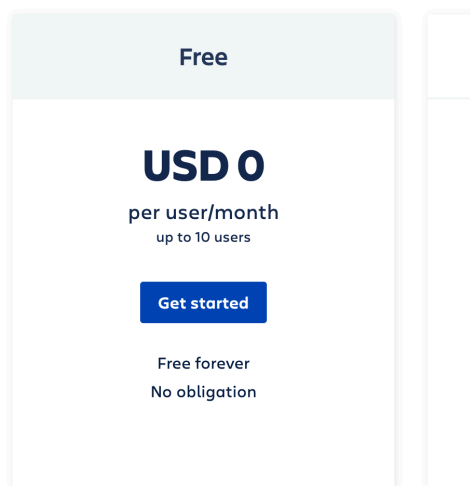


Quản lý và kiểm soát dự án với Jira

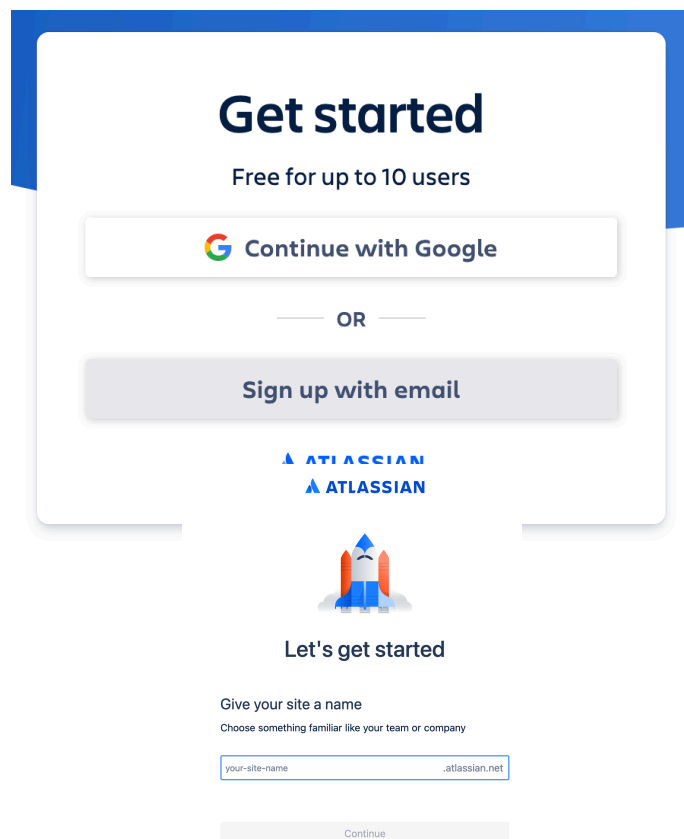
1. Hướng dẫn đăng ký và tạo dự án mới:

- Đăng ký và dùng thử tại trang web: <https://www.atlassian.com/software/jira/try>

Simple



- Đăng ký thông qua Google Account hoặc đăng ký trực tiếp qua email



- Nhập các thông tin cơ bản để tạo site:

- Khai báo một số đề nghị:

Welcome to Jira Software, Hung!



Answering these quick questions will help us personalize your experience. We'll keep your info safe in accordance with our [privacy policy](#).

What type of team do you work in?

IT Support	Software Development	
Human Resources	Customer Service	
Finance	Sales	Operations
Marketing	Legal	
Other		

Skip question



Recommend a project

Answer a few questions and we will suggest a project type that works best for you and your team.

Help us set up your Jira

I am [new to](#) Jira.

My team is [new to](#) agile methodologies.

We spend our time working on [features](#).

We have a [tight](#) schedule to finish our work.

Skip

Next

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.



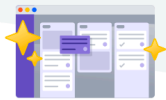
Scrum **RECOMMENDED**

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

Select

Software

[Import your work](#)



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](#)

- Chọn mô hình quản lý dự án:
- Nhập thông tin dự án. Sau đó nhấn Create để hoàn tất

