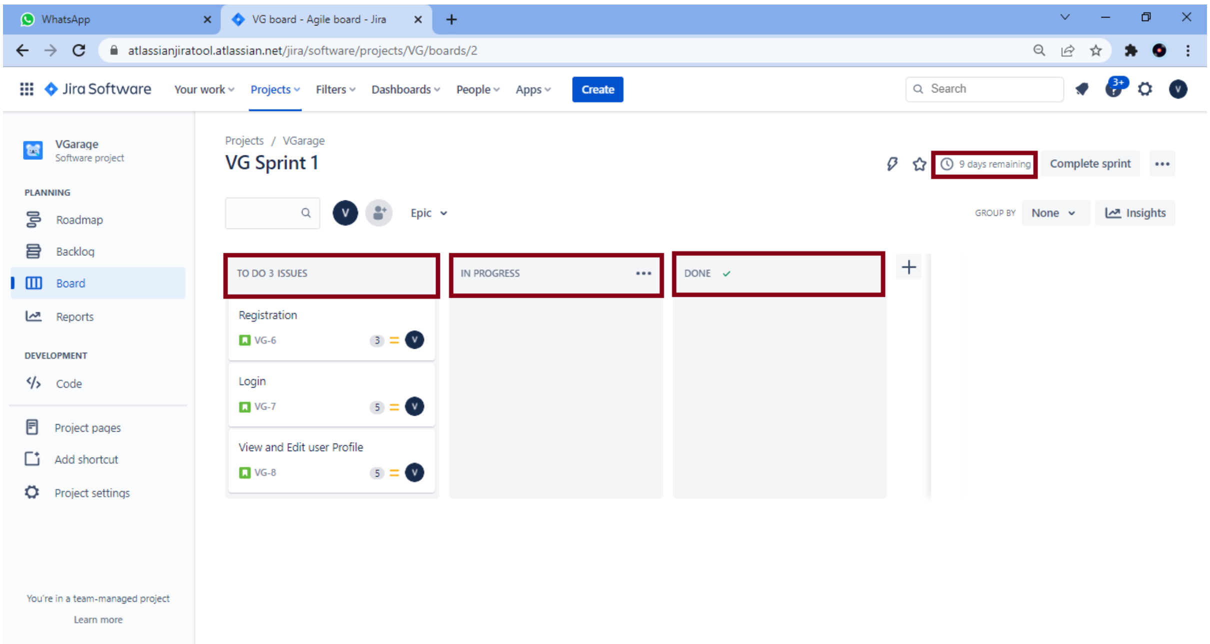


- Once you click on Start your sprint gets started along with 2 weeks of time.

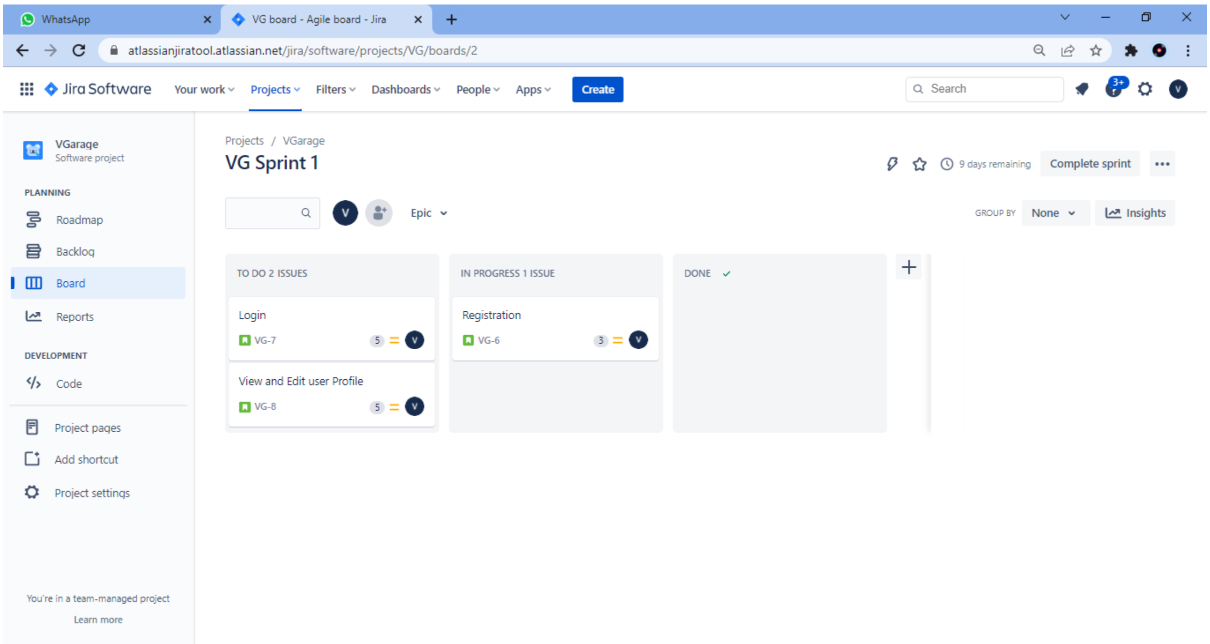
Now you can see all the activities in sprint:

- How many days are remains to complete sprint.
- How many issues are there in TO DO, IN PROGRESS and DONE.

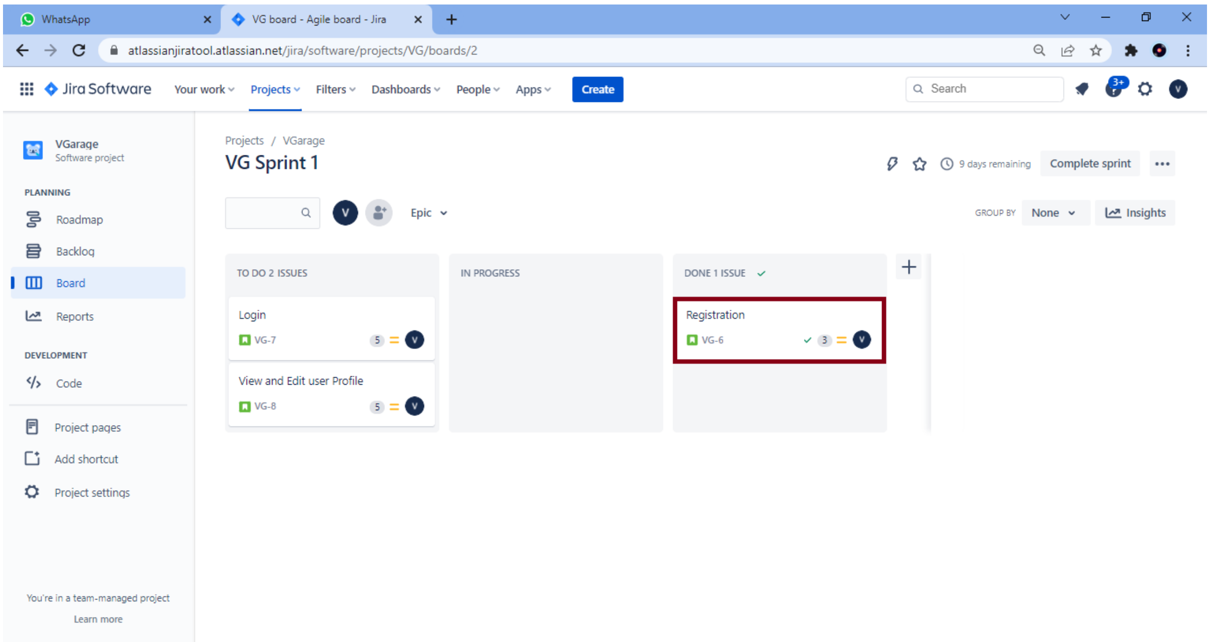
❖ TO DO: Work not started on user story
❖ IN PROGRESS: Working on user story
❖ DONE: Story is completed



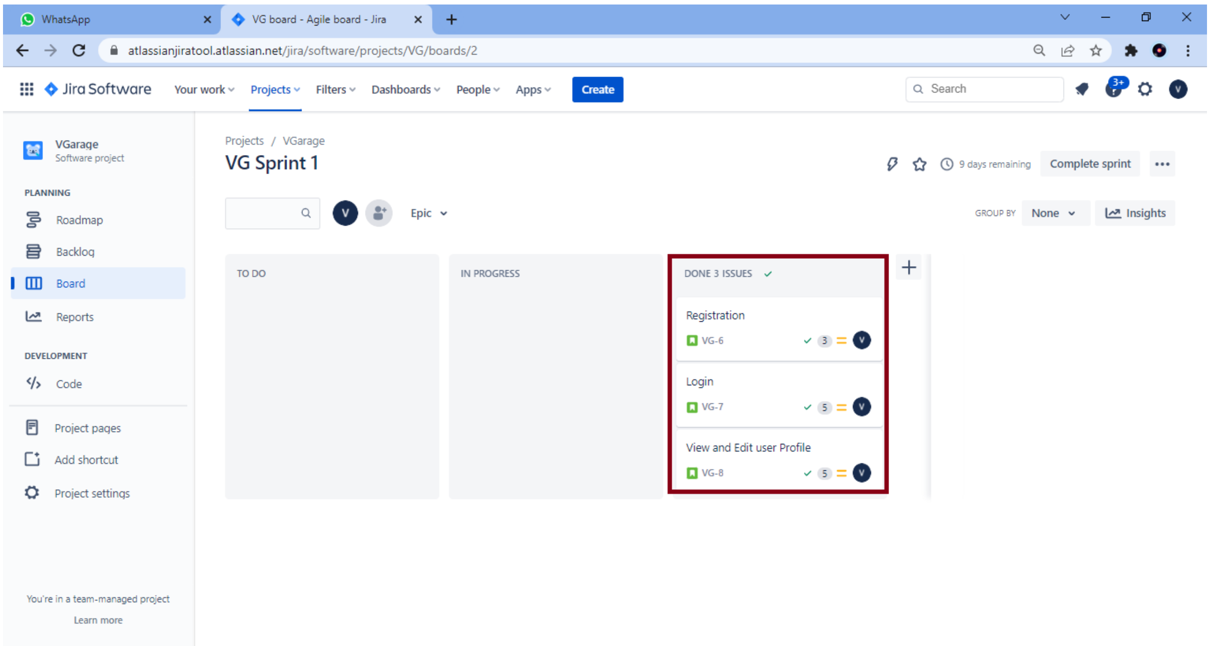
- If are working on user story then its status change from TO DO to IN PROGRESS.We have to DRAG and DROP such user story into IN PROGRESS.



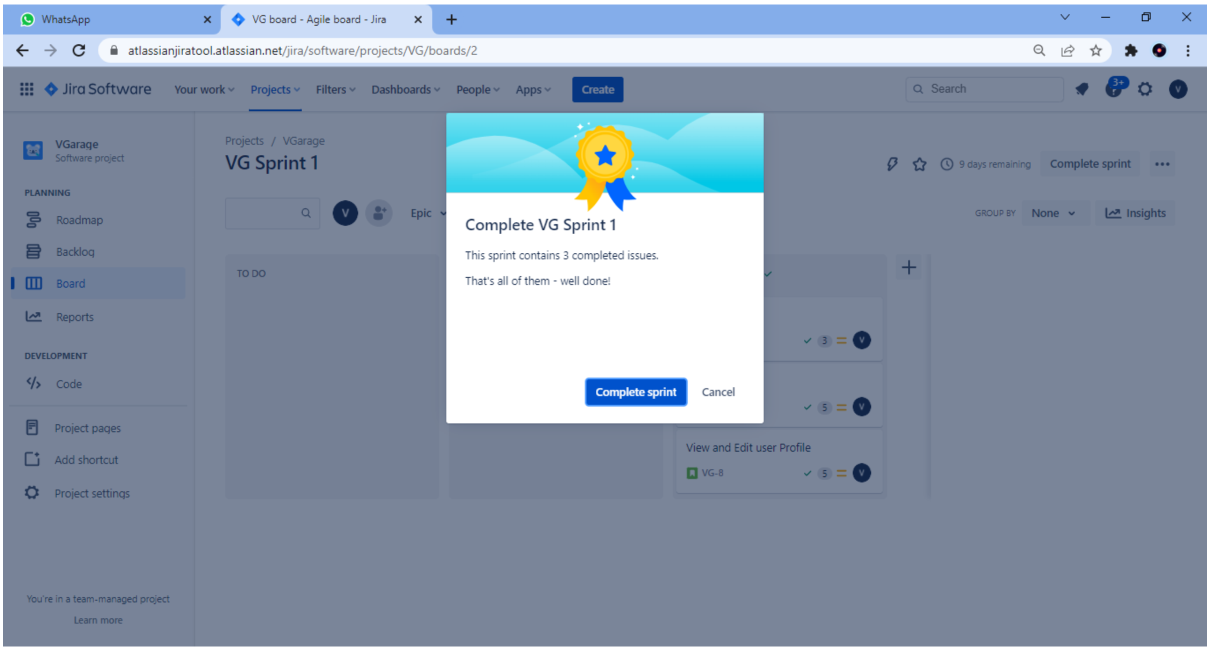
➢ Now, the particular user story gets completed then we will change its status from IN PROGRESS to DONE and similarly DRAG and DROP such user story from IN PROGRESS to DONE.



