**Epics:** Epics represent large bodies of work that can be broken down into smaller, manageable pieces called Stories. They serve as high-level containers for related Stories and provide a comprehensive view of project progress and goals.

**Stories**: Also known as User Stories, they represent user-facing requirements and provide context for the development team. Stories articulate how a software feature will deliver value to the end-user and serve as the building blocks of Epics.

**Tasks**: Tasks are detailed units of work that must be completed to achieve the objectives outlined in the Stories. They represent the individual steps and actions required to implement a feature or complete a Story.

[Source] <https://community.atlassian.com>

### Prerequisites

1. **Azure DevOps Organization**: Ensure you have an Azure DevOps organization. If not, create one at [Azure DevOps](https://dev.azure.com/).
2. **Project**: Create a new project or use an existing one.

### Steps to Set Up Azure Boards

1. **Access Azure Boards**:
   * Navigate to your Azure DevOps organization.
   * Select the project where you want to set up the board.
   * From the left sidebar, select **Boards**.
2. **Create a New Board (if necessary)**:
   * Click on **New Board** if you want to create a new one.
3. **Configure Boards**:
   * **Work Item Types**: Customize the types of work items (e.g., Epics, Features, User Stories, Bugs, Tasks).
     + Go to **Project Settings** > **Work** > **Process**.
     + Choose the process you are using (Agile, Scrum, CMMI, or Basic).
     + Add or modify work item types as needed.
   * **Backlogs and Sprints**: Set up your backlogs and sprints.
     + Under **Boards**, go to **Backlogs**.
     + Define your **Iteration Paths** (sprints) under **Project Settings** > **Project Configuration**.
4. **Define Columns and Swimlanes**:
   * In **Boards**, navigate to **Boards** > **Board Settings** (gear icon on the top right).
   * Adjust the columns and swimlanes to match your workflow.
5. **Add Work Items**:
   * In the **Boards** section, you can start adding work items by clicking on the plus icon (+).
6. **Customize Board Settings**:
   * Configure card styles, rules, and fields.
   * Go to **Board Settings** and adjust the settings as per your needs.

### Additional Configurations

1. **Queries**:
   * Create and save queries to filter and view specific sets of work items.
2. **Dashboards**:
   * Create dashboards to visualize project status and key metrics.
3. **Notifications and Alerts**:
   * Set up notifications for work item changes, build completions, pull requests, etc.

### Best Practices

* **Define Clear Work Item States**: Ensure each work item type has clear and distinct states.
* **Regular Grooming**: Regularly review and update the backlog to keep it relevant and manageable.
* **Automate**: Use automation for repetitive tasks such as moving work items between states.
* **Integrate**: Integrate Azure Boards with other tools you use, like GitHub, Slack, or Teams.