

Lesson 04 Demo 02

Creating User Stories and Sprint

Objective: To utilize Jira for effective task and timeline management by creating user stories and organizing them into sprints

Tool required: Jira

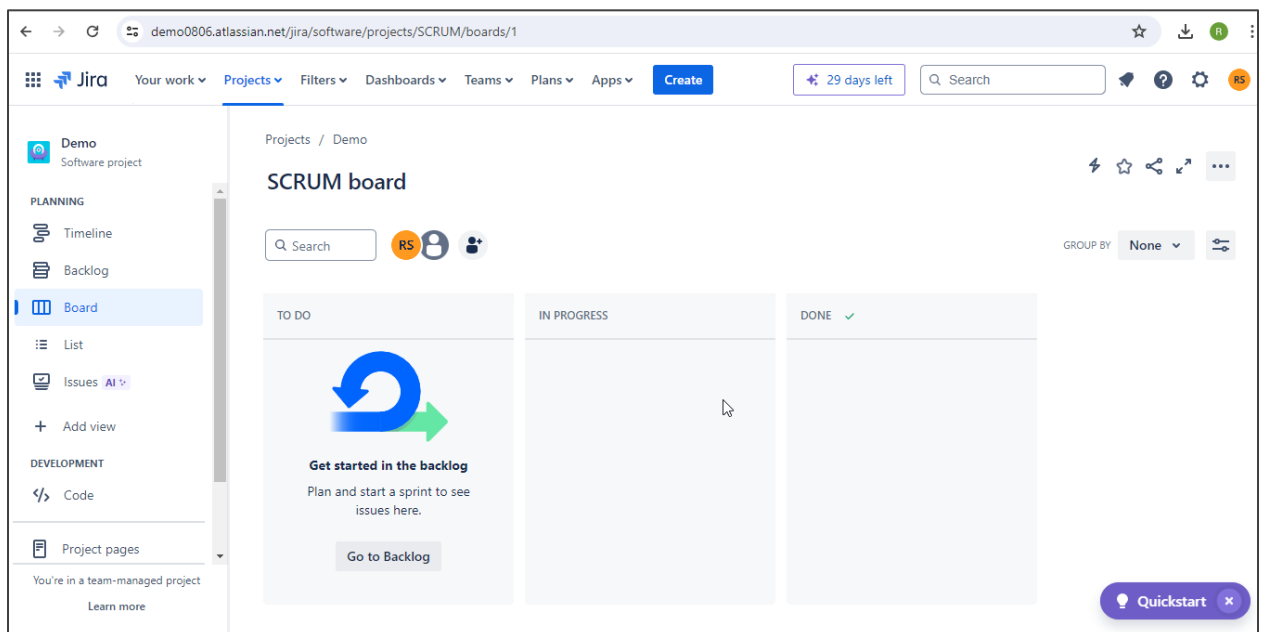
Prerequisite: None

Steps to be followed:

