

Lesson 04 Demo 04

Prioritizing Backlog Items

Objective: To demonstrate the process of prioritizing backlog items in Jira by configuring the priority field

Tool required: Jira

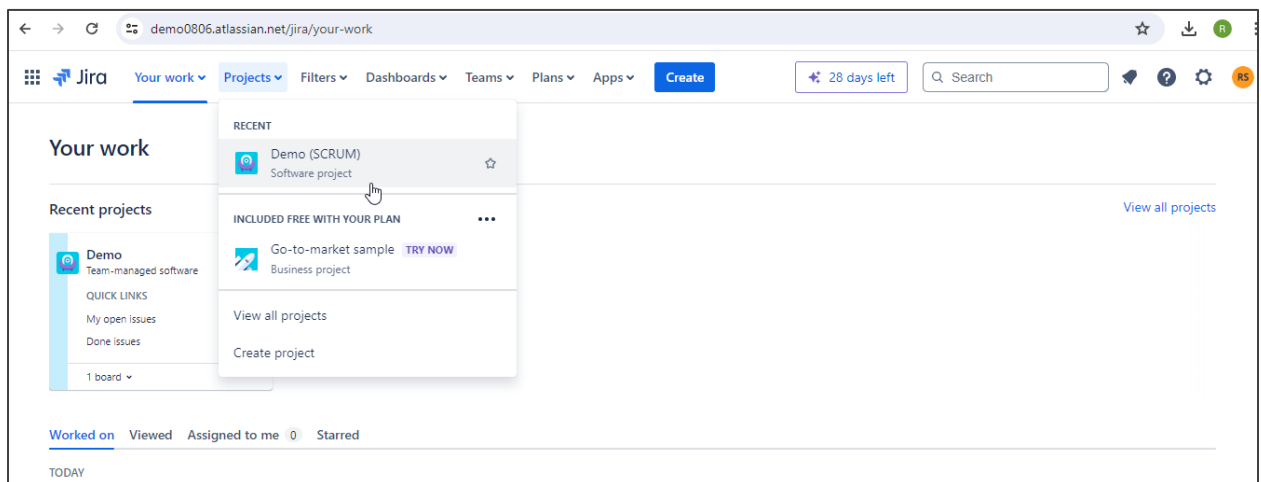
Prerequisites: None

Steps to be followed:

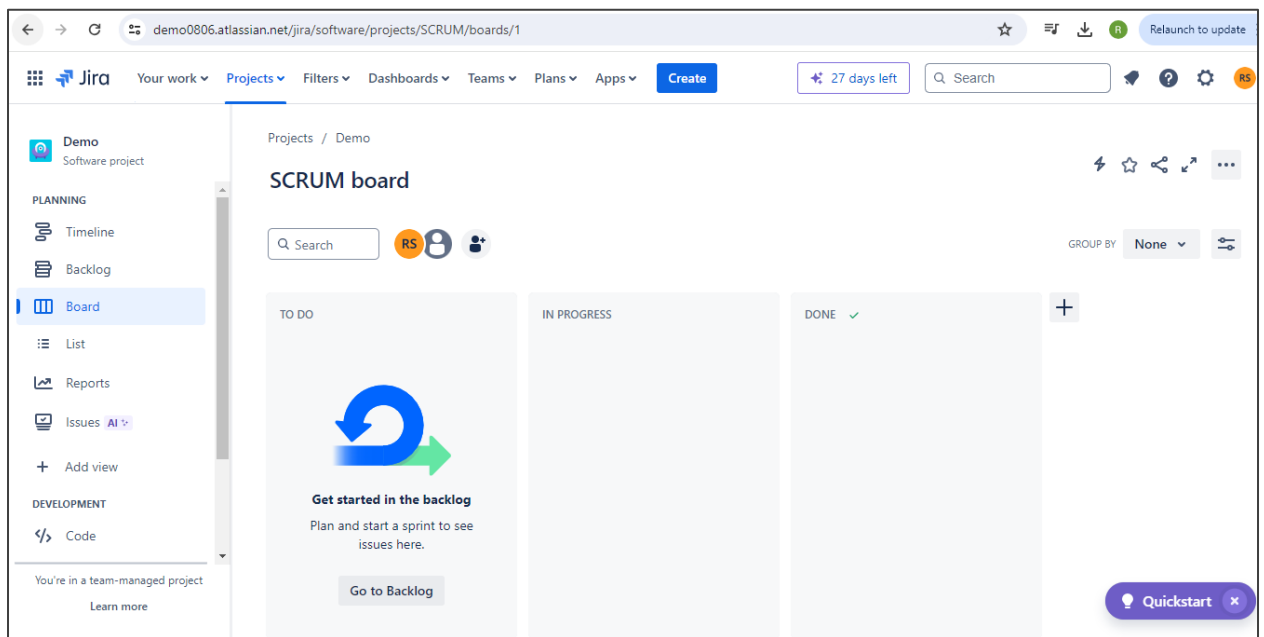
1. Prioritize backlog issues

Step 1: Prioritize backlog issues

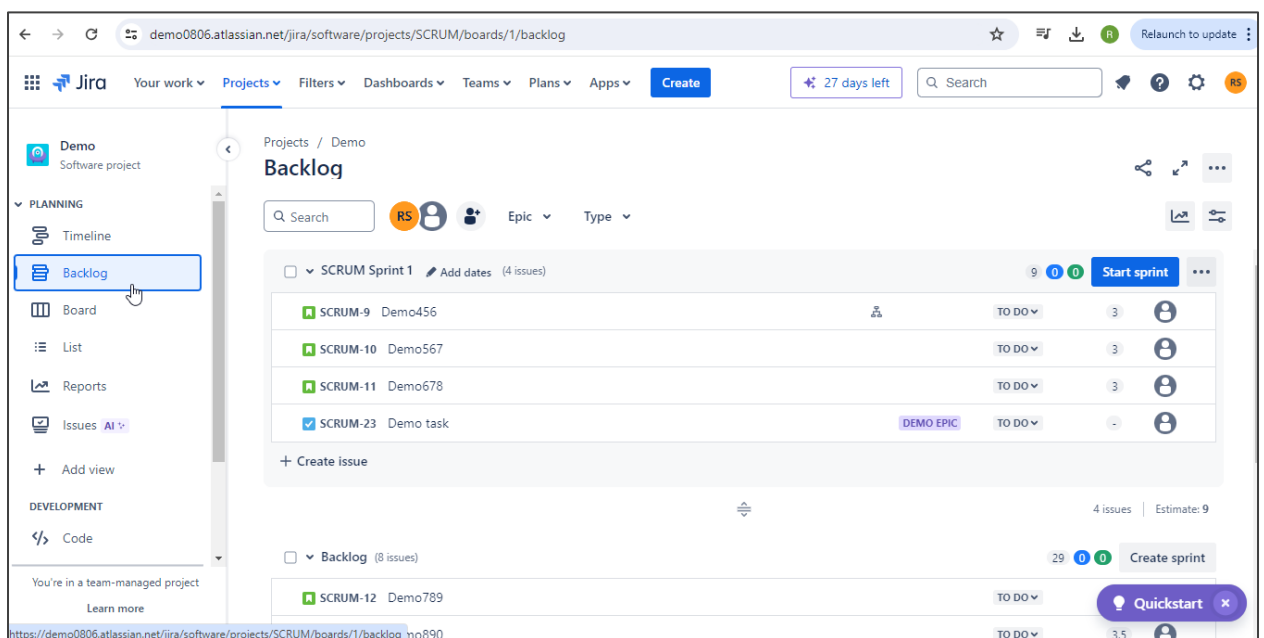
- 1.1 Click on the **Projects** dropdown from the top navigation bar and select the desired project from the drop-down list



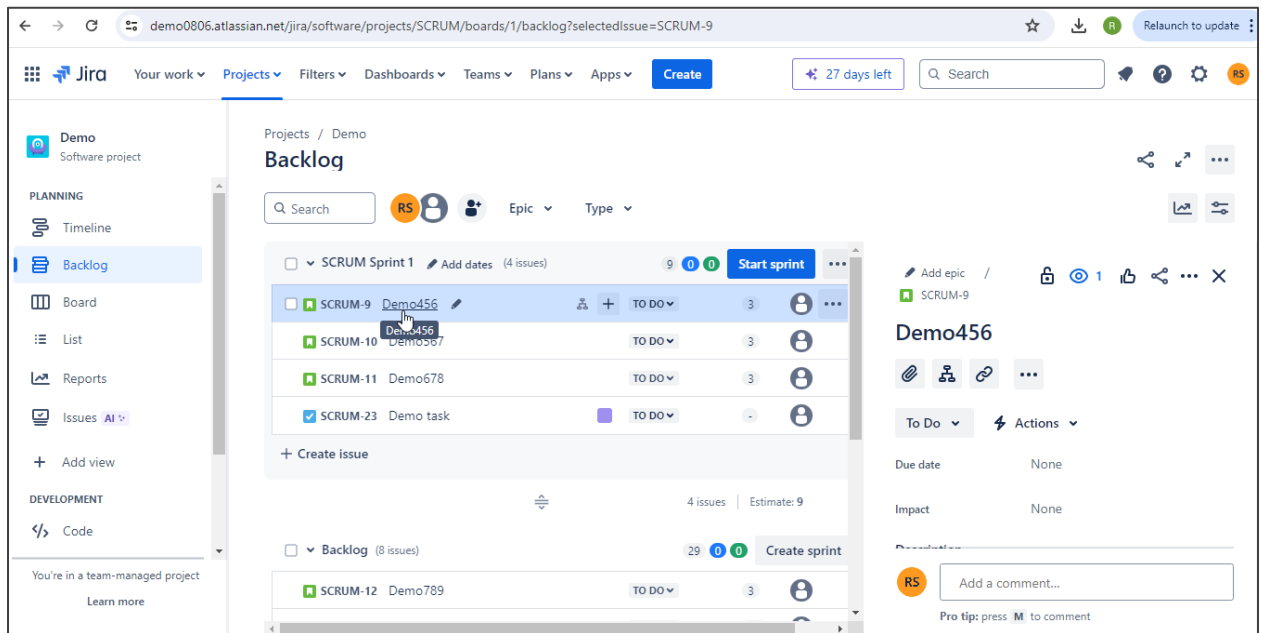
The following interface appears:



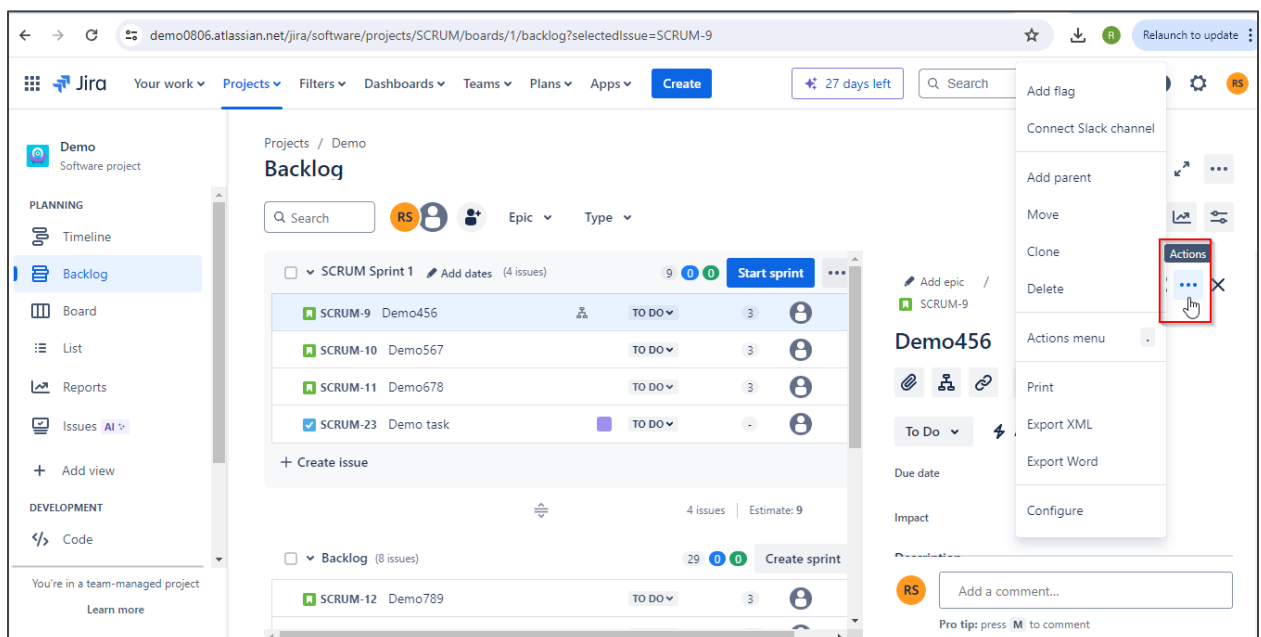
1.2 Click **Backlog** from the left sidebar under **PLANNING**



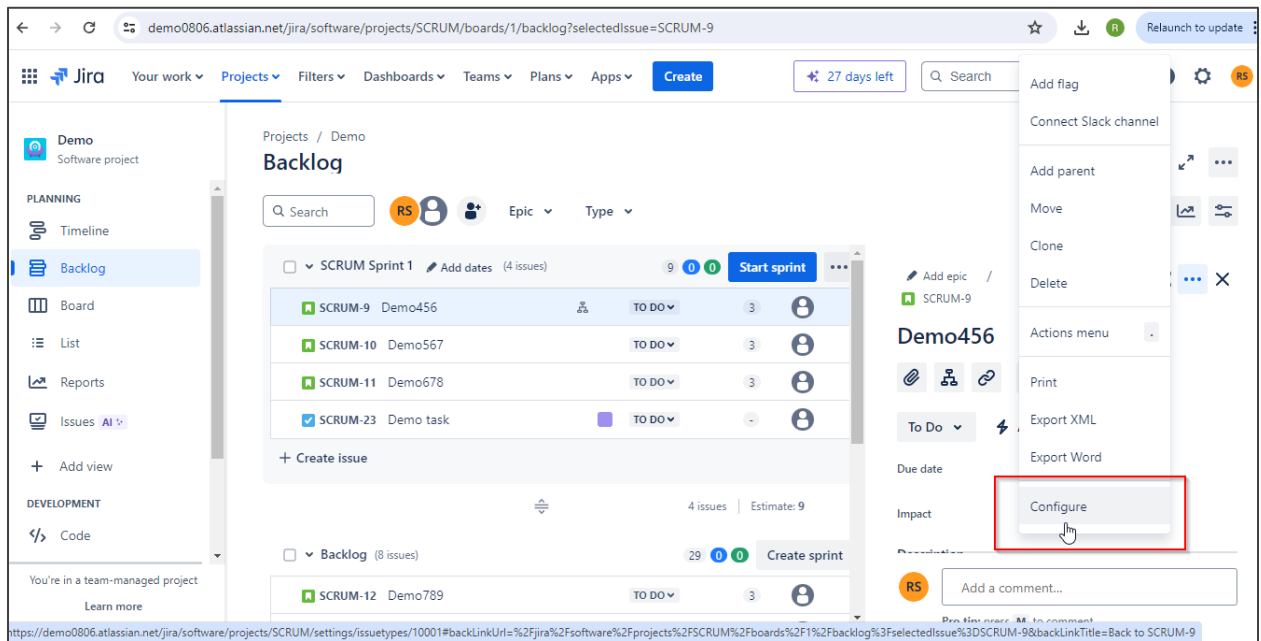
1.3 Click on the issue you want to prioritize