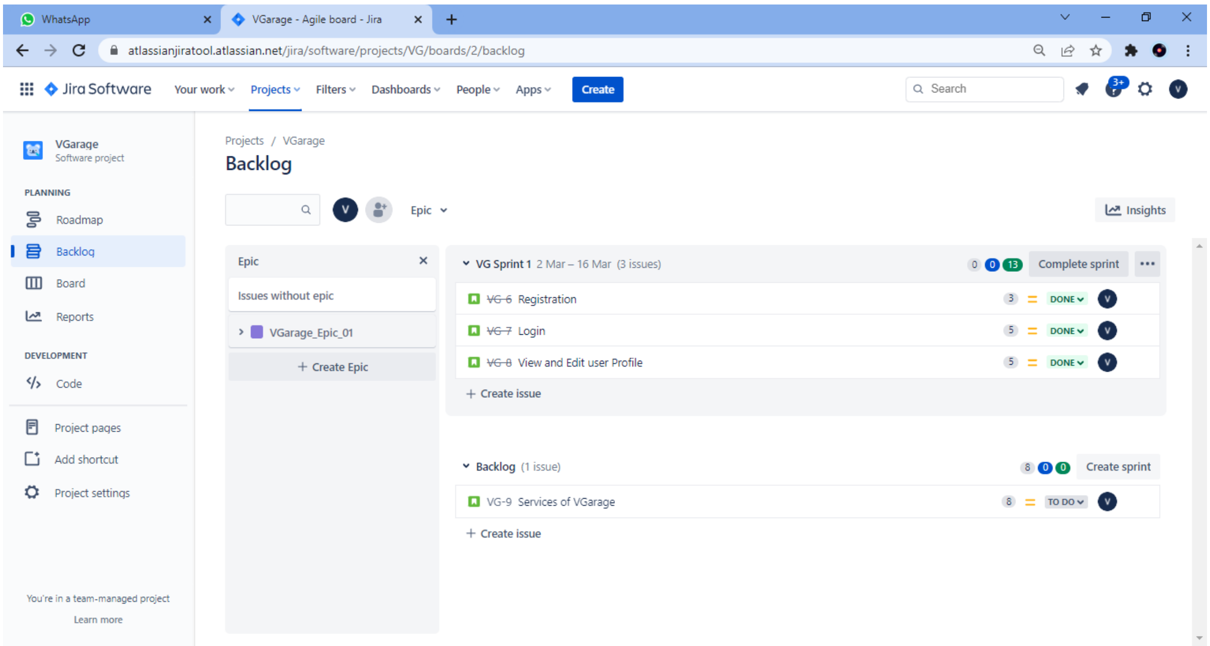
➢ Same process we will do for rest of the user stories and its status will gets changed from TO DO or IN PROGRESS to DONE



➢ Once all the user stories gets completed, simply you have to click on Complete sprint button and you will get congratulations popup window which means you have completed your SPRINT.

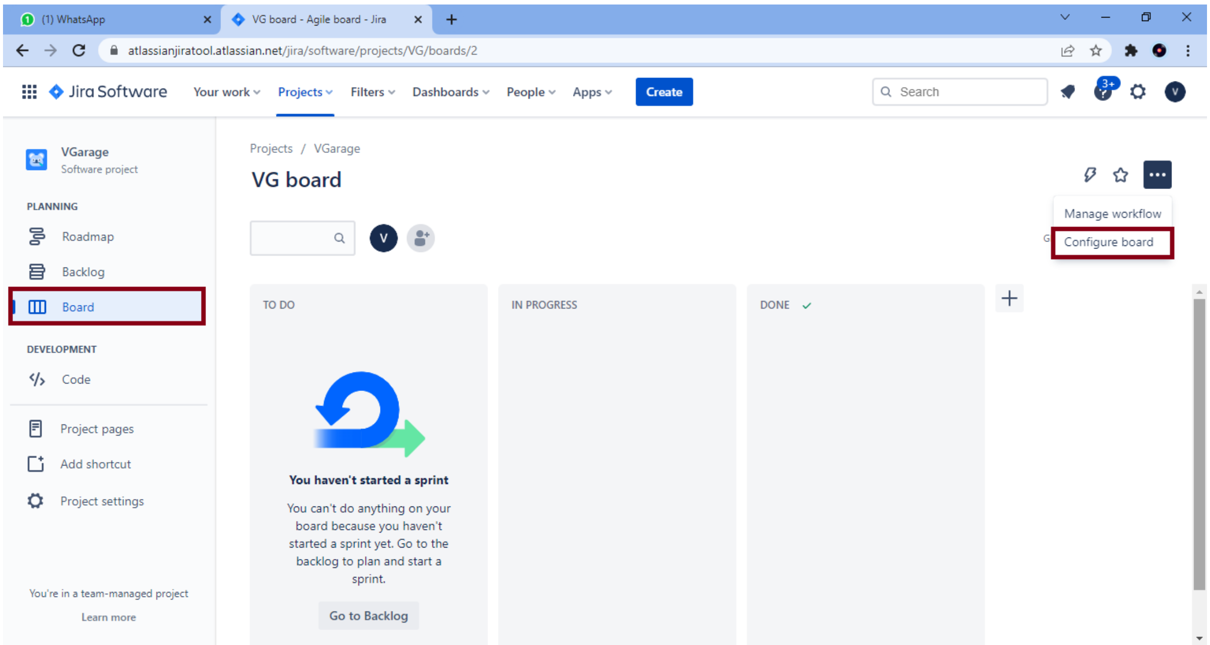


➢ Now you can check PRODUCT BACKLOG,

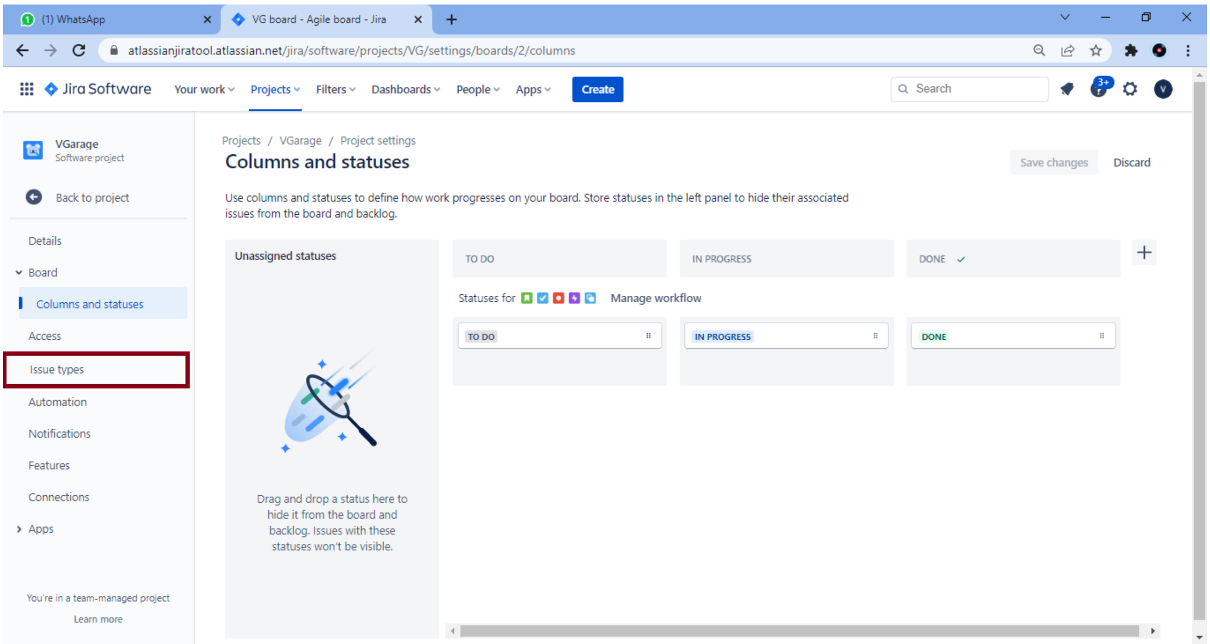


5. How to see issues types and how to add Priority feature for user story?

➤ Click on Board and then select option like Configure board

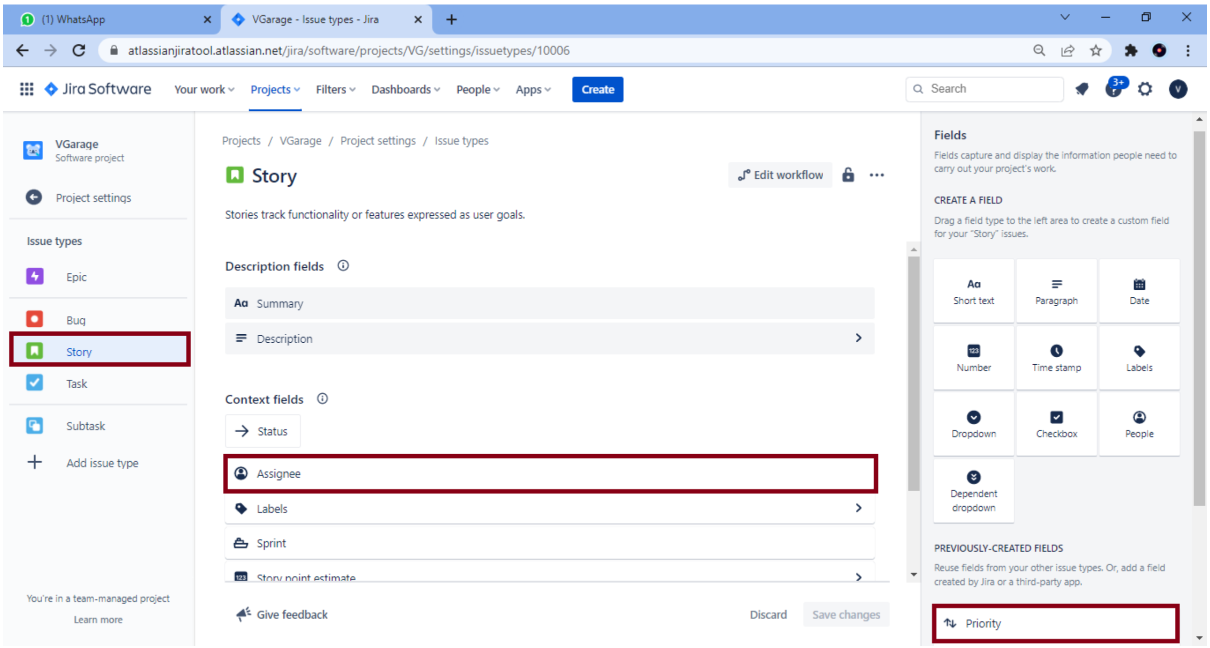


➤ New window will appear where you will get one option like Issue Types click on same.

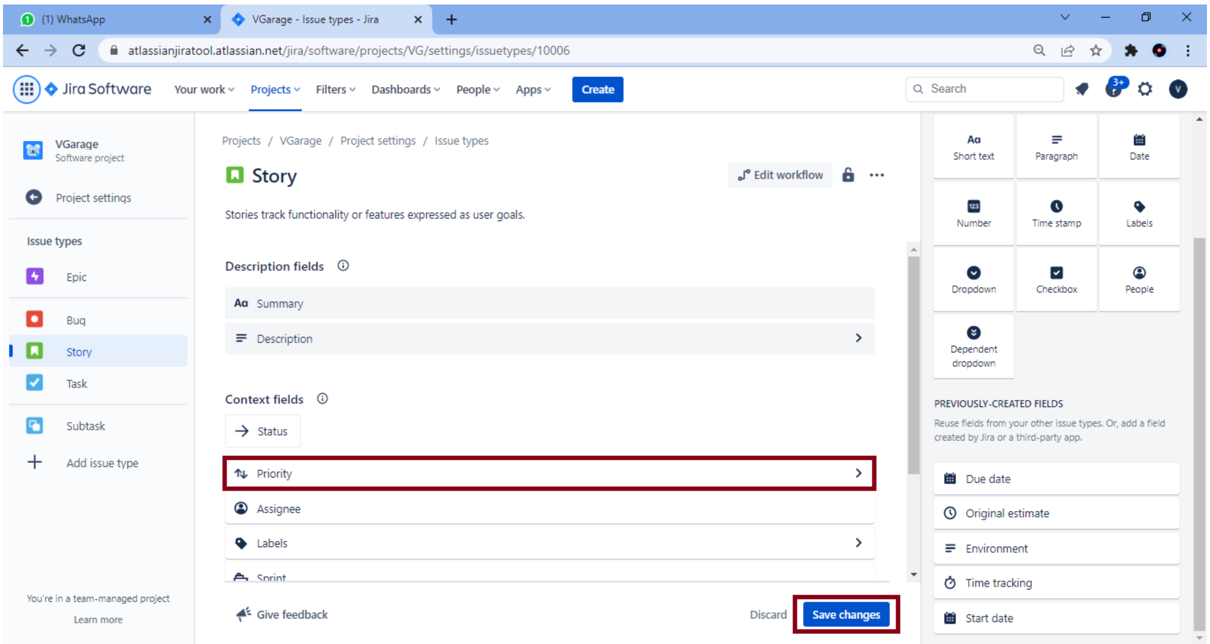


➤ Once you click Issue types you will get interface like,

➤ Simply, DRAG Priority field and DROP above Assignee field and save changes.