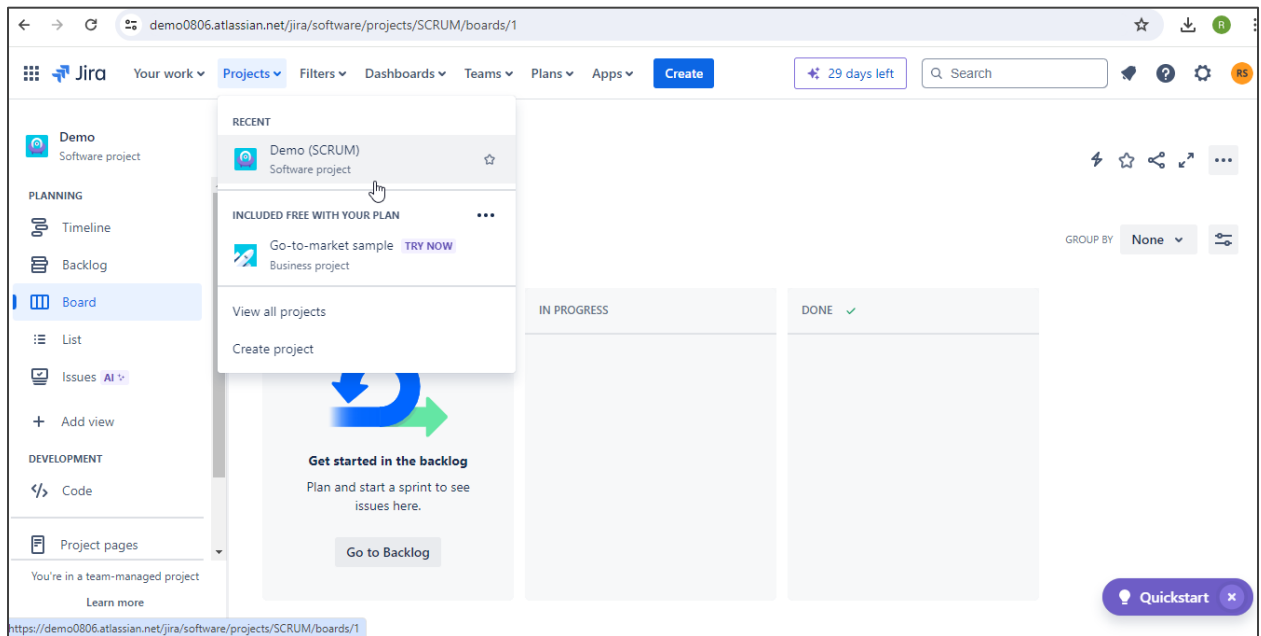
1. Create user stories
2. Import issues from the CSV file
3. Create a sprint

