**Basics of Jira**

Jira is a popular project management tool developed by Atlassian, commonly used for issue tracking, bug tracking, and agile project management. It’s widely used in software development but can be applied to other project types too.

1. What is Jira?

Purpose: Tracks tasks, bugs, and project progress.

Popular Use Cases:

Agile/Scrum project management.

Software development lifecycle (SDLC) management.

Bug and issue tracking.

2. Jira Key Concepts

Project – A container for tasks, issues, and workflows related to a specific goal.

Issue – A task, bug, or feature that needs to be worked on. Issue types include:

Task – Work that needs to be done.

Bug – Error/issue in the software that needs fixing.

Story – A user requirement or feature.

Epic – A larger body of work that can be broken down into stories or tasks.

Board – A visual representation of your project using Scrum or Kanban workflows.

Backlog – List of issues/tasks that need to be prioritized and worked on.

Sprint – A set period (usually 1-2 weeks) where a specific amount of work is completed.

Workflow – The lifecycle of an issue, showing different stages (To Do → In Progress → Done).

3. Basic Jira Workflow

Create a Project

Choose from Scrum, Kanban, or other templates.

Create Issues/Tasks

Define tasks and assign them to team members.

Add descriptions, attachments, and due dates.

Move Issues Through Workflow

Move tasks from To Do → In Progress → Done.

Customize workflows if needed.

Track Progress

Use boards and reports to monitor sprint progress.

4. Basic Jira Features

Dashboard – Overview of projects, issues, and sprint status.  
Boards (Scrum/Kanban) – Visual representation of issues and workflows.  
Epics and Stories – Break down large tasks into manageable units.  
Reports and Analytics – Track team performance and sprint progress.  
Filters and JQL (Jira Query Language) – Search and filter issues based on conditions.

5. Jira Agile Boards

Scrum Board – Best for iterative work in sprints.

Kanban Board – Ideal for continuous workflows.

6. Basic Jira Reports

Burndown Chart – Tracks remaining work in a sprint.

Velocity Chart – Measures work completed in past sprints.

Cumulative Flow Diagram – Tracks the progress of issues over time.