JIRA Tutorial

What is JIRA software?

JIRA is a software tool designed for project management. The tool is mainly used for issue tracking.

Core Features of JIRA

Boards

JIRA provides Kanban and Scrum Boards. These boards are visual systems for managing work as it moves through a process. They provide an immediate overview of the whole project at task level. JIRA allows team members to customize these board workflows to fit their project.

Business Project Templates

Most of the times, there is always a template that fit your business project requirements. You can choose one from the huge collection of JIRA Business Project Templates. Or you can also modify an existing template to perfectly fit your business structure.

Issues

Every low level task in JIRA is considered an issue. A requirement is an issue. A bug is an issue. A task is an issue. Each issue can be well detailed. You can provide a description; set a priority; attach required screenshots or documents; label the issue for quick access. You can assign the issue to one of your team members, make another as the reporter for the issue. One more important feature is that your team members can have a discussion on the issue in the form of comments.

Notifications

Emails can be sent to your team members for particular tasks. For example, an email notification will be sent to the ASSIGNEE of the issue. Also, if you can use @mention to notify that member specifically.

Power Search

JIRA provides a powerful search interface. You can search using filters, or advanced features. You can also search based on the details of issues.

Reports

With JIRA, you can generate reports like: **Agile Reports**: Burndown Report, Burnup Report, Sprint Report,
Velocity Report, Cumulative Flow Diagram, Version Report, Epic Report, Control Chart, Epic Burndown,
Release Burndown **Issue Analysis**: Average Age Report, Created vs. Resolved Issues Report, Pie Chart
Report, Recently Created Issues Report, Resolution Time Report, Single Level Group By Report, Time Since
Issues Report **Forecast & management**: Time Tracking Report, User Workload Report, Version Workload Report **Other**: Workload Pie Chart Report

JIRA Next-gen Templates

JIRA provides next-gen templates that are familiar and easy to use. Each template consists of many features useful for project management.

Some of the templates are:

- Kanban
- Scrum

Agile Projects with JIRA

Most of the project teams are adopting Agile methodology for their projects. JIRA provides a lot

Step 1

Open a browser and hit the url [https://www.atlassian.com/software/jira].

In this tutorial, we will choose **Jira Software** and click on **Try it free**.

Step 2 – Signup

Fill in the Signup form and click on Agree and Signup.

Step 3 – Email Confirmation

You will receive a confirmation email to the email address you have provided in the above step – signup. Click on the verify button on the email. You will be redirected to the following page in a new tab.

Provide the emails of your team members. Or you can also check the box to let anyone with a verified yourwebsite.com (tutorialkart.com here) email join your Jira site.

Click on **Next** button.
Click on **Next** button.

Step 4 – Basic setup

You can select some drop-down options relating to the questions about your team and project structure. This helps JIRA understand your requirements and setup your project accordingly. A sample screenshot is shown below. You can also skip this step.

Step 5 – Template Selection

JIRA provides templates to choose from based on your project requirements. We will go with the recommended template and click on select.

Choose a next-gen template

Next-gen templates are easy to set up and come with reimagined features. They're created and managed by project team members.

Kanban RECOMMENDED

Visualize and progress your project using simple cards on a powerful board.

Select

Import your wo

Kanban

Visualize and progress your project using simple cards on a powerful board.

What's in this?   Select

Scrum

Sprint toward your project goals with a modern board and backlog.

What's in this?   Select

Looking for advanced project setup, schemes, and classic features?   Explore classic templates