Step 1: Create user stories

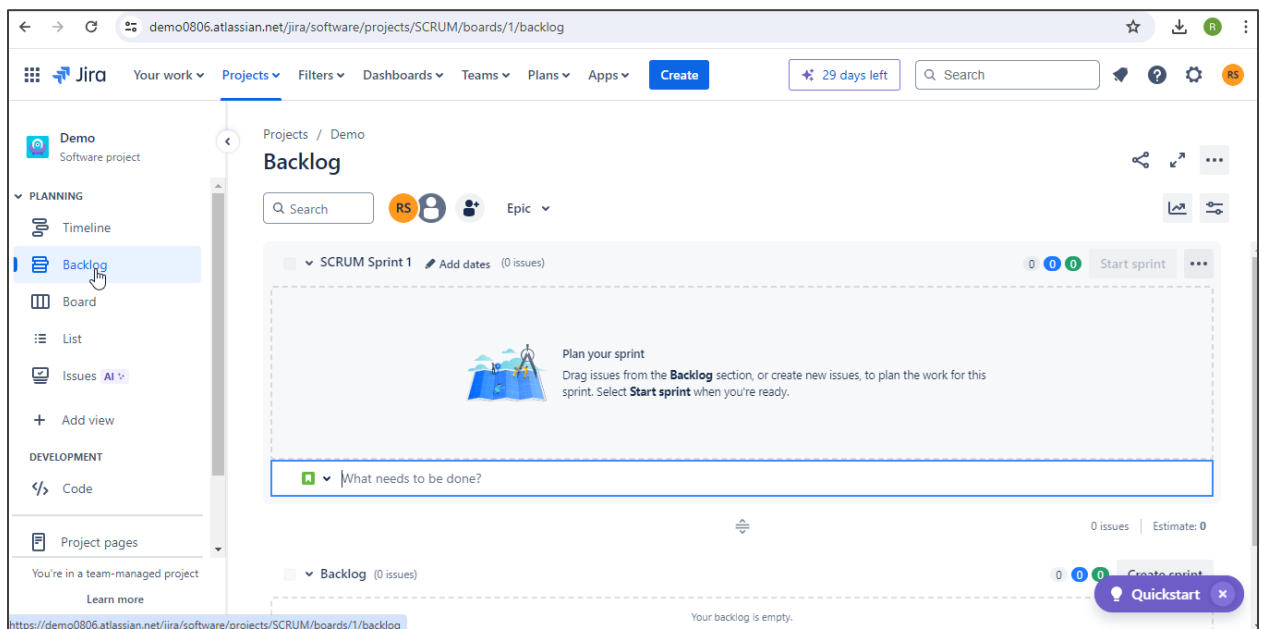
1.1 Login to your Jira account



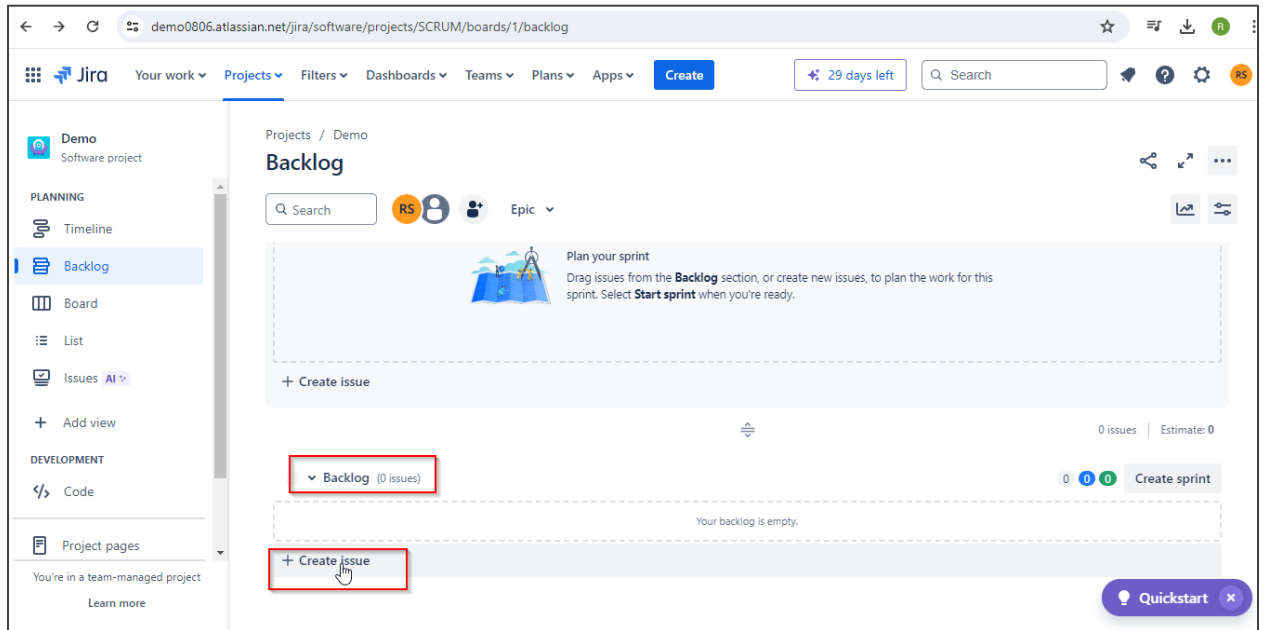
1.2 Click on the **Projects** dropdown to access your project, then select the desired project from the list