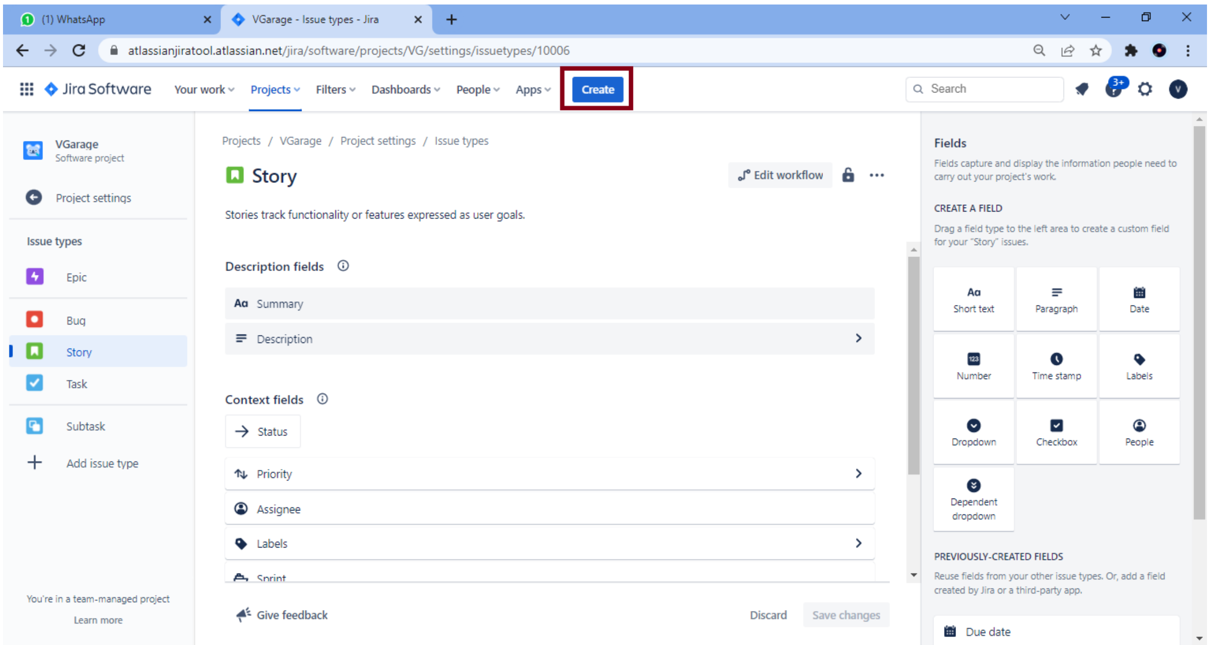


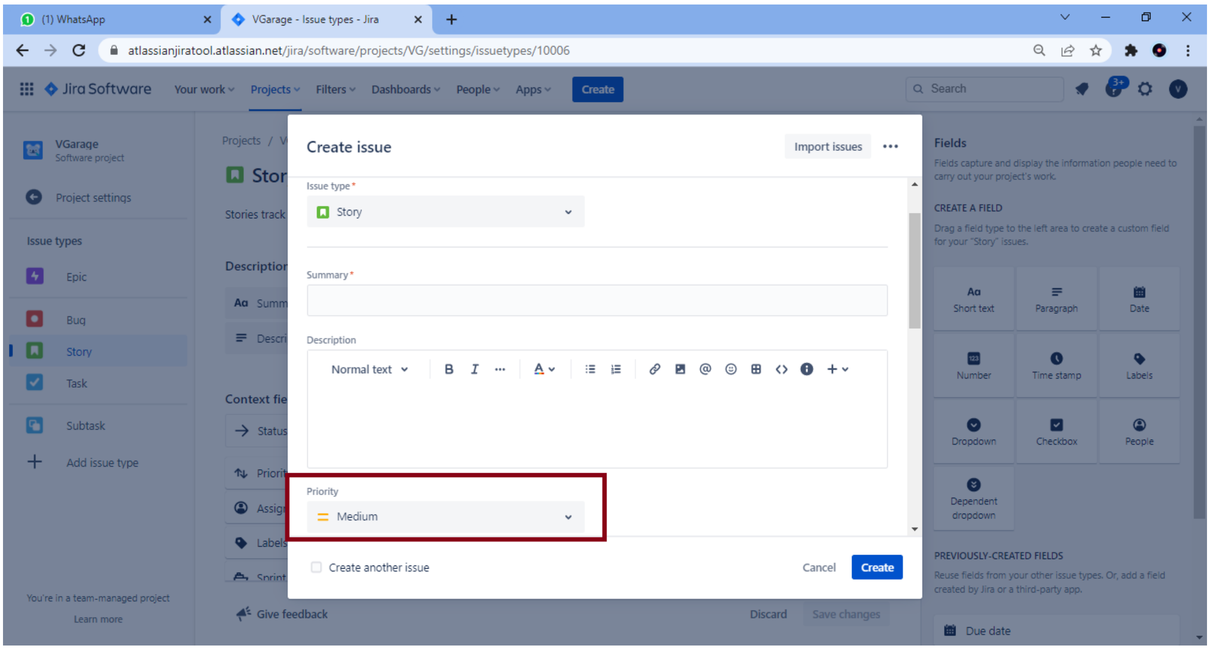
RESULT:



6. How to confirm Priority field is added for story or not?

Click on Create button and you will see Priority field.



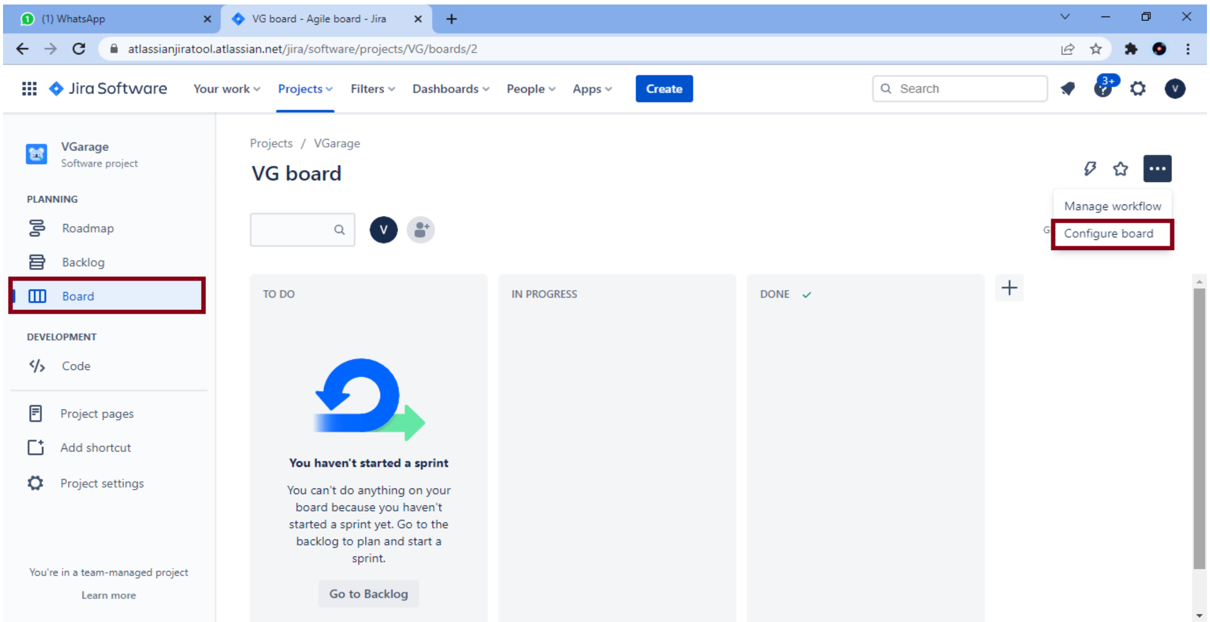


7. How to enable Report Option in JIRA tool?

Team-managed JIRA Software projects contain the following reports:

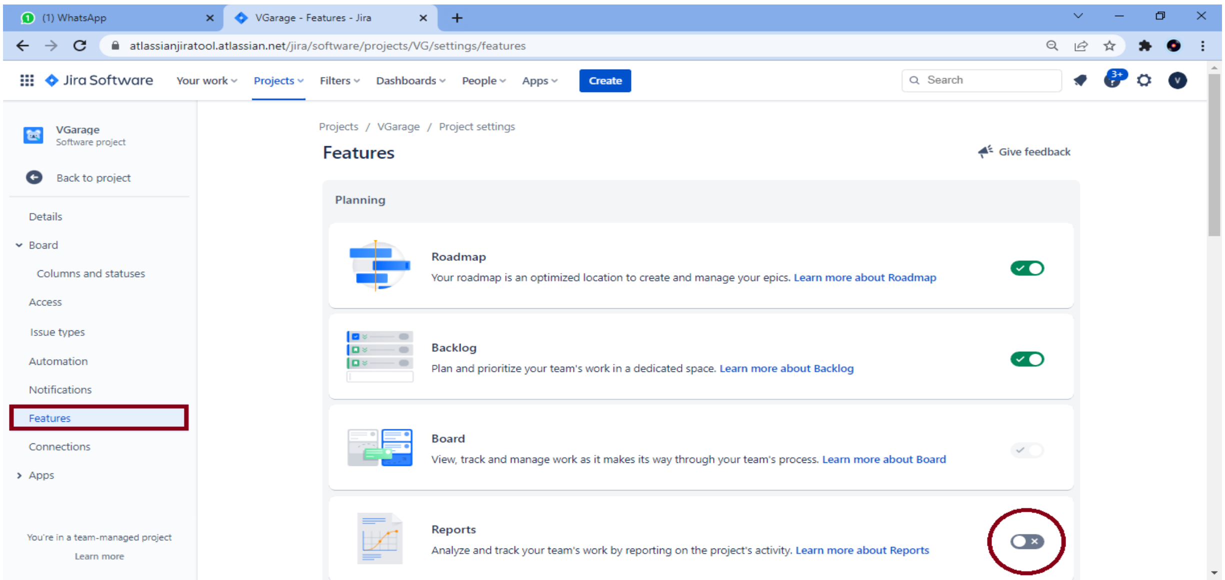
- The **burnup report** tracks how your team did when comparing the work completed in a sprint with the work you planned to complete. It requires the **Sprints** feature to be enabled. Learn more about the burn up report.
- The **cumulative flow diagram** helps you identify bottlenecks in your project's work by showing how long issues stayed in each of your statuses. Learn more about the cumulative flow diagram.
- The **velocity report** breaks down how much work your team was able to complete over a period of time to help you plan your next sprint. It requires the **Sprints** feature to be enabled. Learn more about the velocity report.
- The **sprint burndown chart** shows how much work has been completed in a sprint against what's remaining. It can help you predict and avoid scope creep. It requires the **Sprints** feature to be enabled. Learn more about the sprint burndown chart.

- Click on Board and then select option like Configure board

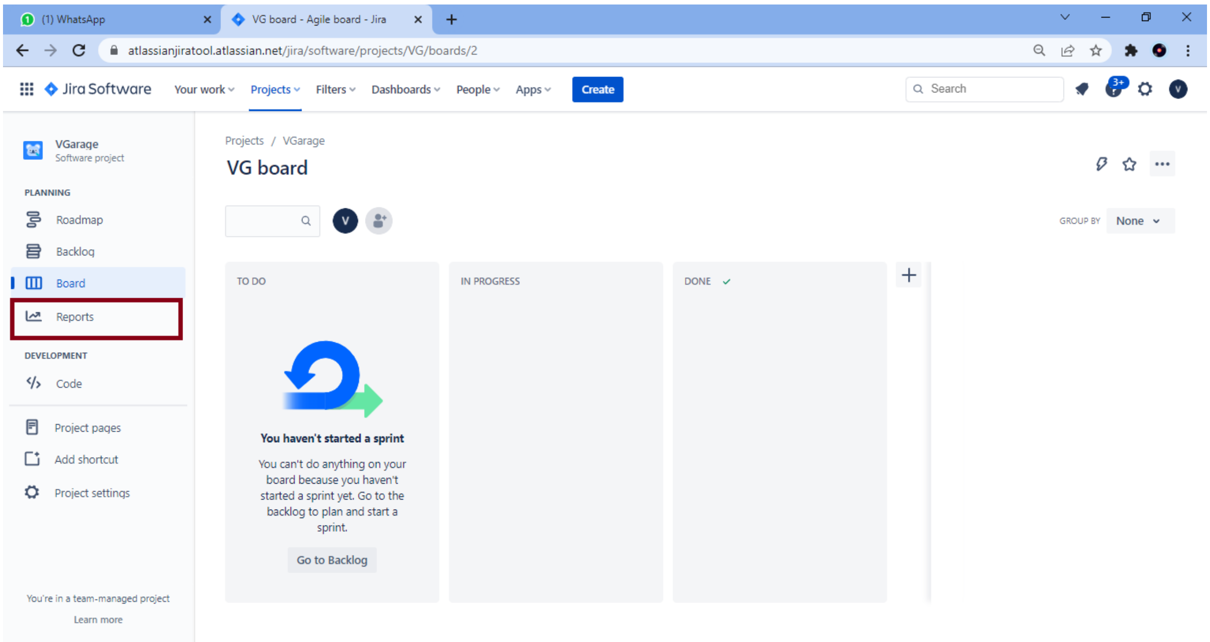


➢ Once you click on Configure board, a new screen will appear where you will see one option like, Features, Reports.

- Enable the toggle key of Reports.
- Once you enable Reports toggle key you will get Reports option on your Dashboard/Home screen of JIRA tool.



- Updated Dashboard of JIRA tool:



Poker planning

Pre – requisite for poker planning estimation technique to be started:

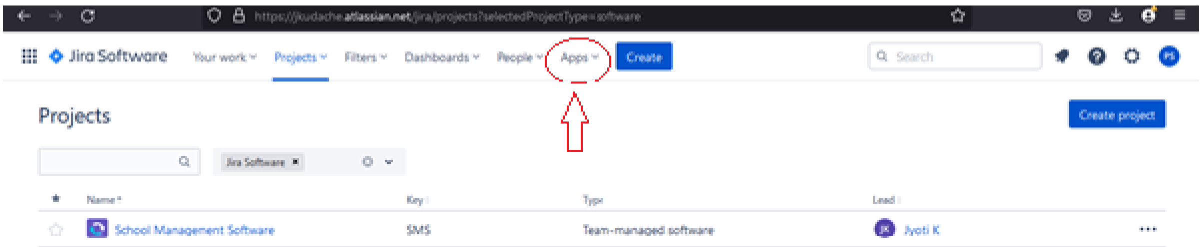
1.creat new project.

2. invite team members and create your project team.

