

## Lab 11: Project Management with JIRA

Assignment Date: November 19<sup>th</sup>, 2024

Deadline: .....

Class: BCA 7<sup>th</sup> Semester, New Summit College

Subject: SPM

Objective:

1. To learn how to use Jira for project management, issue tracking, and team collaboration.
2. To understand how to create and manage issues (tasks, bugs, user stories), assign responsibilities, and track project progress using Jira's features.

Tasks:

### Task 1: Setting Up a Jira Account and Exploring the Interface

- Create a Jira account (if you don't already have one).
- Explore Jira's interface and identify key components:
  - **Projects:** Containers for organizing issues related to a particular initiative or team.
  - **Issues:** The core elements in Jira, representing tasks, bugs, user stories, etc.
  - **Boards:** Organize issues into columns (e.g., "To Do," "In Progress," "Done").
- Take a screenshot of the Jira interface showing a project board with a few issues.

### Task 2: Creating a New Project and Organizing Issues

- Create a new project titled **"Mobile App Development"** or any project of your choice.
- Set up your project with relevant issue types (e.g., "Bug," "Task," "Story").
- Add at least 5 issues to the project (e.g., tasks, bugs, user stories) with descriptions and priority levels.
- Set up the columns for your board (e.g., "To Do," "In Progress," "Done").
- Take a screenshot of your project with the issues and board layout.

### Task 3: Assigning Issues and Setting Due Dates

- Assign at least two issues to yourself and two issues to another team member.
- Set due dates for each issue.
- Add priority labels (e.g., "High," "Medium," "Low") to at least two issues.
- Include a screenshot showing the assigned issues, due dates, and priorities.

#### **Task 4: Managing Issue Workflow and Progress**

- Move a few issues through the board (e.g., from "To Do" to "In Progress" or "Done") as work progresses.
- Use **Comments** on an issue to communicate updates or add additional context.
- Attach a relevant file or link to an issue (e.g., a design document, code repository link, etc.).
- Take a screenshot showing the movement of issues through the workflow.

#### **Task 5: Tracking Project Progress with Jira's Reporting Tools**

- Use Jira's **Sprint Reports, Burndown Charts, or Velocity Reports** (if working in an Agile environment) to track project progress.
- Explore Jira's **Dashboard** to get an overview of the project's status.
- Take a screenshot of any report or dashboard view showing project progress.

#### **Report Format & Structure (Topics to include for submission):**

- INDEX
- Theory
  - a. Project Management
  - b. JIRA
  - c. Key Elements of JIRA Interface
    - i. Projects
    - ii. Issues
    - iii. Boards
    - iv. Priority Labels

- Implementation:
  - a. Describe each task performed with detailed steps and relevant screenshots (project setup, issue creation, board management, etc.).
  - b. Include a description of the issues you added, their types, and the workflow changes (e.g., moving tasks between columns).
- Conclusion

### LAB File Evaluation Criteria:

- Completion of tasks as per instructions with clear screenshots.
- Accuracy and clarity of the report, including a good understanding of Jira's features.
- Reflection on how Jira helps improve task management and team collaboration.

### References:

- 1.

### Note:

**The reference provided is for guiding purposes only. The final document/report required may be different from the reference. So prepare the Report according to the Report Format provided above.**