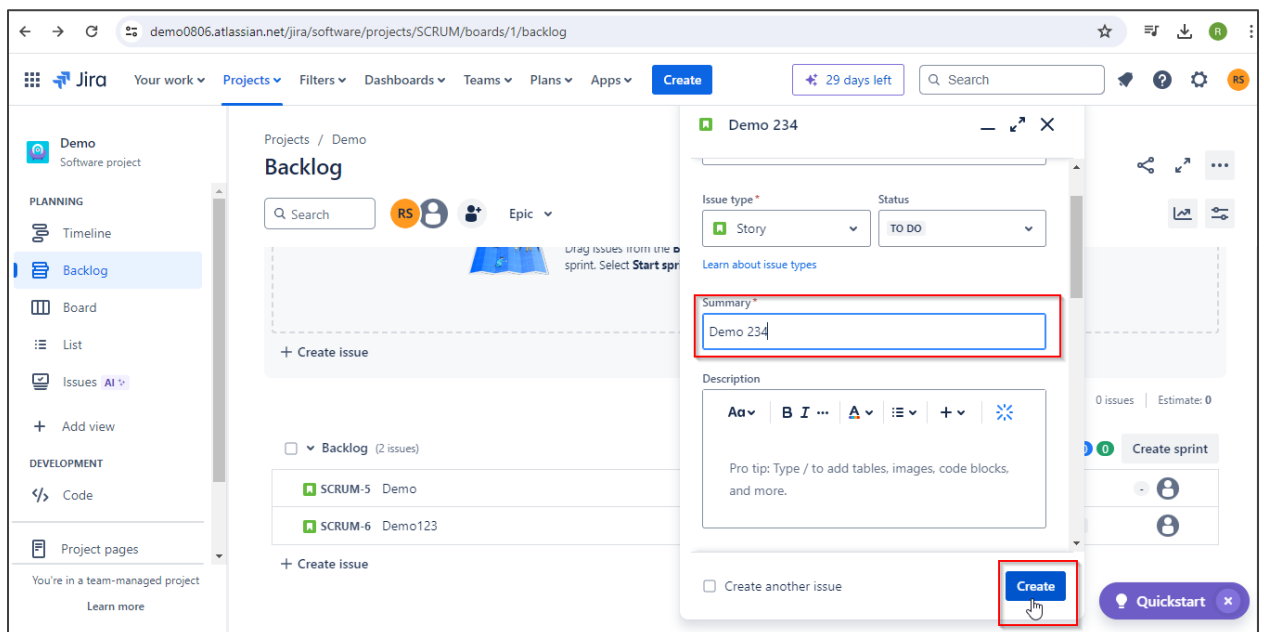
1.3 Click **Backlog** on the left sidebar



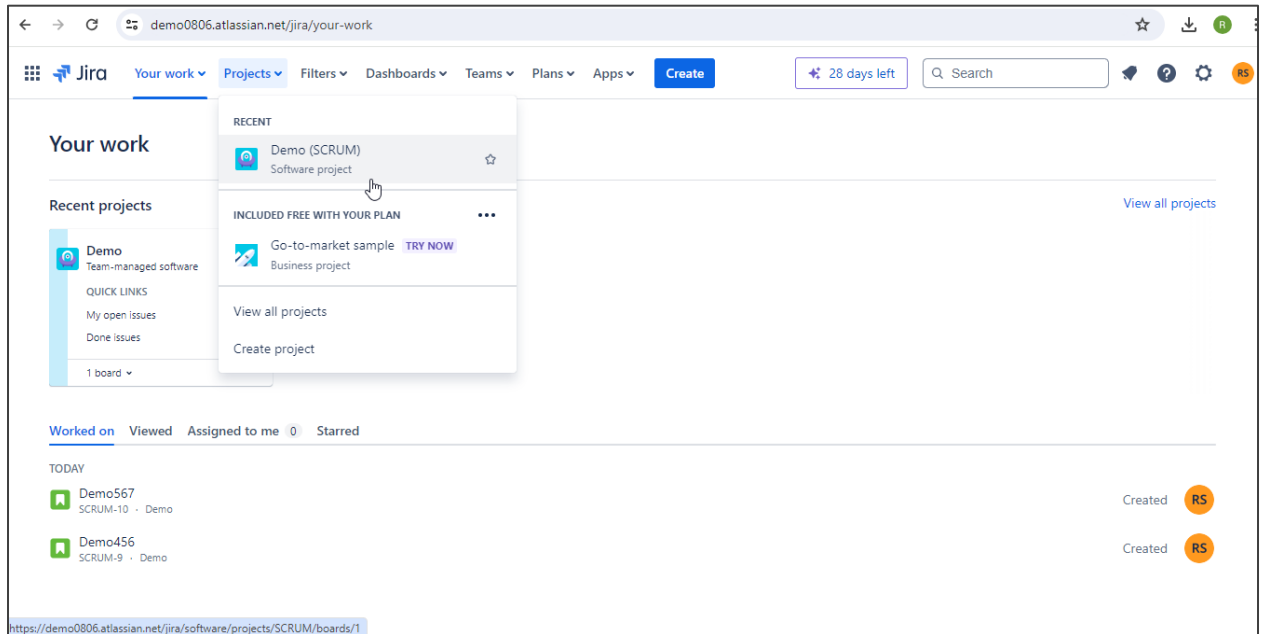
- 1.4 Click on the **Create issue** button under Backlog to create a user story, or press the C key to open the **Create issue** dialog box