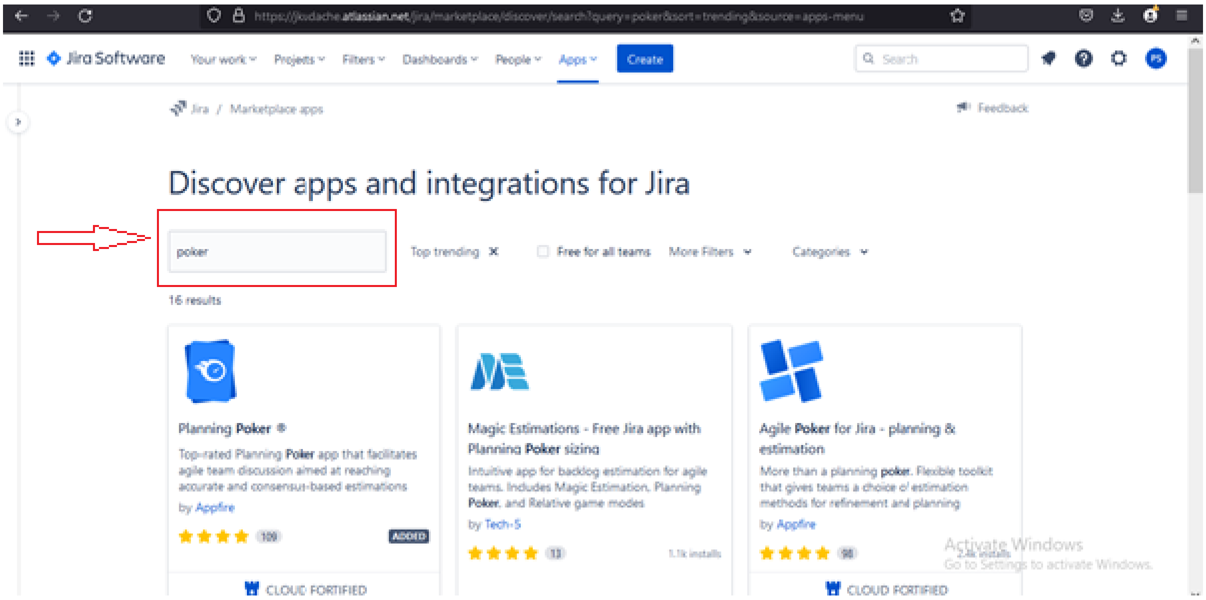
3.creat user story/epic.

After all the pre-requisite is ready, we can begin with poker planning estimation technique.

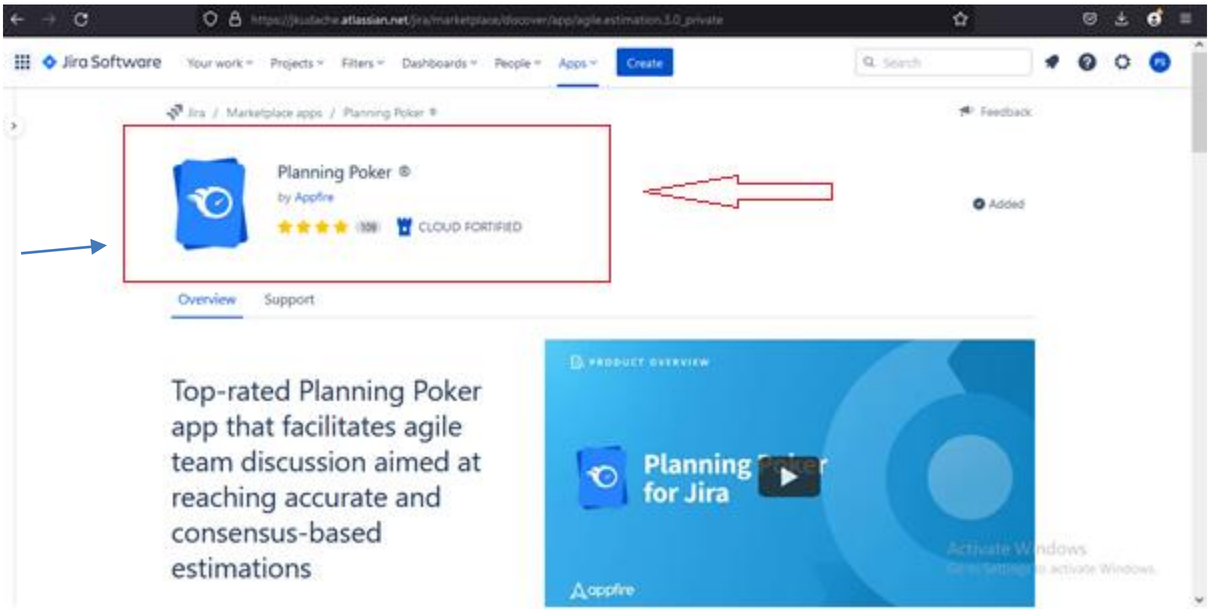
Go to: Apps section.



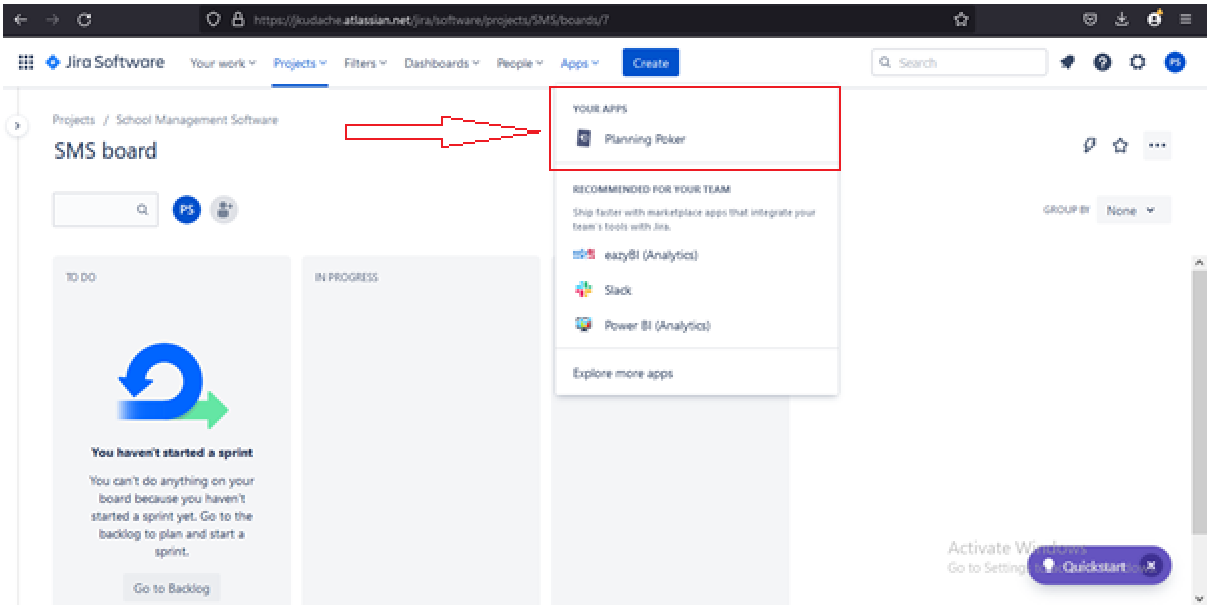
In app section go to “explore more apps” section and search for “planning poker”.



Select planning poker.

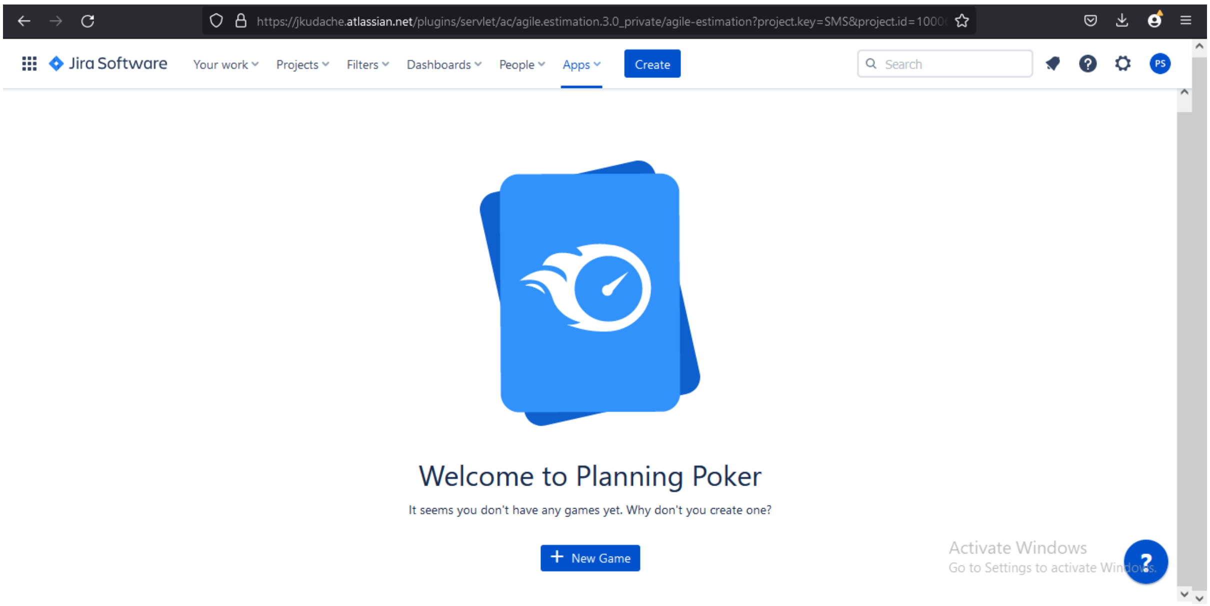


Now again go to apps section here you can see poker planning is added to our Jira Board.

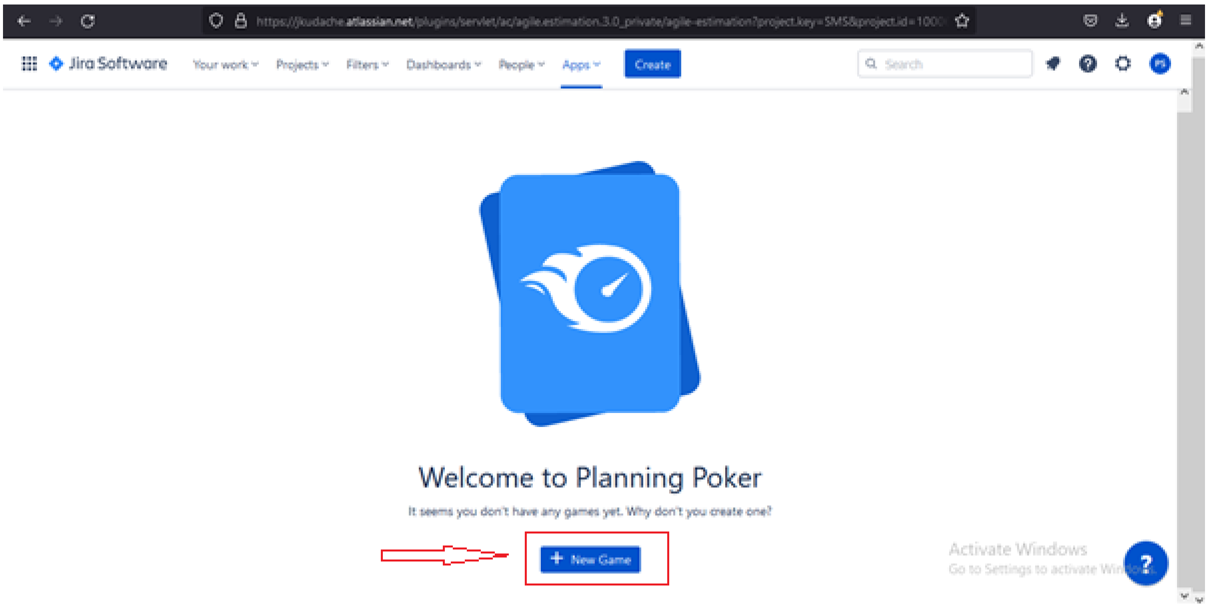


From here only select poker planning.

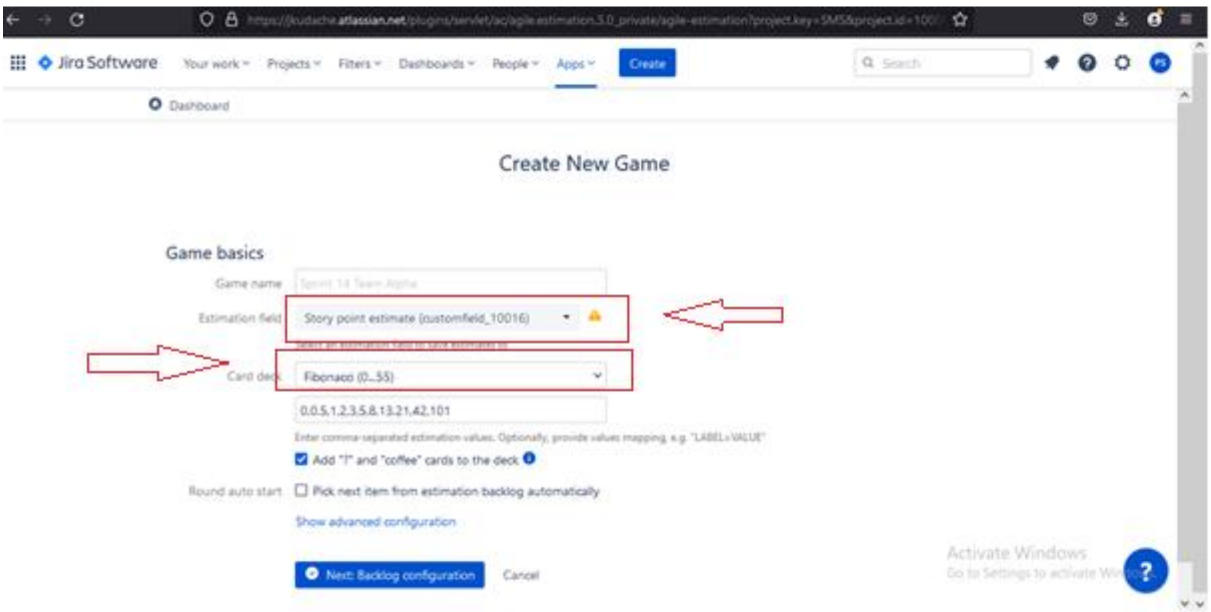
After hitting Planning poker, we come across this type of interface.