Step 6 – Create Project

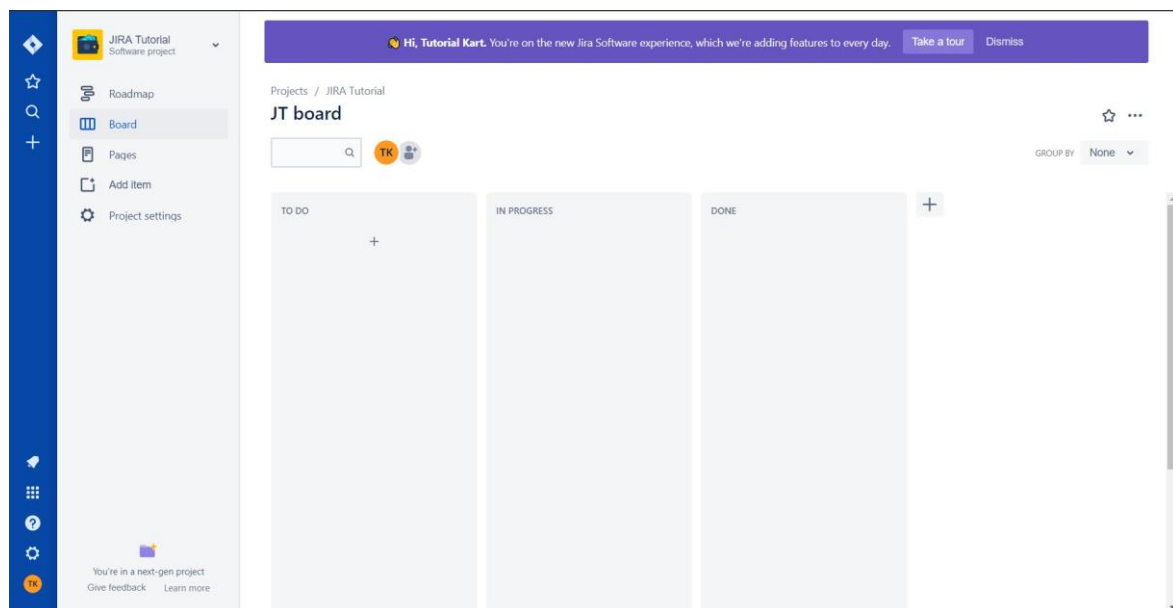Once you select a template, you can create your project. Provide a name for your JIRA project and click on Create button.

Once you hit the create button, you will be directed to the project dashboard and you have successfully created project in JIRA tool.


JIRA Roadmap

JIRA Roadmap is designed to communicate your plan. Roadmap can easily communicate what's in flight for your team and future priorities of the project.

In Roadmap, you can manage your work through epics. You can create new epics, manage and visualize them.
This helps the users to be on the same page.

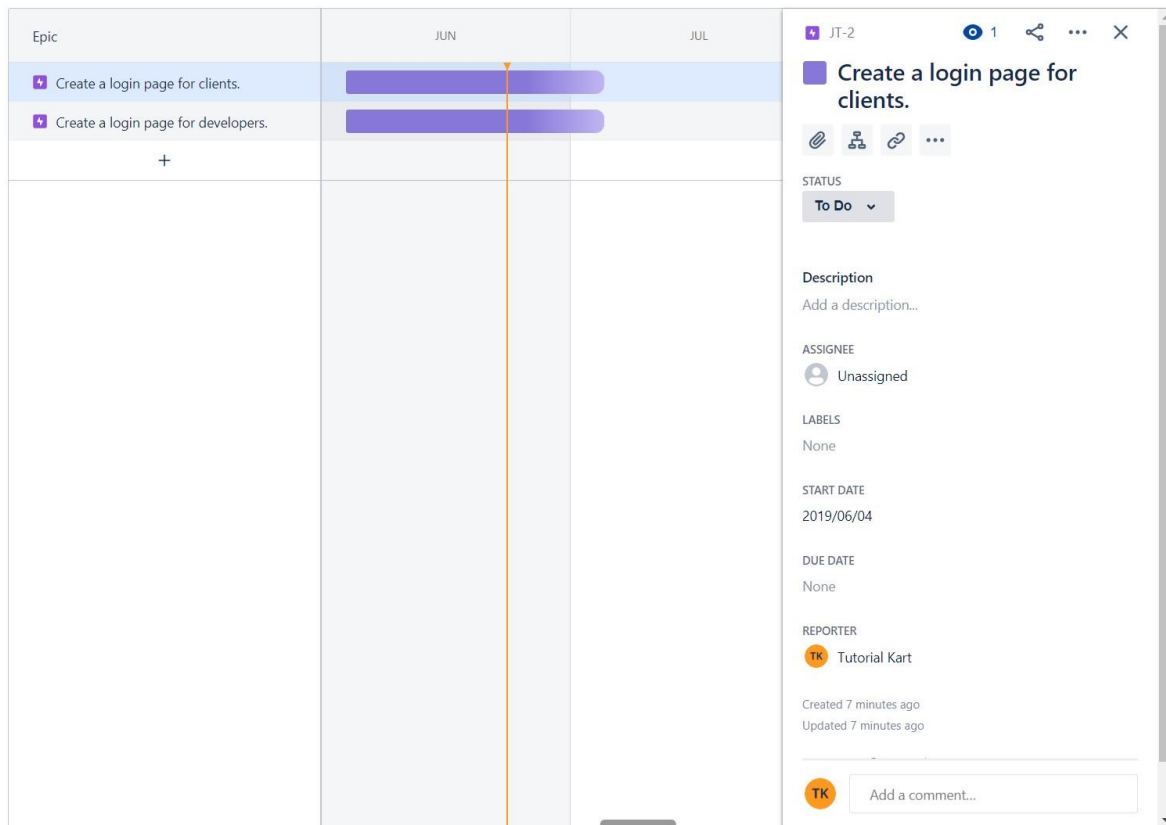JIRA Roadmap provides UI to easily drag and drop work right on your roadmap to quickly plan and prioritize.