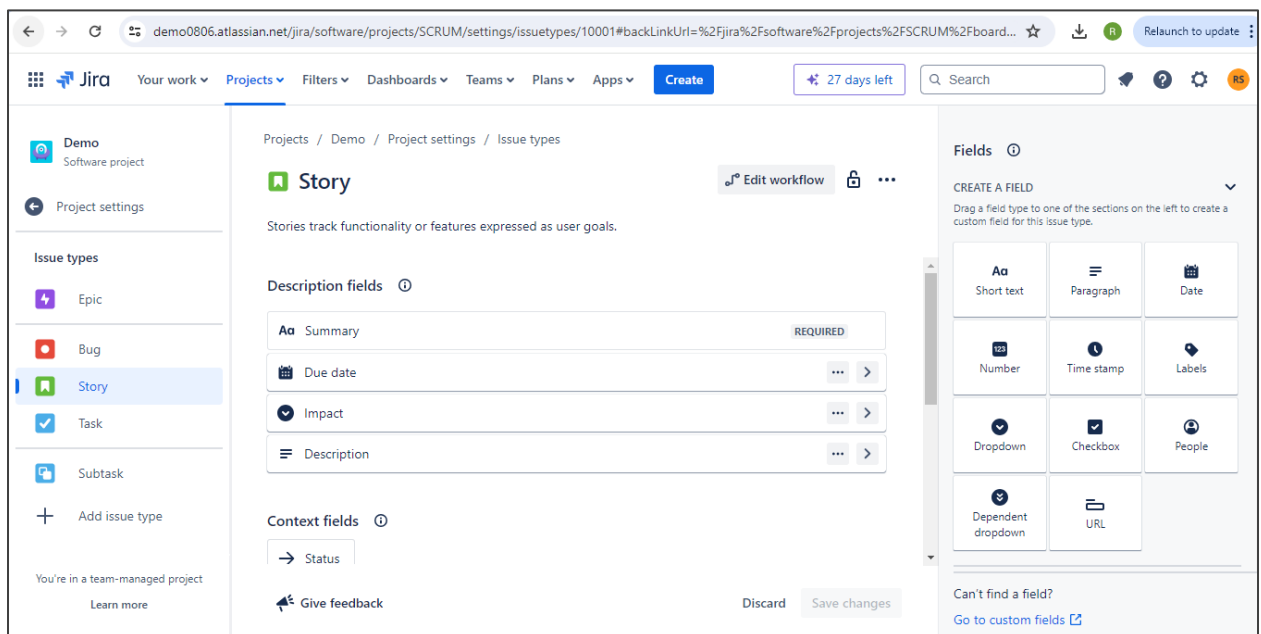
1.4 Click **Actions (...)** in the detailed view of the respective issue



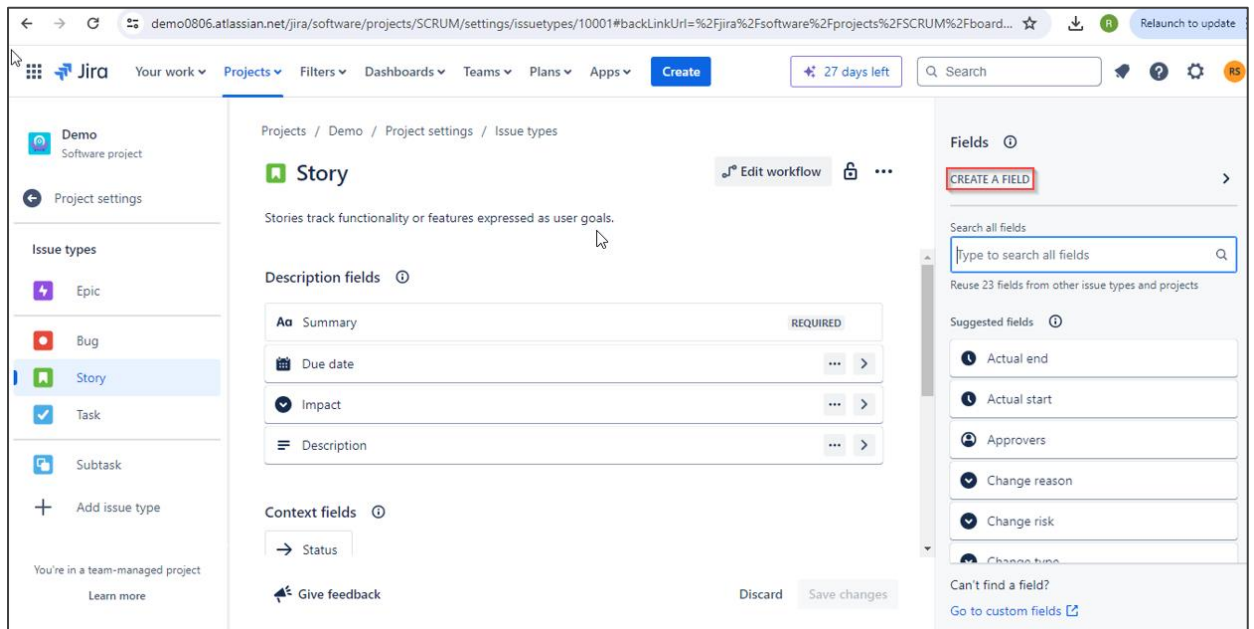
1.5 Select **Configure** to add the priority column



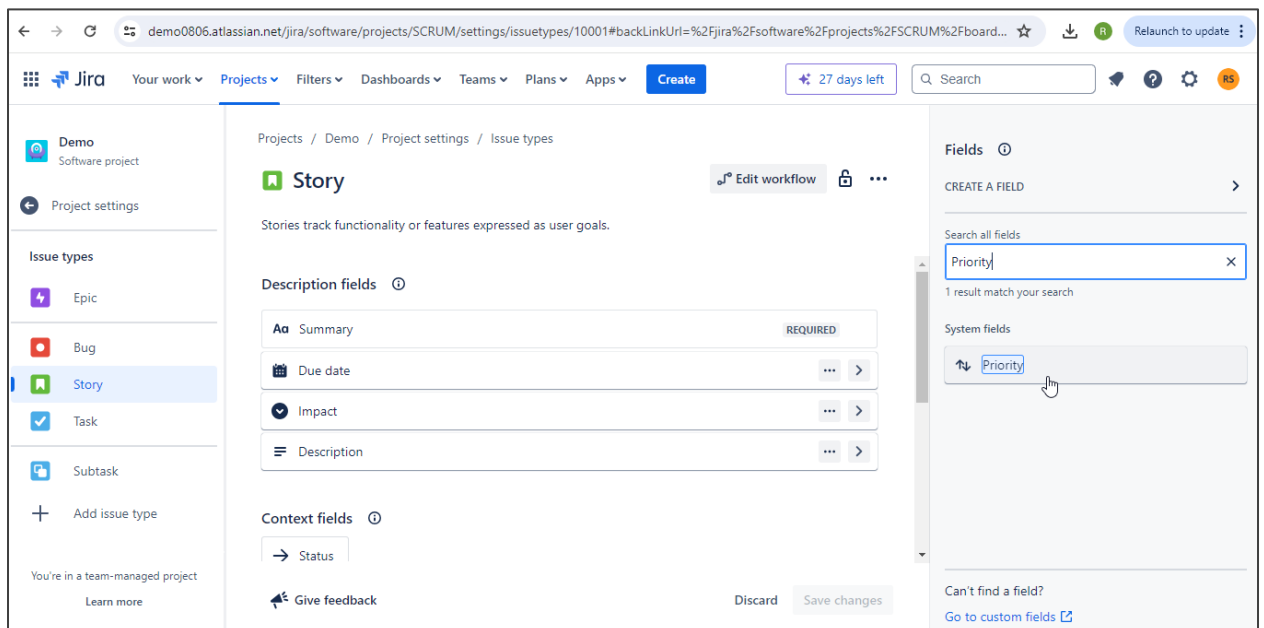
The following interface appears:



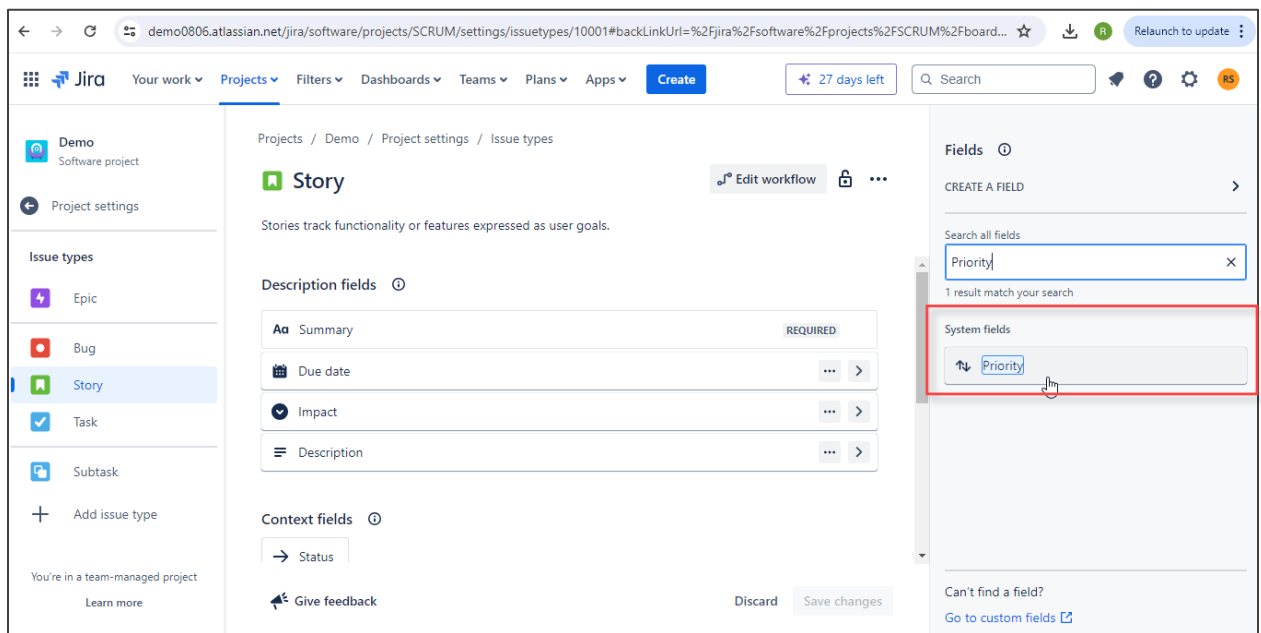
1.6 Click **CREATE A FIELD**



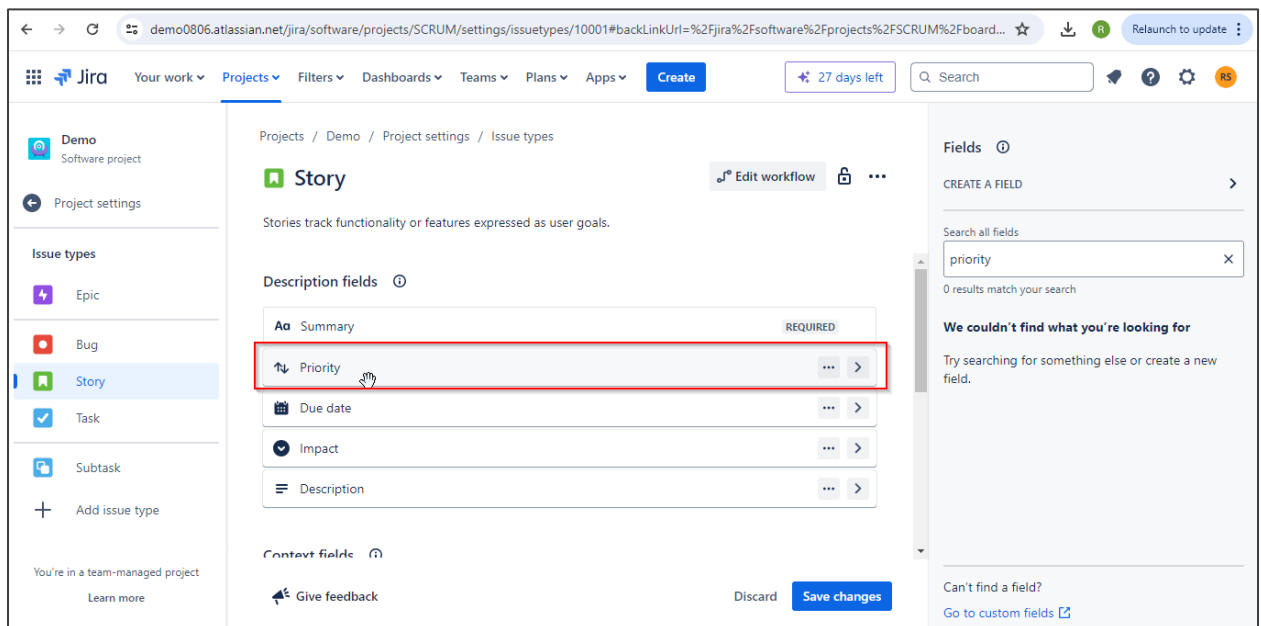
1.7 Type and search for **Priority**