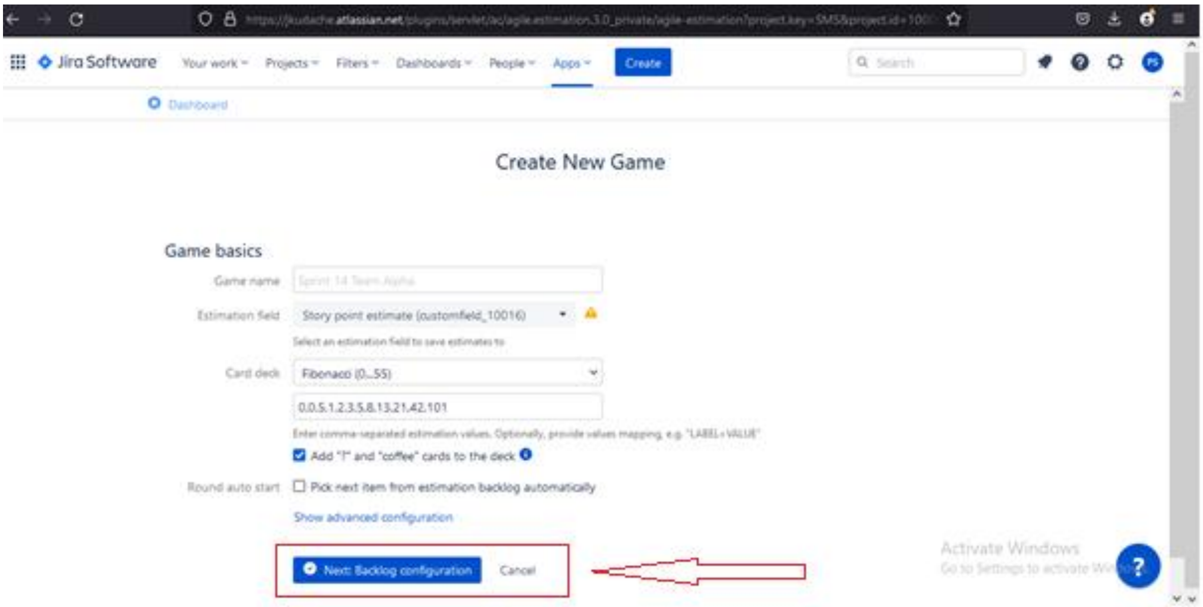
Here select "new game".



Select the options as mentioned below.



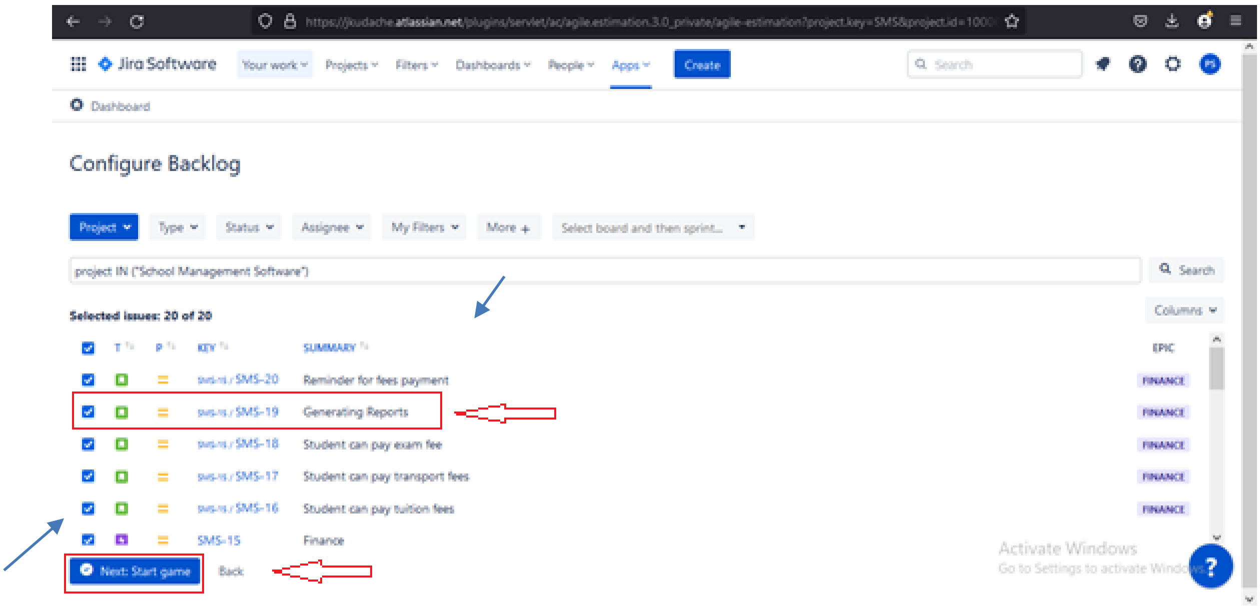
Now hit "next: backlog configuration".



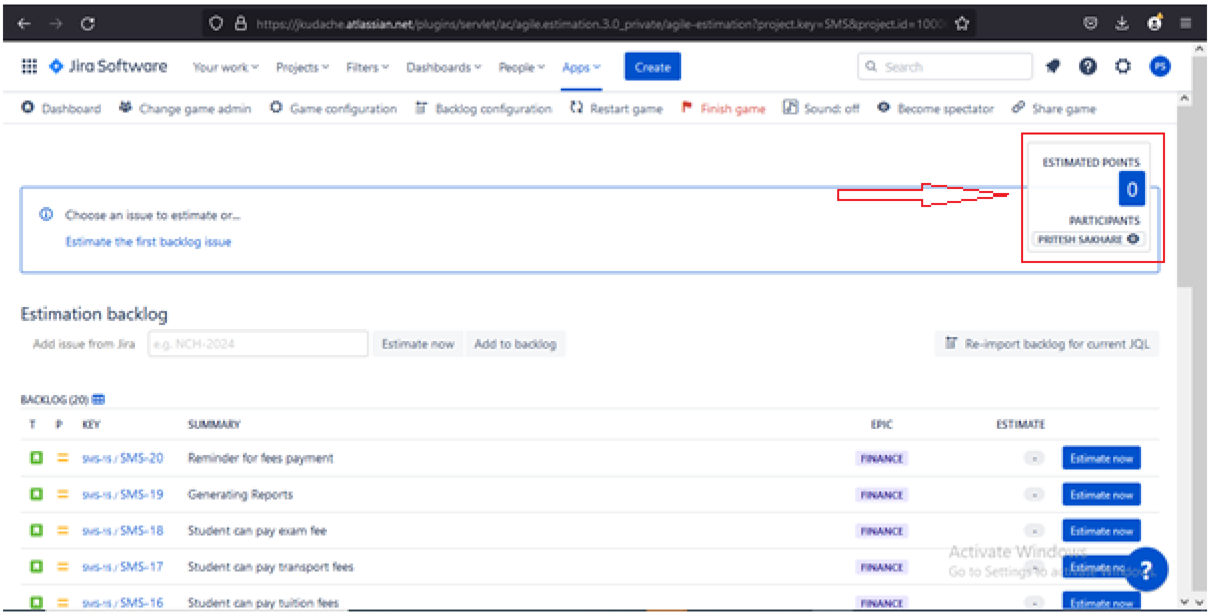
Now select story which has to be estimated.

For example, we have selected “SMS-19”.

Now hit “next: start game”.

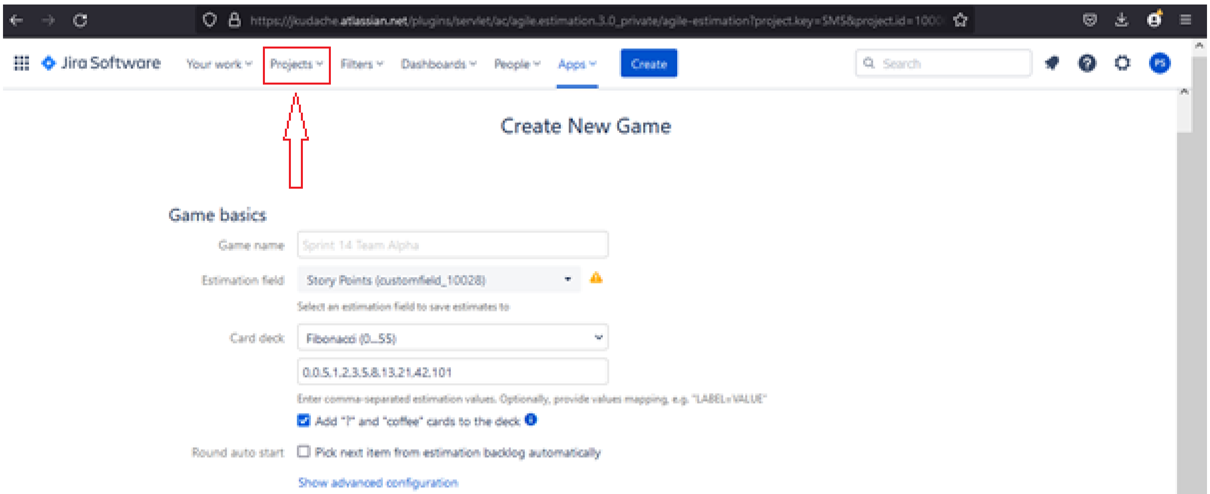


Now, see here in this case as I have started the poker game, I am visible in participant. But in real scenario scrum master will invite members to participate.

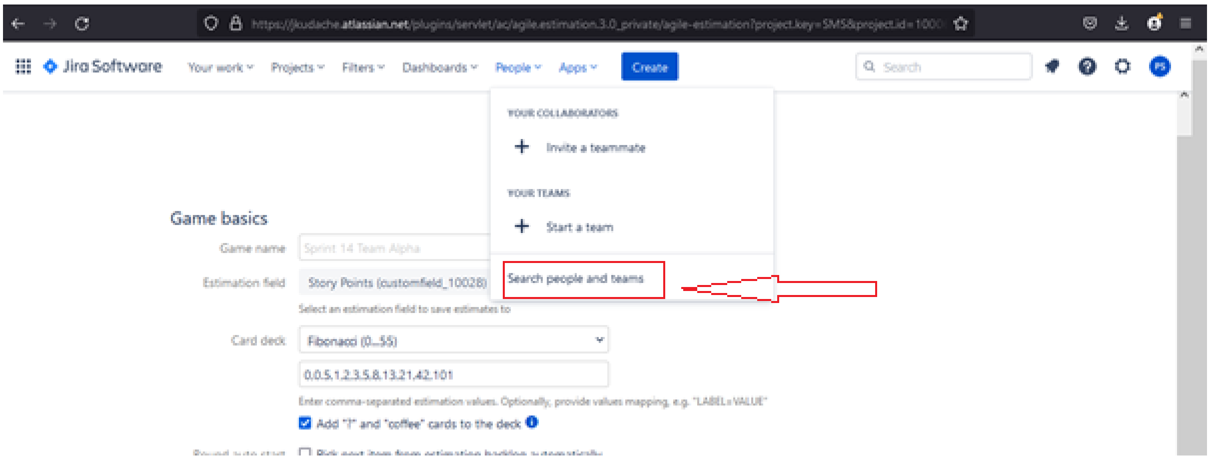


So, we will invite other members to participate in this poker planning estimation game by doing following steps:

1. Select "peoples".

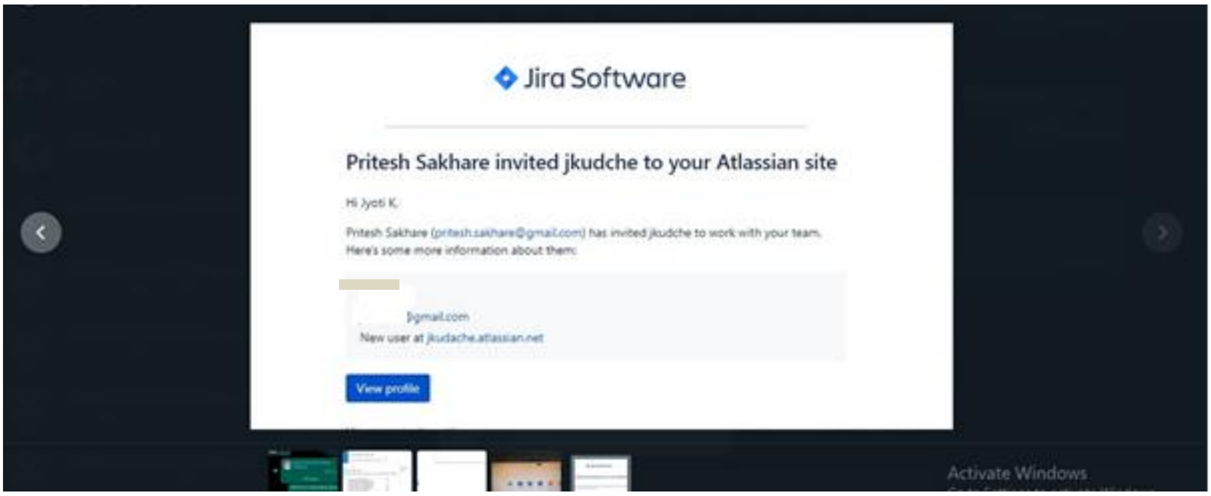


2. Type your team member in search field.



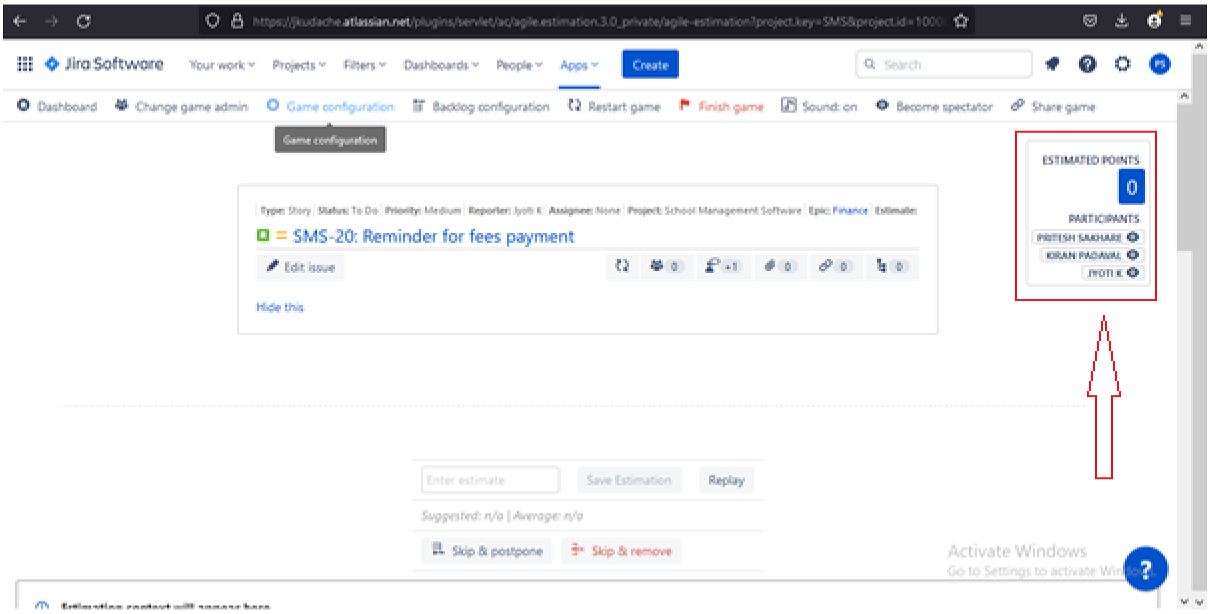
In this case I invited “Jyoti“and requested to join poker planning estimation game.