Following is a screenshot of JIRA Roadmap when you have just started with your project in JIRA.
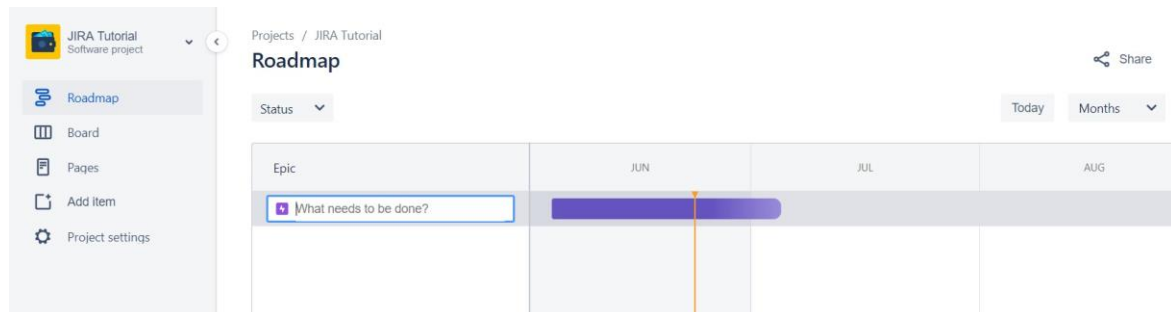
To crate an epic, type in the box with placeholder **What needs to be done?** and click enter.

Once the epic is created, click on it to see the details.

Now you can do the following tasks.

- Provide a **Description** to the epic.
- Assign the epic to **ASSIGNEE**.
- Label this epic to quickly access epics using **LABELS**.
- Provide a **START DATE** and **DUE DATE** for the epic.
- Change the REPORTER to which this epic has to be reported.
- Comment on this epic during its lifecycle.

JIRA Backlog

Backlog window consists of all the outstanding work. When you create a new Agile JIRA project with Kanban template, you can see a Backlog window in your project.

Backlog involves following tasks.