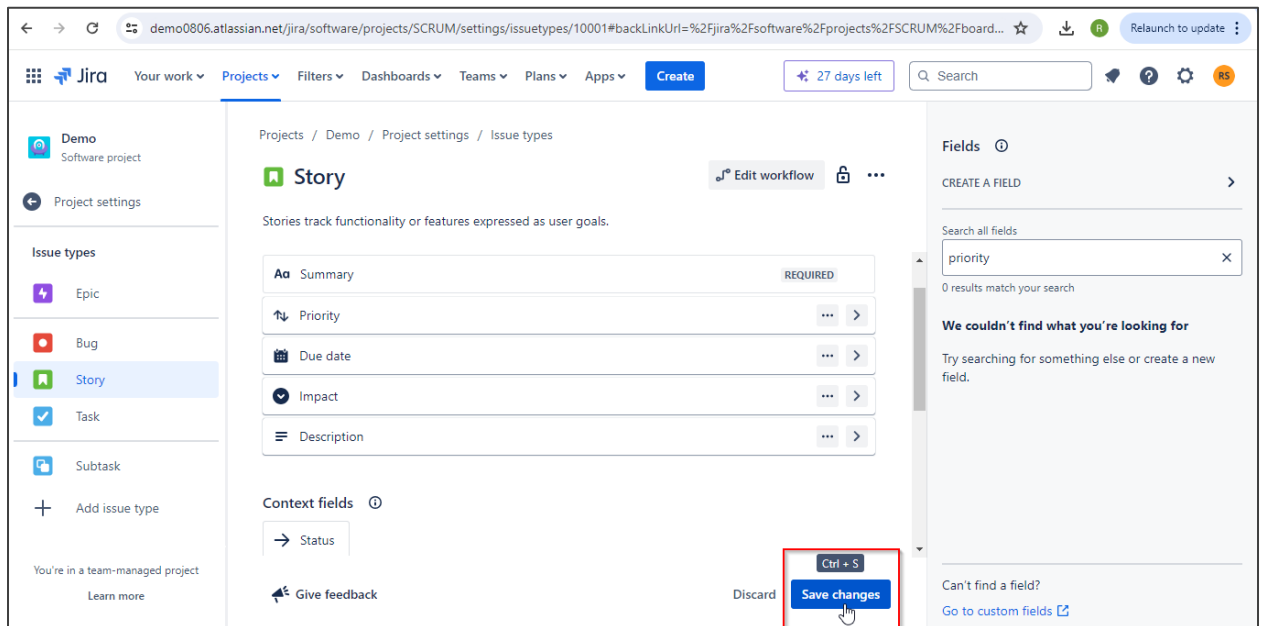
1.8 Click **Priority** under **System fields**



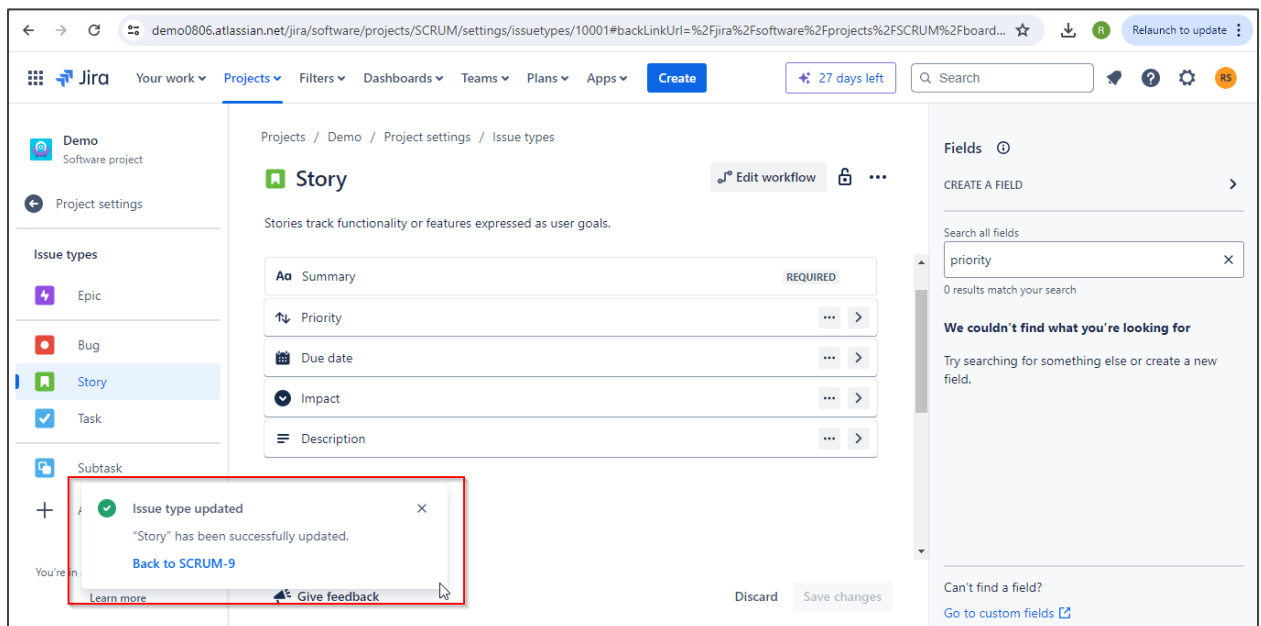
The priority field can be seen as shown below:



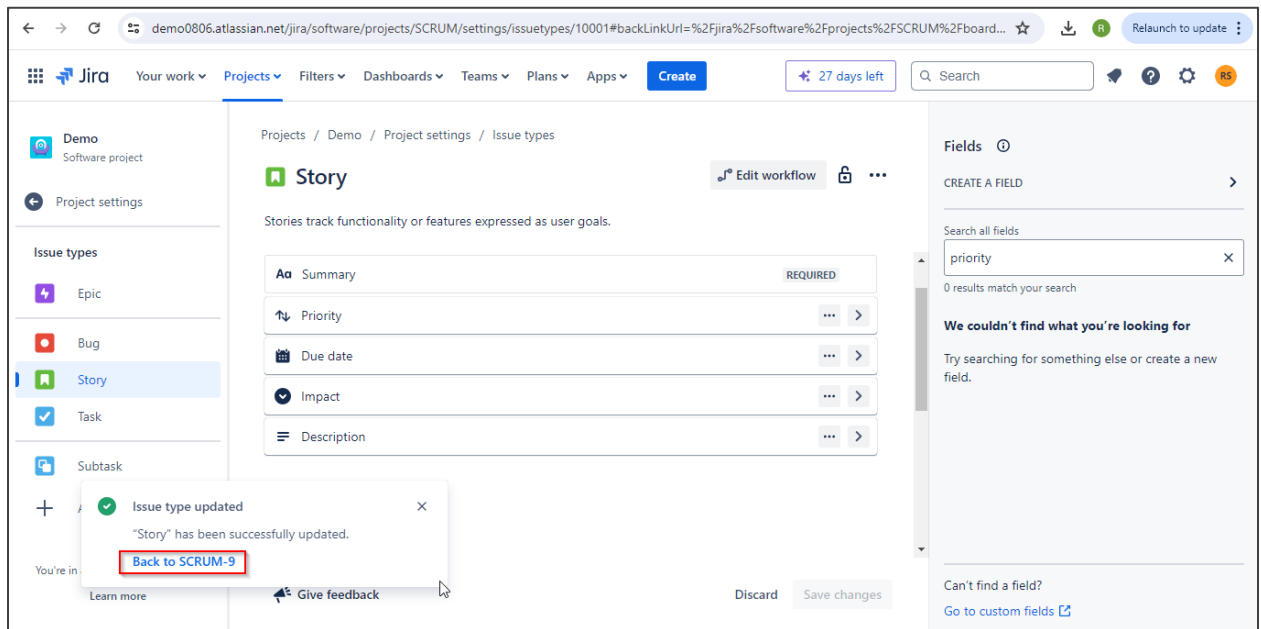
1.9 Click **Save changes**



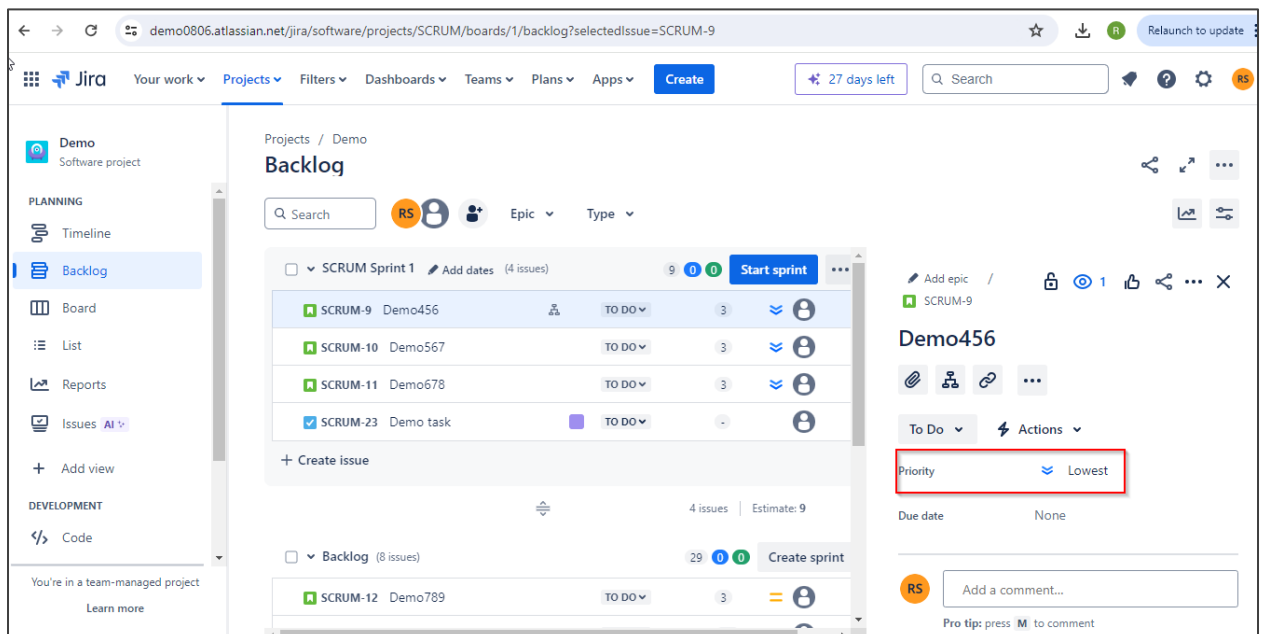
The following message appears once the changes are saved:



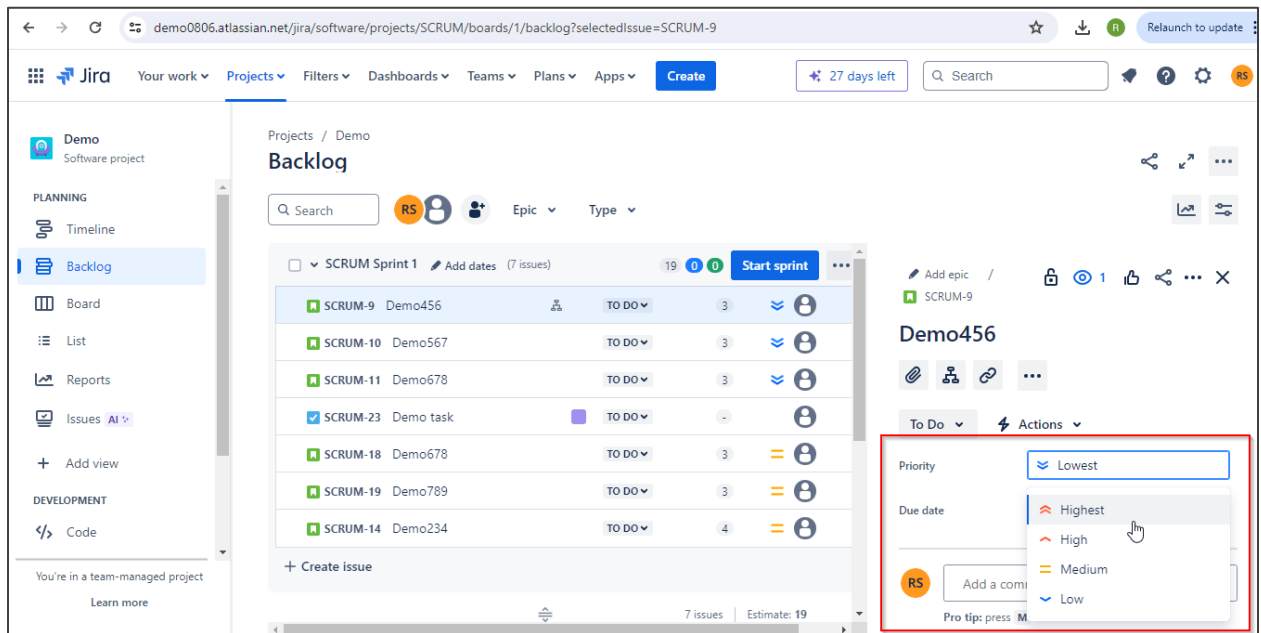
1.10 Click **Back** to the respective issue (**Back to SCRUM-9**)



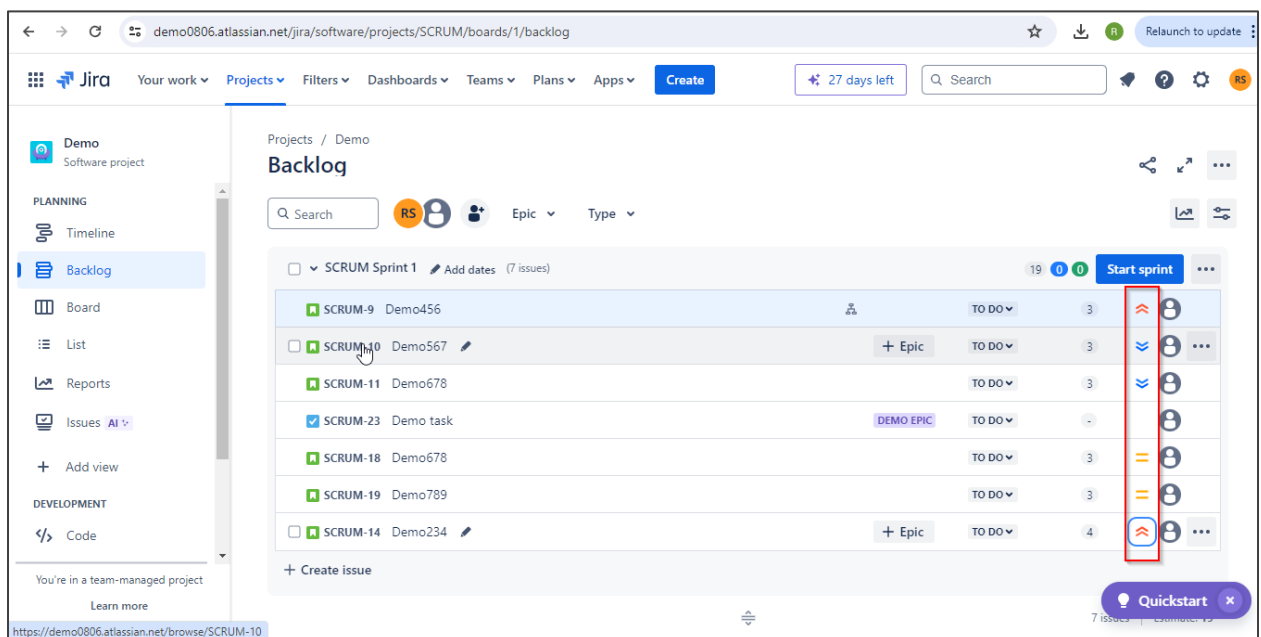
The **Priority** field can be seen in the detailed view of the issue as shown below:



1.11 Click on the **Priority** drop-down list to set the desired priority



The priority of the issues is displayed as shown below:



By following these steps, you have successfully demonstrated how to prioritize backlog items in Jira by configuring the priority field.