Likewise, we can invite other team members to participate in poker planning estimation game.



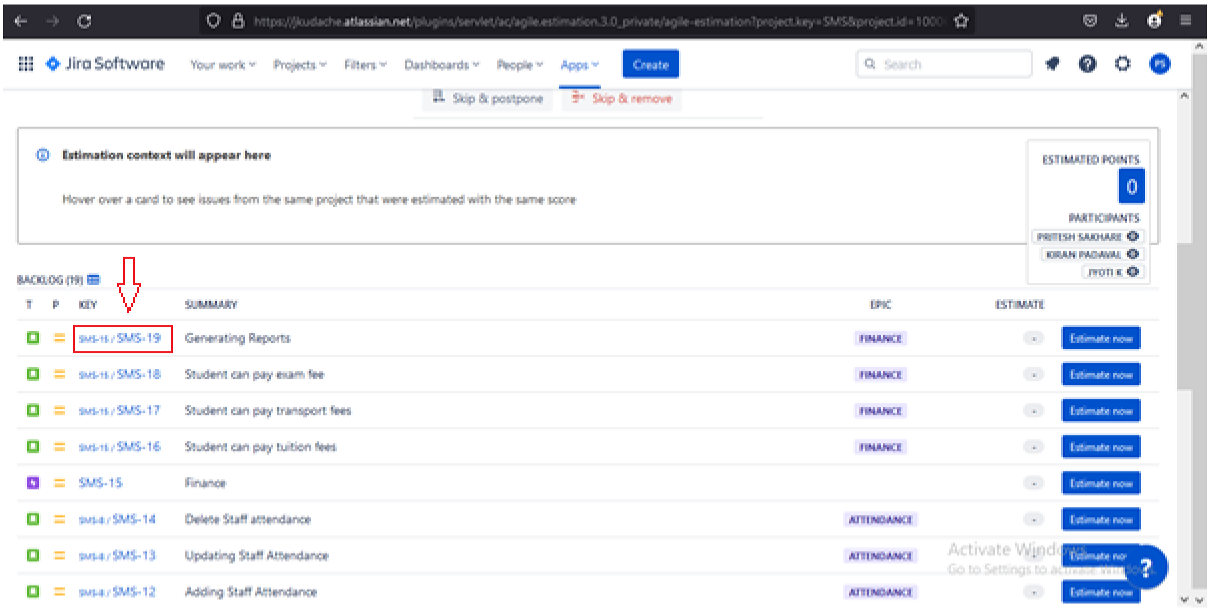
Now here showing participants as highlighted.

Here there are three participants participating in poker planning estimation game.

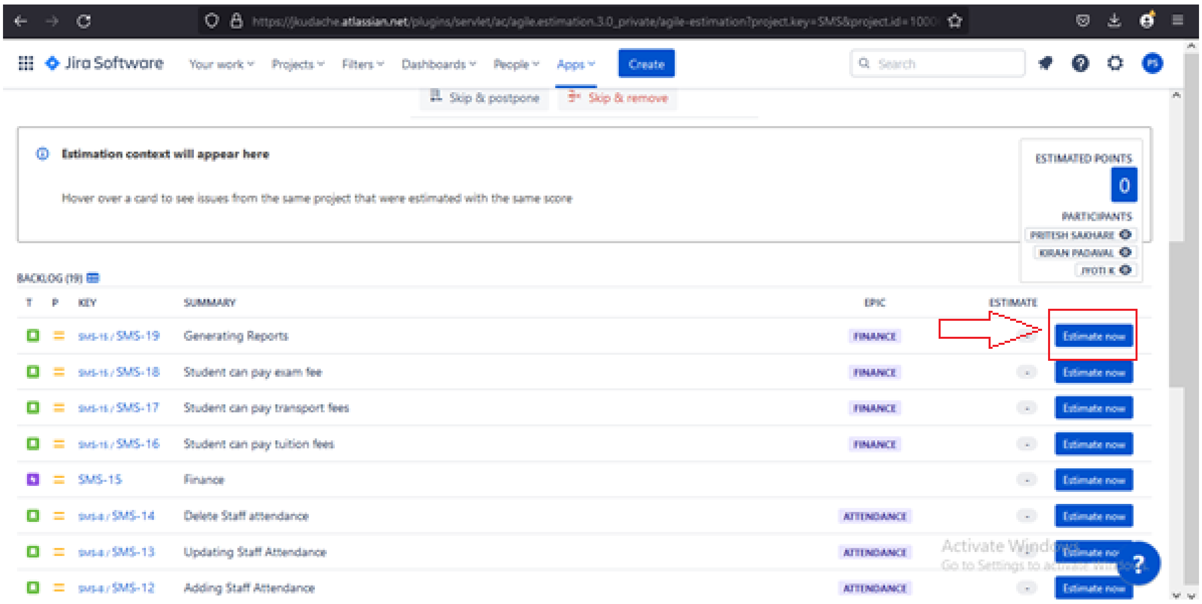


Now select the story form Backlog which has to be estimated in poker planning estimation game.

For example, we have selected SMS-19.

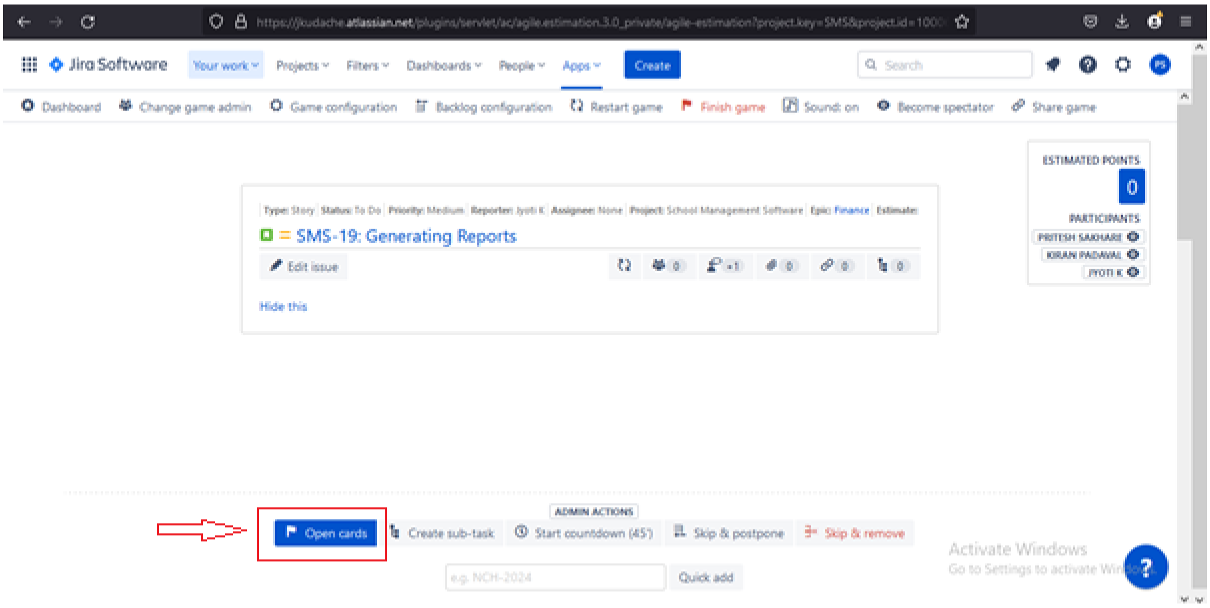


Now hit “Estimate now”.

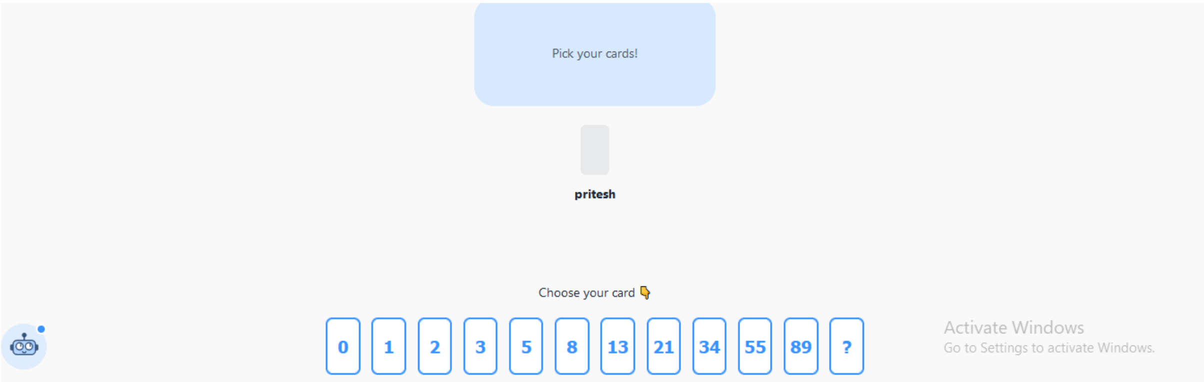


After hitting “Estimate now” we can see this type of interface.

In this hit “Open cards”.



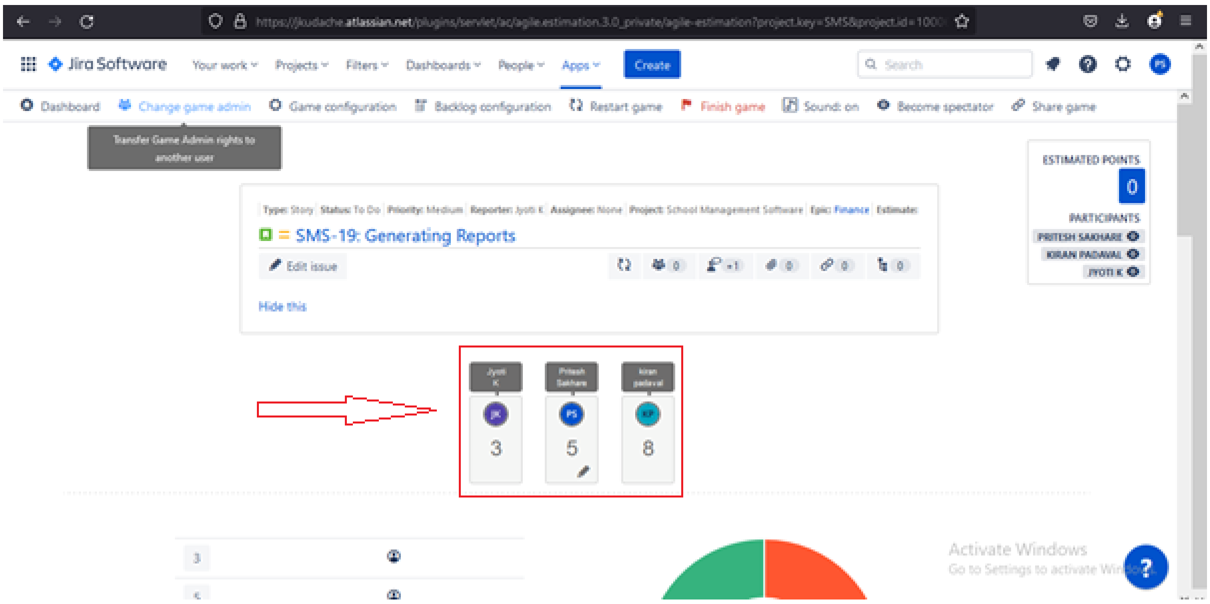
As long as we start game, we get this type of interface where every team member chooses one card and give their ratings.