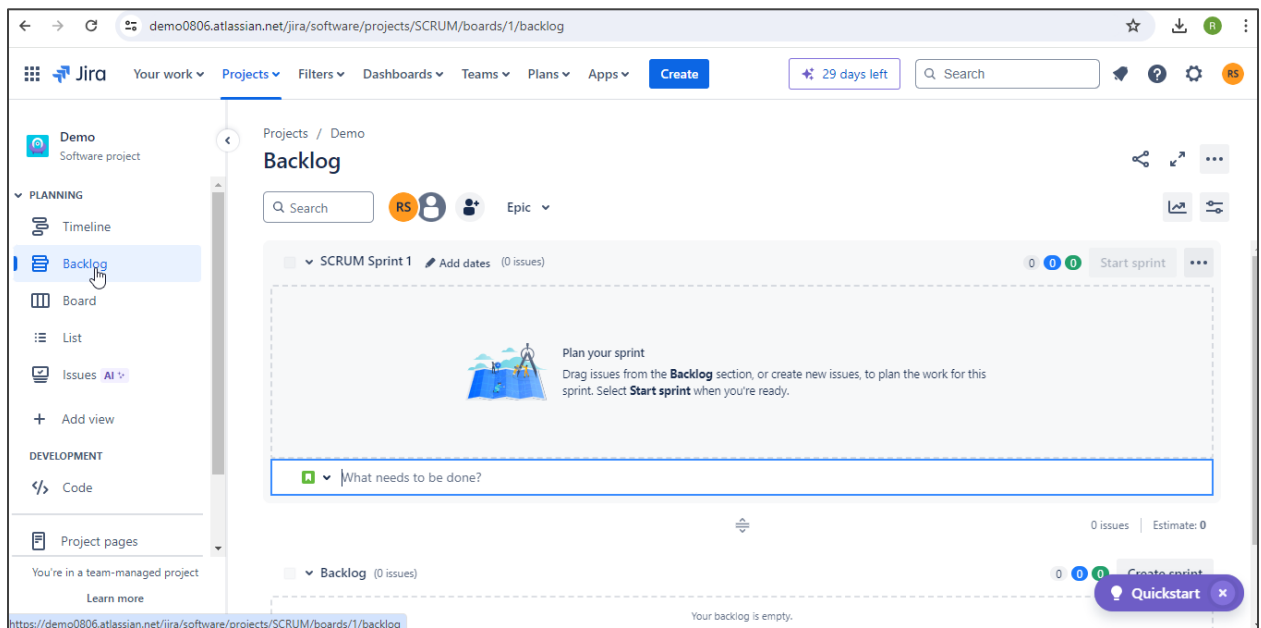
- 1.5 Add the summary to the user story you are creating in the **Summary** field, and then click **Create**



