

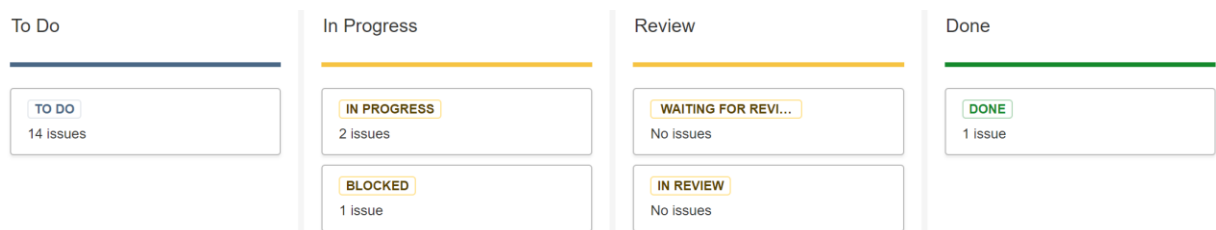
Cybertek JIRA workflow

Cybertek follows the agile scrum methodology of software development to build a quality in a timely manner. Cybertek puts high emphasis on adapting to changes, proving rapid and constant feedback to customer, and continuous self-improvement.

Workflow

Cybertek uses a very dynamic two-week sprint approach. The agile team follows all the scrum ceremonies.

Cybertek agile board consist of four columns: *To Do*, *In Progress*, *Review*, *Closed*. The following snapshot displays all column names and statuses associated with each column.



To Do

To Do column contains the stories brought into this sprint. If the story is in this column, it means no one is working on this story. However some of the stories in the **To Do** columns may already be assigned.

In Progress

Each story will be moved to **In Progress** column when work starts on that story. The story status must be changes to **In Progress**. Each team member can have one story assigned to them in **In Progress** column. This

is to make sure that every team member is aware for what other members are working on. That is also done to accurately estimate time spent on the story. If a team member must work on the different story due to circumstances, he or she needs to comment on the story, check in the changes and move the story back to **To Do**.

To Do	In Progress	Review	Done
<div> <div>CTL-4</div> <div>↑ Create the contact information form for the RP</div> <div>None</div> <div>To Do</div> <div>Unassigned</div> </div> <div> <div>CTL-2</div> <div>↑ Create on boarding documentation</div> <div>None</div> <div>To Do</div> <div></div> </div>	<div> <div>CTL-9</div> <div>↑ DB access to Maria and Marufjon</div> <div>None</div> <div>In Progress</div> <div>Murodil Ruzimatov</div> </div> <div> <div>CTL-10</div> <div>↑ Create DB tables</div> <div>None</div> <div>In Progress</div> <div>Maria Tkacheva</div> </div>		<div> <div>CTL-1</div> <div>↑ Create DB schema</div> <div>None</div> <div>Done</div> <div>Unassigned</div> </div>

Blocked

If a story has is blocked for some reason, the story status will be changed to **Blocked**. When that happens, the story will automatically be moved to separate swim lane. This is done do make sure that blocked issue stands out in the JIRA view and gets necessary attention. Once the blocker is resolved, the story can be brought back to **To Do**.

To Do	In Progress	Review	Done
<div>Blocked 1 issue</div> <div> <div>CTL-10</div> <div>↑ Create DB tables</div> <div>None</div> <div>Blocked</div> <div>Maria Tkacheva</div> </div>			
<div>Everything Else 5 issues</div> <div> <div>CTL-4</div> <div>↑ Create the contact information form for the RP</div> <div>None</div> <div>To Do</div> <div>Unassigned</div> </div> <div> <div>CTL-2</div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div>CTL-9</div> <div>↑ DB access to Maria and Marufjon</div> <div>None</div> <div>In Progress</div> <div>Murodil Ruzimatov</div> </div> <div> <div>CTL-17</div> <div>↑ Create test</div> <div></div> <div></div> <div></div> </div> <div> <div>CTL-1</div> <div>↑ Create DB schema</div> <div>None</div> <div>Done</div> <div>Unassigned</div> </div>			

Review

Once work is complete in a story, it needs to be commented on and moved to **Review** column. Story status will be changed to **Ready for Review**. Once team member picks up a story to review, he or she will change the status of the story to **In Review** by selecting the **Start Review** on **Actions** menu.

If issues are found during the review, reviewer will comment on the story and move it back to **To Do** or **In Progress**. If no issues are found during the review, reviewer will comment on the story and close by moving it to **Done** column.

Done

Done column contains the stories that have been worked on and reviewed. If the story status is **Waiting for review**, it cannot be moved to **Done**. Its status must be changed to **In Review** and it must be reviewed before it can be moved to **Done**.

The following diagram displays all statuses and possible transitions between the them.