Create project

Name *

Quản lý phần mềm

Key *

QLPM



Template



Scrum

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

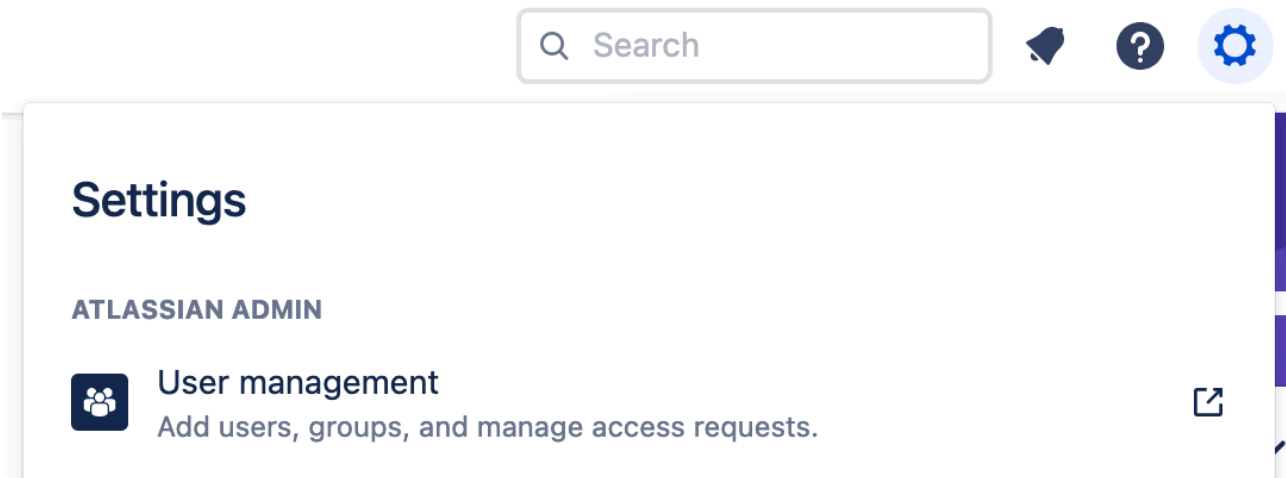
[Tell me more](#)

[Change template](#)

Create

2. Thêm thành viên vào hệ thống:

- Chọn Settings > User management



- Nhấn chọn Invite User

Admin / labdemojira / labdemojira

Users

[Invite users](#) [Export users](#)

- Nhập thông tin invite user


Invite users

Email addresses *

percywangyin@gmail.com x

Enter up to 10 email addresses, separated by a comma. We can't send invitations to distribution lists.

Role

 **Basic**
Can access the products you specify only.

Product access

☒ Jira Software

Group membership

Add groups

Customized groups give users access to specific projects or spaces



Allow any accounts using these email domains to join your site, you can edit these settings any time

☐ gmail.com

> Personalize email invite

[Invite 1 user](#) [Cancel](#)

- Sau khi người được mời, đăng ký Jira thành công sẽ tự thêm vào tổ chức

User	Last activity ⓘ	Status	Actions
 Hung Vuong ORG & SITE ADMIN hungvuong.work@gmail.com	January 12, 2021	Has site access	Show details ...
 Percy Wang percywangyin@gmail.com	January 12, 2021	Has site access	Show details ...

- Sau khi invite thành công, để thêm thành viên vào dự án. Vào Project Settings > Access

Quản lý phần mềm
Next-gen software project

Back to project

Project settings

Details

Access

Issue types

Notifications

Features

Apps

Projects / Quản lý phần mềm / Project settings

Access


Add people Manage roles

Project access

Anyone with access to the "labdemojira" site can access and administer this project. [Upgrade your plan](#) to customize this project's permissions. [Learn more about plans](#)

