Lab: Our First Jira Project

Estimated time: 20 minutes

In this lab, you will:

1. Sign up for a Jira Software Cloud account (if necessary).
2. Create a classic kanban project.
3. Create issues.

1: Sign up for a Jira Software Cloud account (if necessary).

1. If you already have a Jira Software Cloud account in which you are a Jira administrator, you can use it for this course. If you do not have a Jira Software Cloud account, you can use the following link to create a free account for up to 10 users.

   https://www.atlassian.com/software/jira/free

   - This course uses Jira Software. You can also install free versions of Confluence and/or Jira Service Desk at any time, but they are not covered in this course.
   - When you are asked to provide a site name, you can enter any name that you want, such as your team name or your first name and last name initial (if it is available). This name is used to access your Jira account at (https://[your_site_name].atlassian.net).
   - If you are asked onboarding questions such as "What type of team do you work in?", click **Skip question** or **Skip**. You are ready to create a project when you reach the "Choose a classic template" screen.

   > *Please make a note of your site name and the email address that you used to sign up for the account.*

2. (Optional) Bookmark your home Jira page (https://[your_site_name].atlassian.net) in your browser.

2: Create a classic kanban project.

> *Note: These instructions assume that you are using Jira Software Cloud. Because features are rolled out in stages to groups of users, the details that you see may be slightly different. If you use other Jira versions, the details will also be different for you.*

> *Note: These instructions DO NOT APPLY to next-gen projects. If you see messaging that you have created a next-gen project, you are on the wrong path and should create a classic project.*

1. If this is your first project:

   - You may be asked questions related to your agile experience and type of project that you are interested in creating. These questions help decide the template of your first project. On the screens that you are shown, select **Skip question** or **Skip**, depending on the what the button says.
   - On the **Choose a classic template** screen, select the **Kanban** template.

2. If this is not your first project (note- in Jira, you may see some slightly different steps than listed here):

   - Log in to Jira (if necessary). You can log in using https://[your_site_name].atlassian.net or find your site name at https://my.atlassian.com.
   - Click the **Projects** tab.
   - Click the **Create project** dropdown.
   - Select the **Classic project** option. **DO NOT** select the "next-gen" option. These instructions only apply to classic projects.

3. In the **Create project** window, enter `projectA` for the project name.

4. Click the **Change template** button. At the top of the screen, you should see **Choose a classic template**. If you see **Choose a next-gen template**, you are on the wrong path. Navigate back to the screen with the **Create project** dropdown, click **Create project** and select the **classic project** option.

5. Select the **Kanban** classic template.

   > *A template is the initial configuration of your project. Each template provides different default behavior and tools to the project. We are selecting the kanban template. Among other things, this means that a kanban board will be included with the project. We will discuss kanban boards later.*

6. Click **Create**.

7. You should see the kanban board for your project.

   > *Congratulations, you have created a classic kanban project.*

3: Create issues.

> *The planned work of a project is broken down into issues. Issues are also known as work items, stories and more. We will start with three simple issues, named "add item 1", "add item 2" and "add item 3".*

1. Create an issue named "add item 1":

   - Click the **Create** button at the top (or the + sign in the sidebar) to create an issue.
   - Under **Summary**, enter `add item 1`.
   - The Issue Type should be `Story`.
   - Since you are creating more issues after this one, you have the option to click the **Create another** checkbox to expedite issue creation.
   - Click **Create**.

2. Create an issue named `add item 2`.

3. Create an issue named `add item 3`.

4. On your kanban board, you should see your three issues in the backlog column. We will discuss the backlog later.

5. To view the project's issues in a list, click on the **Issues and filters** tab in the sidebar, then select **All issues**.

6. Click on **Back to project** and then **Kanban board** to navigate back to the kanban board.

> *Congratulations, you have created three issues and completed this lab.*