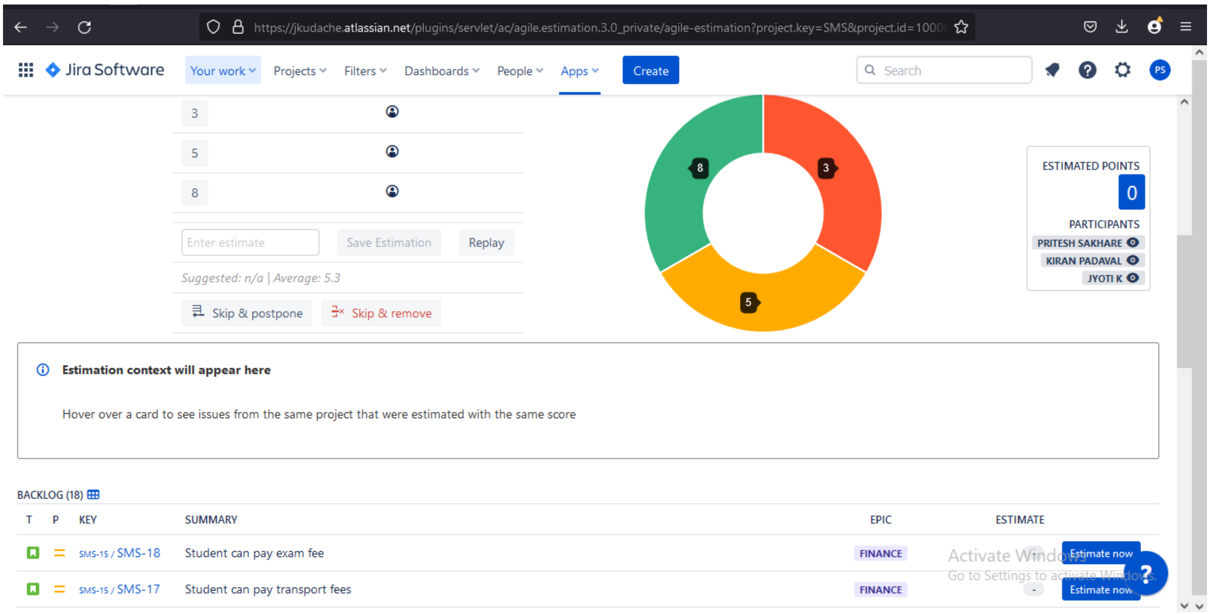
Here it is short video explaining poker planning estimation game.

https://planningpokeronline.com/static/planning-poker-voting-5922e842986b1c8f927b6b1e1c217174.webm

After hitting poker card there is 45 seconds timer will run (we have to give points in that 45 second only) and after that all points of member is shown as mention below picture.

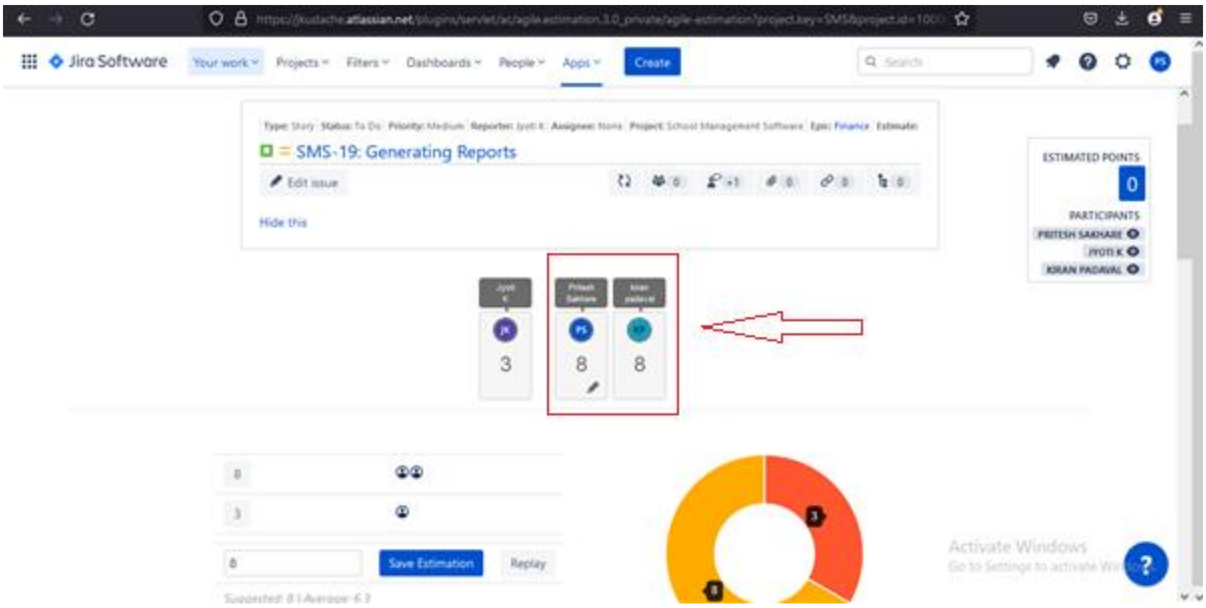


Since in this case all points of each member are varying, so the host that is scrum master will enquire about ratings and will allow members to replay poker planning estimation game after discussion of points. So that after at last step all the points given by each member should be same.



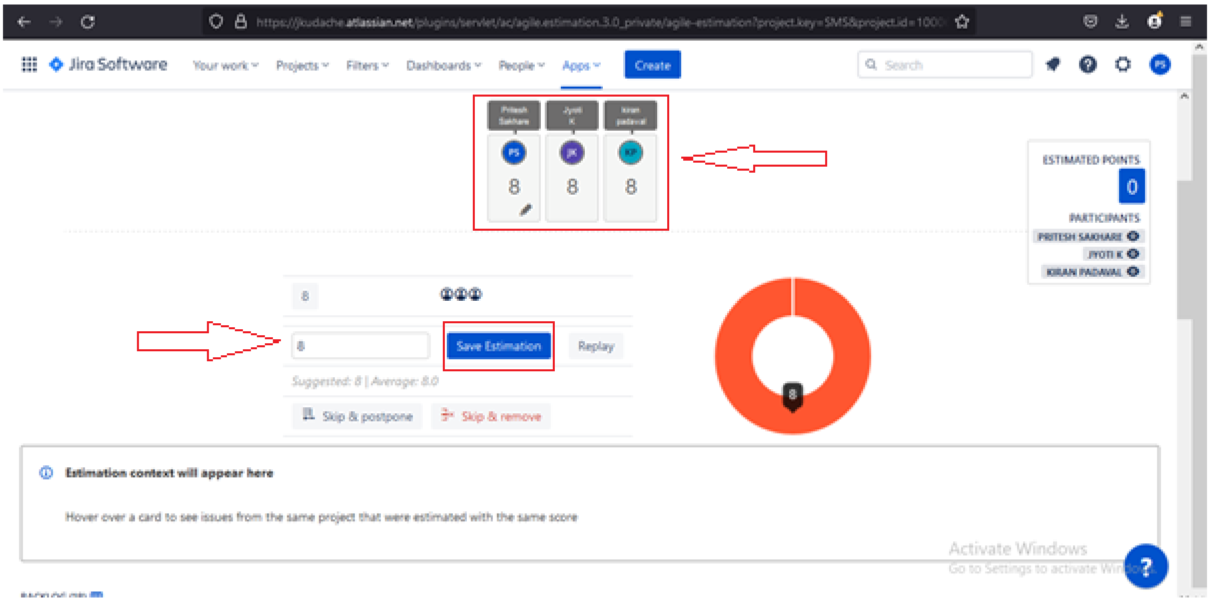
Here team members “replay” poker planning estimation game after discussion on points.

Here in this case one of team members changed estimate points to “8” in second round, by agreeing one of team members explanation over his reason for rating 8 points.

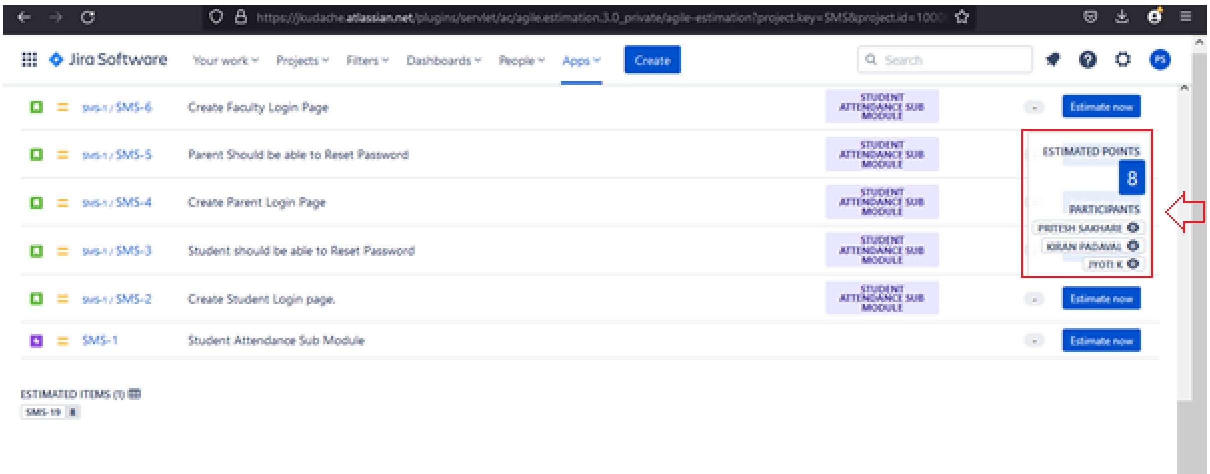


But since there is no common points so after further discussion on ratings we "replay" again and we got common story points.

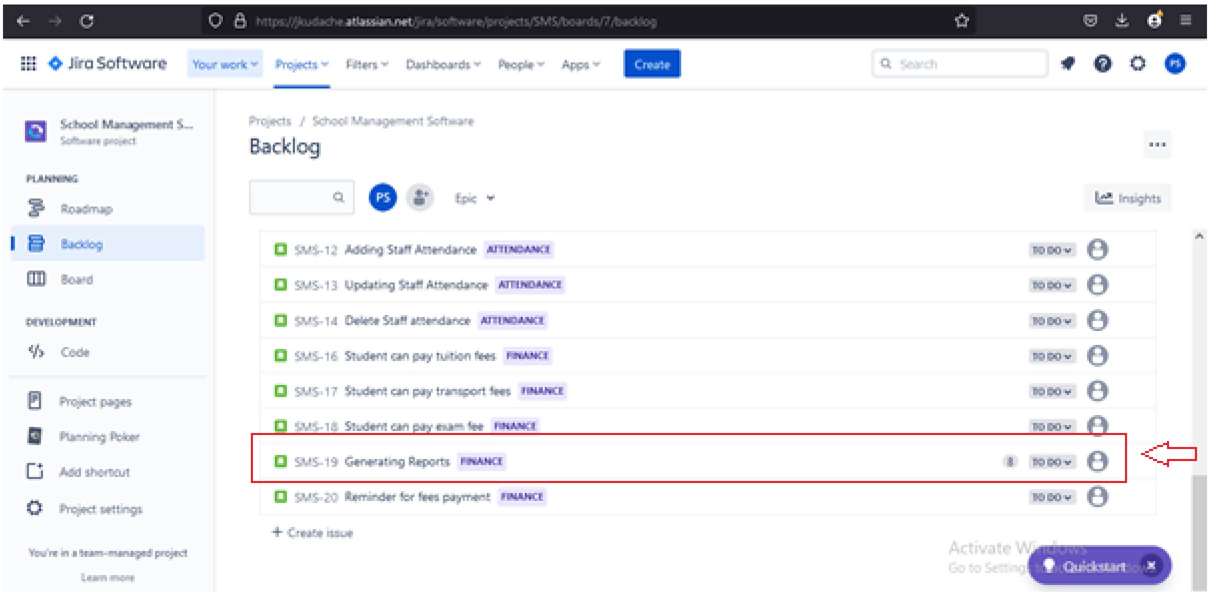
we have got common story points. So we can proceed with "save estimation".



After hitting "save estimation" we get below mention type of interface where we get estimated points.



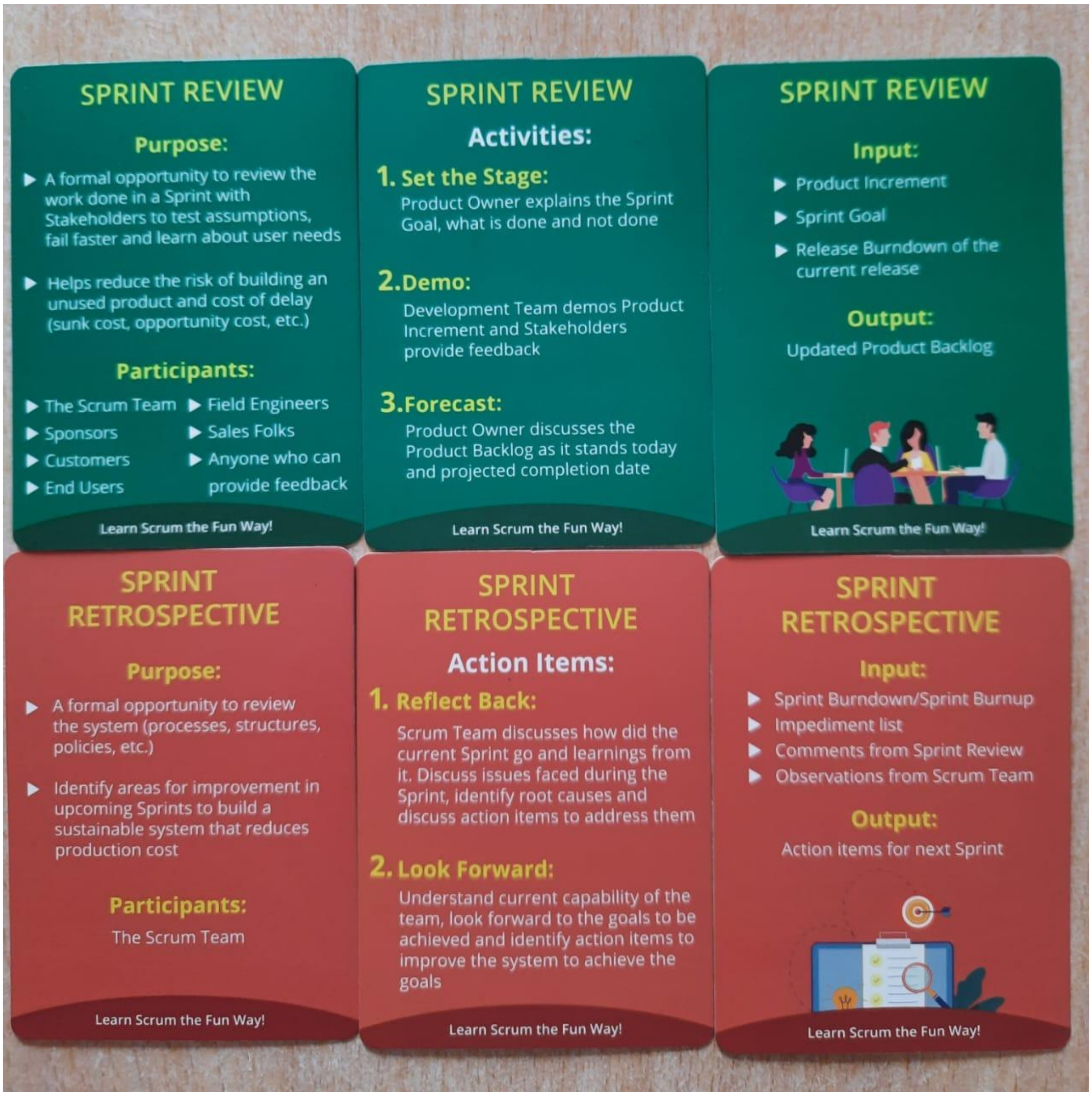
Now in “Backlog” we can see that story is rated with 8 points.