Search for names, groups or email addresses

Roles

Name	Email	Role
 Hung Vuong	hungvuong.work@gmail.com	Administrator

- Chọn Add people

Projects / Quản lý phần mềm / Project settings

Access

Add people

Manage roles

- Điền user cần thêm

Add people

Type a name, group or email address

Q



Role

Administrator

Add

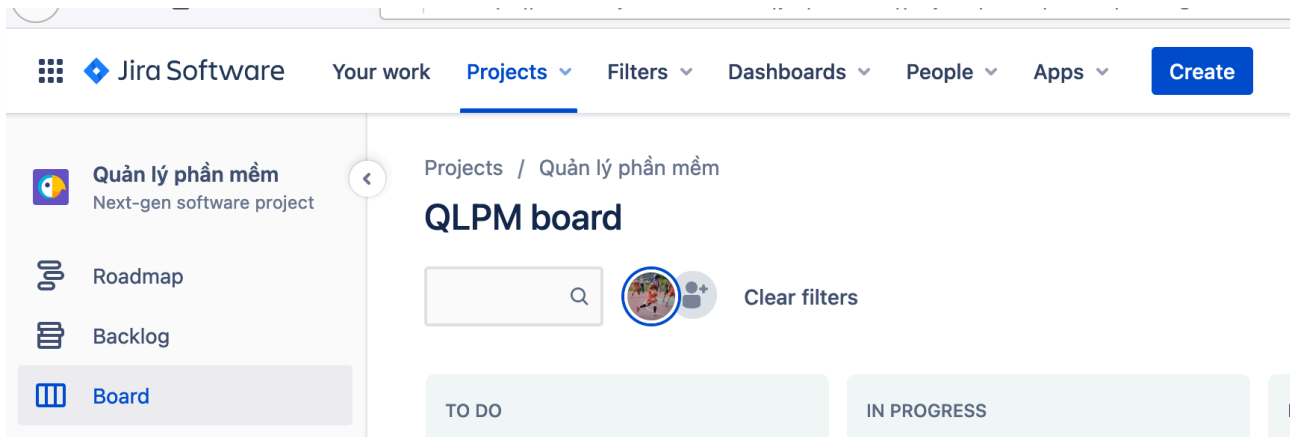
Cancel

- Thêm user vào dự án thành công

Name ↕	Email	Role
 Hung Vuong	hungvuong.work@gmail.com	Administrator
 Percy Wang	-	Administrator

3. Tạo mới Issue:

- Tạo module Board nhấn chọn Create:



- Điền thông tin Issue:

Create issue Import issues Configure fields

Project
Quản lý phần mềm (QLPM)

Issue Type
Story

Some issue types are unavailable due to incompatible field configuration and/or workflow associations.

Summary

Description

Style **B** *I* U **A** ³A Link **+**

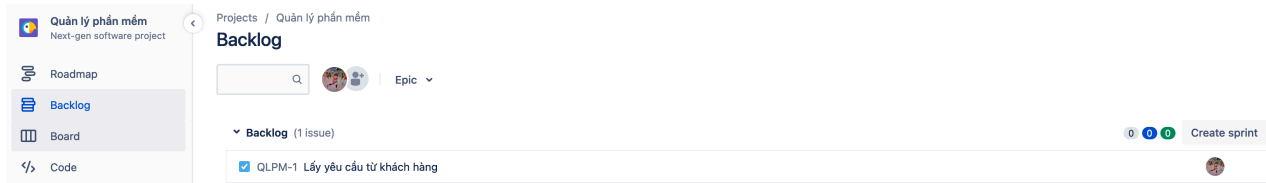
Assignee
Automatic

[Assign to me](#)

☐ Create another **Create** Cancel

4. Tạo Sprint:

- Qua module Backlog, chọn Create sprint:



- Chỉnh sửa thông tin sprint:

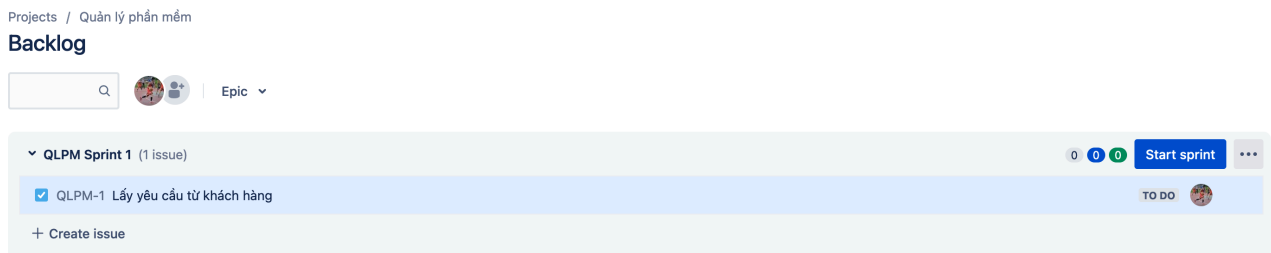
Edit sprint: QLPM Sprint 1

Sprint name *

Sprint goal

UpdateCancel

- Kéo issue vào sprint đã tạo:



- Bắt đầu chạy sprint ta nhấn Start sprint. Sau đó, điền thông tin như hạn sprint

Start sprint

1 issue will be included in this sprint.

Sprint name *

QLPM Sprint 1

Duration *

2 weeks

Start date *

1/12/2021 6:07 PM

End date *

1/26/2021 6:07 PM

Sprint goal

Start Cancel

- Sau khi nhấn Start, ta sẽ có bảng kế hoạch công việc:

Projects / Quản lý phần mềm

QLPM Sprint 1

9 days remaining

Complete sprint

GROUP BY None

TO DO 1

Lấy yêu cầu từ khách hàng

QLPM-1

IN PROGRESS

DONE