

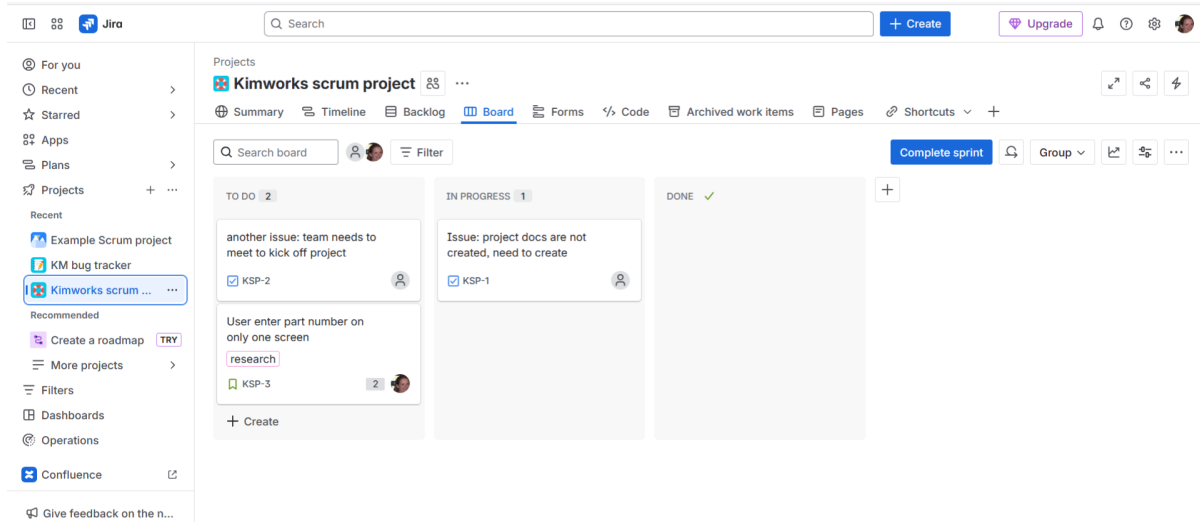
Agile Business Analysis Examples in Jira & Confluence

Showing example user stories, project board, and Sprint planning meeting notes for different projects.

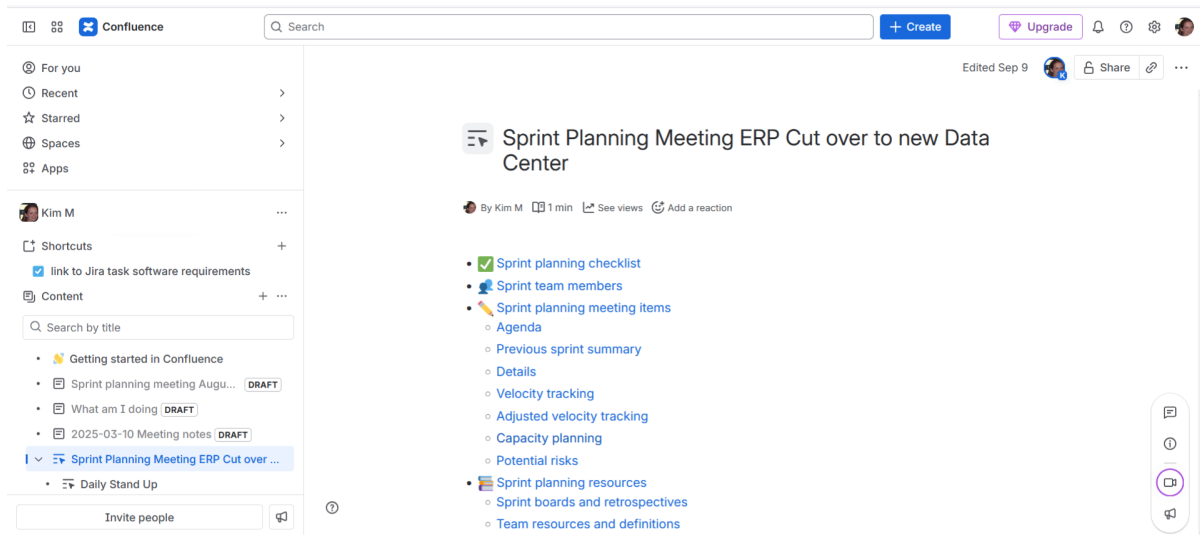
This screenshot shows a Jira issue page for the 'KM bug tracker' project. The issue title is 'Purchasing User states that they can't tab through home screen'. The status is 'In Progress'. The assignee is Kim M, and the reporter is also Kim M. The issue is in the 'Development' column of the project board. The due date is set for September 19, 2025. The time tracking shows 3 days logged and 1 week 2 days remaining. The priority is 'Medium'. The team is 'Application Team'. The original estimate is 4 weeks 1 day, and the fix versions are 21.1. The description states: 'End users in Purchasing are not able to tab through the purchase order home screen to enter data and have to click to each new field on purchase order entry. Need the ability to tab through fields on data entry to speed up order entry.'

Example of a User Story in Jira

This screenshot shows the same Jira issue page, but with the 'Subtasks' section expanded. A new subtask has been added: 'Gather Screenshots of process users are taking to replicate the issue'. The subtask is currently in the 'To Do' column. The main issue remains in the 'Development' column. The description and other details are the same as in the previous screenshot.



Example Project Board in Jira



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Agenda

Start by reviewing and closing the previous sprint. Then review your capacity and pull stories for the new sprint. Make sure to check incomplete stories and move them to the backlog or sprint depending on priority.

1. Close previous sprint

2. Review Capacity and pull stories for the new sprint

3. Check incomplete stories and move them to backlog

Previous sprint summary

Sprint theme	Define Requirements for ERP software upgrade
Story points	Knowledge base document on upgrade changes from Oracle reviewed Sprint sessions with all stakeholders and technical team completed to gather requirements and review upgrade changes BRD and related documentation of all upgrade changes is out on public folder Changes in functionality (Delta) is documented and reviewed with stakeholders

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Potential risks

Risk	Mitigation
Team has lower capacity then expected	The team may need to move lower priority work to the backlog

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Summary

Details

Start date	Sep 9, 2025
End date	Sep 16, 2025
Sprint theme	Prepare new environment: network, OS servers, database servers, Security, Access