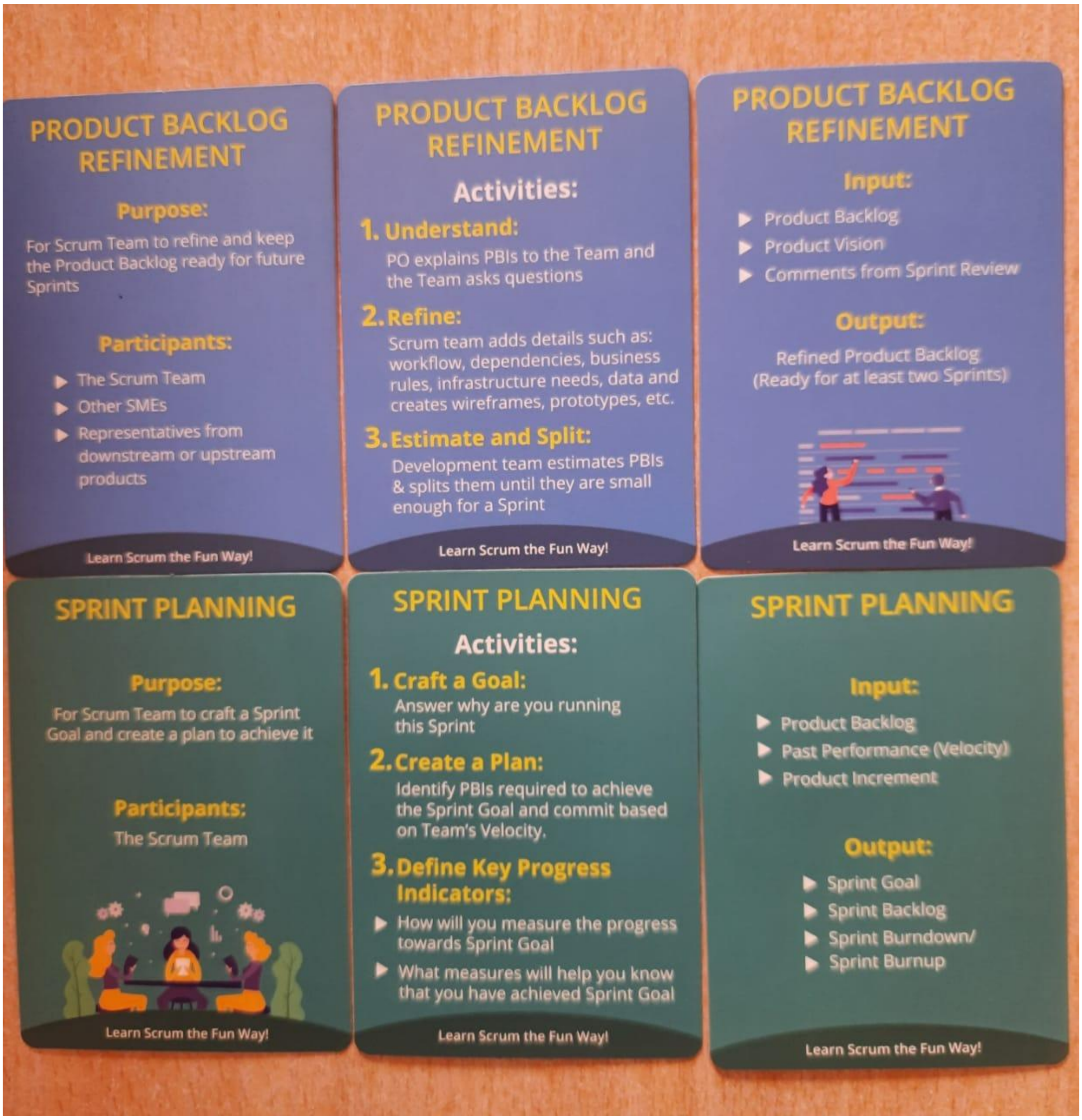


Here is link for more understanding:

https://youtu.be/TxSzo3lwwWQ


AGILE
It is a philosophy that uses an organizational model based on
People
Collaboration
Values
When applied, produces an
Empirical Process
Learn Scrum the Fun Way!
BEING AGILE
People collaborating together to build high quality products that meet customer needs at a sustainable pace
Learn Scrum the Fun Way!
AGILE MANIFESTO
1. Individuals and Interactions over Processes and Tools
2. Working Software over Comprehensive Documentation
3. Customer Collaboration over Contract Negotiation
4. Responding to Change over Following a Plan
Learn Scrum the Fun Way!
EMPIRICAL PROCESS
Any process that exhibits transparency, so that teams can inspect their progress with respect to goal and adapt their plan, process, design, etc. to achieve the goal
Learn Scrum the Fun Way!
PLANNING POKER
A relative estimation technique used by teams to estimate requirements
1. Things to do before playing planning poker
Work with the Development Team to define and agree on parameters to measure the amount of work like number of screens, number of fields, etc.
Identify a reference story, one that team has done before or understands very well
Learn Scrum the Fun Way!
PLANNING POKER
1. Things to do before playing planning poker (cont.):
Assign a random number from Poker Cards to the first story
Compare the second story with the first story and relatively assign an appropriate Story Point to it based on how many times it is bigger or smaller than the first story
Learn Scrum the Fun Way!
PLANNING POKER
2. Play the planning poker:
PO explains the story to be estimated and Team asks questions
Once team understands the story, team compares the story with the reference story
Each team member comes up with the size for the story, relative to the reference story
Each team member shows the card to everyone else on the team
If the team has consensus or variance is less, assign the story point to story and move on to next story
Learn Scrum the Fun Way!
PLANNING POKER
2. Play the planning poker (cont.):
Otherwise,
Each team member explains the rationale behind the number they picked
PO explains the story further or clarifies misunderstnding if any
Team repeats these steps until they have consensus or variance is less or upto three rounds
Even after three rounds, if there is no consenus and variance is high, assign the biggest number
Learn Scrum the Fun Way!
PRODUCT BACKLOG
Anything and everything required to fulfill the Product Vision
Contains:
Functional requirements
Non-functional requirements
Change requests
Enhancements
Defects
POCs/Spikes
Learn Scrum the Fun Way!
PRODUCT BACKLOG
Is:
Detailed enough
Emergent
Estimated
Prioritized
Expressed as:
User story
Use case
Flowchart
Voice of customer, etc.
Learn Scrum the Fun Way!
SPRINT BACKLOG
A plan which helps the Development Team to self-organize to achieve the Sprint Goal
Contains:
1. Planned PBIs:
The PBIs that the team plans to deliver to achieve Sprint Goal
2. Tech Tasks:
Tasks required to accomplish planned PBIs
Learn Scrum the Fun Way!
PRODUCT INCREMENT
An integrated increment of final product built iteratively
Contains:
(for a software product)
Software package
Release notes
User manual
Support documents, etc.
Learn Scrum the Fun Way!


SPRINT REVIEW
Purpose:
A formal opportunity to review the work done in a Sprint with Stakeholders to test assumptions, fail faster and learn about user needs
Helps reduce the risk of building an unused product and cost of delay (sunk cost, opportunity cost, etc.)
Participants:
The Scrum Team
Field Engineers
Sponsors
Sales Folks
Customers
Anyone who can provide feedback
End Users
Learn Scrum the Fun Way!
SPRINT REVIEW
Activities:
1. Set the Stage:
Product Owner explains the Sprint Goal, what is done and not done
2. Demo:
Development Team demos Product Increment and Stakeholders provide feedback
3. Forecast:
Product Owner discusses the Product Backlog as it stands today and projected completion date
Learn Scrum the Fun Way!
SPRINT REVIEW
Input:
Product Increment
Sprint Goal
Release Burndown of the current release
Output:
Updated Product Backlog
Learn Scrum the Fun Way!
SPRINT RETROSPECTIVE
Purpose:
A formal opportunity to review the system (processes, structures, policies, etc.)
Identify areas for improvement in upcoming Sprints to build a sustainable system that reduces production cost
Participants:
The Scrum Team
Learn Scrum the Fun Way!
SPRINT RETROSPECTIVE
Action Items:
1. Reflect Back:
Scrum Team discusses how did the current Sprint go and learnings from it. Discuss issues faced during the Sprint, identify root causes and discuss action items to address them
2. Look Forward:
Understand current capability of the team, look forward to the goals to be achieved and identify action items to improve the system to achieve the goals
Learn Scrum the Fun Way!
SPRINT RETROSPECTIVE
Input:
Sprint Burndown/Sprint Burnup
Impediment list
Comments from Sprint Review
Observations from Scrum Team
Output:
Action items for next Sprint
Learn Scrum the Fun Way!


PRODUCT BACKLOG REFINEMENT
Purpose:
For Scrum Team to refine and keep the Product Backlog ready for future Sprints
Participants:
The Scrum Team
Other SMEs
Representatives from downstream or upstream products
Learn Scrum the Fun Way!
PRODUCT BACKLOG REFINEMENT
Activities:
1. Understand:
PO explains PBIs to the Team and the Team asks questions
2. Refine:
Scrum team adds details such as: workflow, dependencies, business rules, infrastructure needs, data and creates wireframes, prototypes, etc.
3. Estimate and Split:
Development team estimates PBIs & splits them until they are small enough for a Sprint
Learn Scrum the Fun Way!
PRODUCT BACKLOG REFINEMENT
Input:
Product Backlog
Product Vision
Comments from Sprint Review
Output:
Refined Product Backlog (Ready for at least two Sprints)
Learn Scrum the Fun Way!
SPRINT PLANNING
Purpose:
For Scrum Team to craft a Sprint Goal and create a plan to achieve it
Participants:
The Scrum Team
Learn Scrum the Fun Way!
SPRINT PLANNING
Activities:
1. Craft a Goal:
Answer why are you running this Sprint
2. Create a Plan:
Identify PBIs required to achieve the Sprint Goal and commit based on Team's Velocity.
3. Define Key Progress Indicators:
How will you measure the progress towards Sprint Goal
What measures will help you know that you have achieved Sprint Goal
Learn Scrum the Fun Way!
SPRINT PLANNING
Input:
Product Backlog
Past Performance (Velocity)
Product Increment
Output:
Sprint Goal
Sprint Backlog
Sprint Burndown/
Sprint Burnup
Learn Scrum the Fun Way!


DAILY SCRUM
Purpose:
A formal opportunity to inspect the team's progress with respect to Sprint Goal and adapt the plan to get there
Participants:
Development Team
Scrum Master
Product Owner (although optional, it's highly advisable to include them)
Learn Scrum the Fun Way!
DAILY SCRUM
Activities:
1. Inspect:
Where do we stand with respect to the Sprint Goal?
2. Identify:
Are there any impediments to making progress?
3. Adapt:
What should we do to achieve the Sprint Goal?
Learn Scrum the Fun Way!
DAILY SCRUM
Input:
Sprint Backlog
Sprint Burndown/
Sprint Burnup, etc.
Output:
Action items to resolve impediments
Learn Scrum the Fun Way!
SPRINT
A timebox or a fixed span of time is called Sprint in Scrum.
A Sprint has:
Fixed Goal
Fixed Team
Fixed Length
Product Increment at the end
Maximum length of the Sprint recommended by Scrum framework is four weeks
Learn Scrum the Fun Way!
WHY TIMEBOXING?
1. Expedites Pivoting:
By eliminating procrastination
By providing frequent opportunity to get customer feedback
2. Enables Continuous Improvement:
By measuring and learning to deliver at a sustainable pace
By inspecting and adapting product and system
Learn Scrum the Fun Way!
STORY POINT
A relative unit of measure of work (not time) that indicates the development team's understanding of PBI with respect to:
1. Uncertainity:
Open questions about functionality
2. Complexity:
Open questions about an approach for solution
3. Amount of work:
Components of work like Interfaces, Fields, Transactions, Validations, etc.
Learn Scrum the Fun Way!
DEFINITION OF DONE
An exit criteria agreed by Product Owner and Development Team to consider a PBI done and ready to be shipped
Example:
Coded
Reviewed
Bugs fixed
Packaged
Test cases automated
Test cases written
Tested
Integrated
Deployed
Accepted by Product Owner, etc.
Learn Scrum the Fun Way!
VELOCITY
Amount of work done in a sprint towards Vision
Velocity can be measured in the form of:
Sum of story points associated with the product backlog items that are done in a sprint
Number of product backlog items done in a sprint, etc.
Learn Scrum the Fun Way!
SCRUM VALUES
Cross-functional Teams
Focus
Openness
Respect
Commitment
Courage
Learn Scrum the Fun Way!


1
ONE
Learn Scrum the Fun Way!
2
TWO
Learn Scrum the Fun Way!
3
THREE
Learn Scrum the Fun Way!
5
FIVE
Learn Scrum the Fun Way!
8
EIGHT
Learn Scrum the Fun Way!
13
THIRTEEN
Learn Scrum the Fun Way!
?
Learn Scrum the Fun Way!
BIG
Learn Scrum the Fun Way!