**Jira**

**Agile:**

Agile is ever-evolving and is centred around getting things to market quickly with an MVP. It is always improving and an iterative approach. Jira is a good tool for Agile working ways.

A sprint is a determined amount of time allocated for work to be conducted, could be two weeks etc, within these sprints you have planning meetings, refinements and retros.

Scrum vs Kamban:

Scrum = Sprint

Kamban allows for new tickets to be added to the board at any given time

**Types of Work/Issues:**

**Spike:** An investigation

**Bug:** This is raised when the application does not function as it is supposed to.

**Epic:**

A larger piece of work that can be broken into multiple stories. The delivery of an epic can be achieved over a number of sprints.

**Story:**

A piece of work that contributes to an epic. This can be articulated via a number of tickets.

**Issues:**

Issues are containers for fields such as Description, Summary, Assignee and Due Date, these data fields are issues that need updating and maintaining throughout the delivery of a piece of work.

**Projects:**

Projects are containers for issues, Projects are where the issues live – Projects contains Bugs, Stories and Epics

**Ticket:**

**Background:**

This is a background to the ticket and how it came about and what the rationale for requesting the work is.

**User Story:**

As a Developer……

As a User…..

As a Customer…..

Then proceed into what the desired outcome of the work it

This should include a so that scenario. For *E.g As a user I would like to use this application, so that I can extract data*.

**To Do:**

Executive list of what is required to be done

**Technical Notes:**

**Acceptance Criteria:**

This is an explanation of what is acceptable, once the work has been done. This can also be a list of bullet points

**Team Managed Projects Vs Company Managed Projects:**

Team managed projects = “Next Gen” projects

Do not require Jira permissions to create issues such as Stories, Bugs etc Only team has access to a particular issue type that has been created specifically for a Team.

* Project scoped entity
* Fast & Easy to maintain

Company Managed Project = “Required admin” projects

* More complicated to set up
* Must have Jira Admin permissions

**Creating a Team-Managed Project:**

* Go to Projects
* Create Project
* Pick template (Scrum/Kamban/etc)
* Pick whether you want a Team or Company Managed project
* Add project name, give it a key that will be on all issues then click create

You can create a swim lane by clicking the “Group By” drop down.

**Customizing Team Managed Projects:**

To add issue type do the following:

* Go to project settings
* Issue type
* Click “Add” or “Create” a Custom issue type for the project
* You can customise the issues types in this area as well.
* In project settings you can amend the default settings for Assignees
* You customise the board in this sections

RoadMap:

Allows you to see all projects and their progression.