- Create Issues
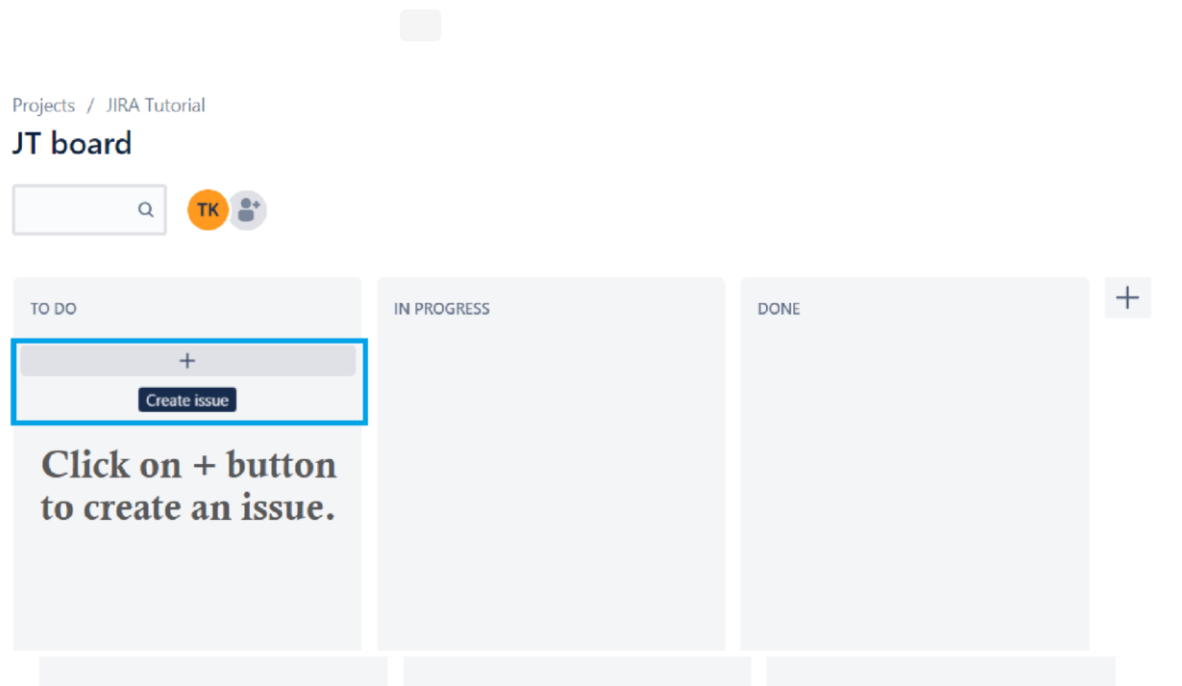- Rank Issues
- Estimate Issues

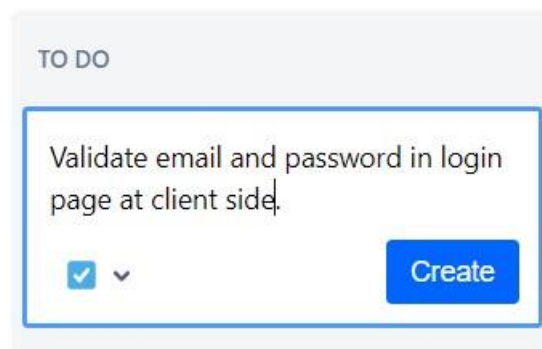Ranking of issues helps you prioritize from the list of tasks in Backlog.

JIRA Issue

JIRA sees all the tasks, work, bugs/defects, user stories, features, etc., as issues.

How to create an issue in Project?

Enter text that describes the issue and click on **Create** button.

A new issue would be created.

Once an issue is created, you can do following tasks with the issue.

- Provide a **Description** that elaborates on the issue.
- Attach a screenshot or **attachment**.
- **Add a child issue** making this issue as a parent.
- **Link** to another issue.
- **Comment** on the issue.
- Assign the issue to an **ASSIGNEE**.
- Label the issue for a quick access using **LABELS**.
- Change the **REPORTER** to which the assignees have to report.

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Validate email and password in login page at client side.

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Description

Add a description...

Activity   Comments ⌄

TK   Add a comment...

STATUS

To Do ⌄

ASSIGNEE

👤 Unassigned

LABELS

None

REPORTER

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Created 13 hours ago
Updated 13 hours ago