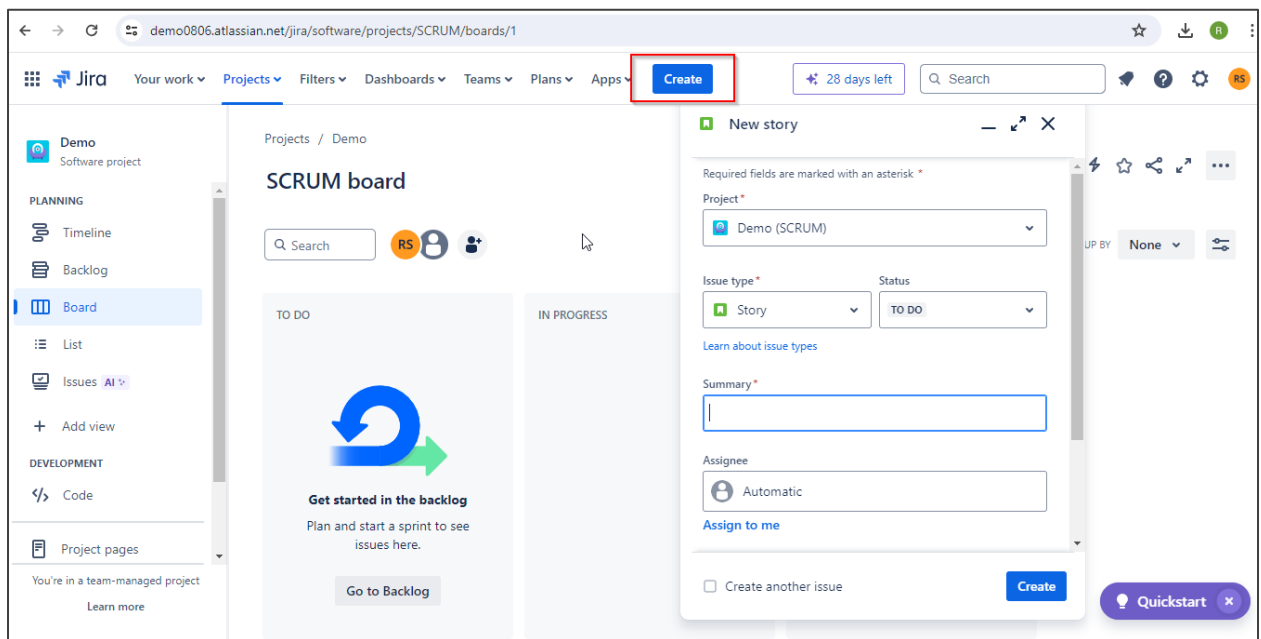
2.2 Click on the **Projects** dropdown from the top navigation bar, and then select the desired project from the drop-down list



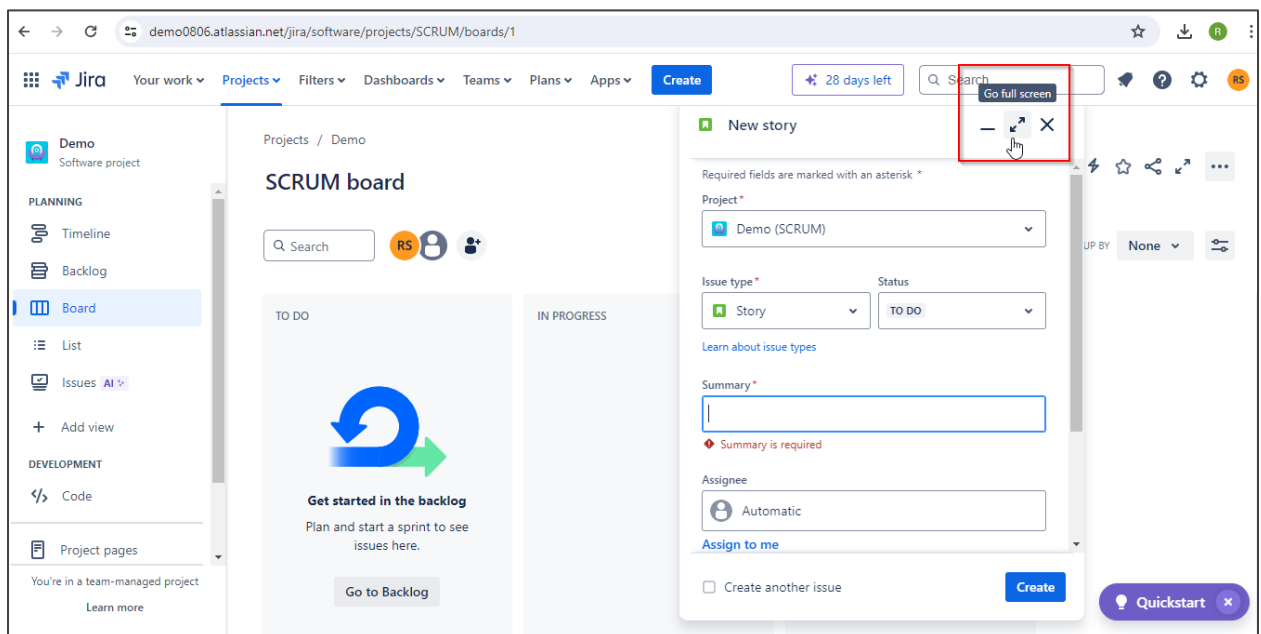
2.3 Click **Backlog** from the left sidebar under **PLANNING**



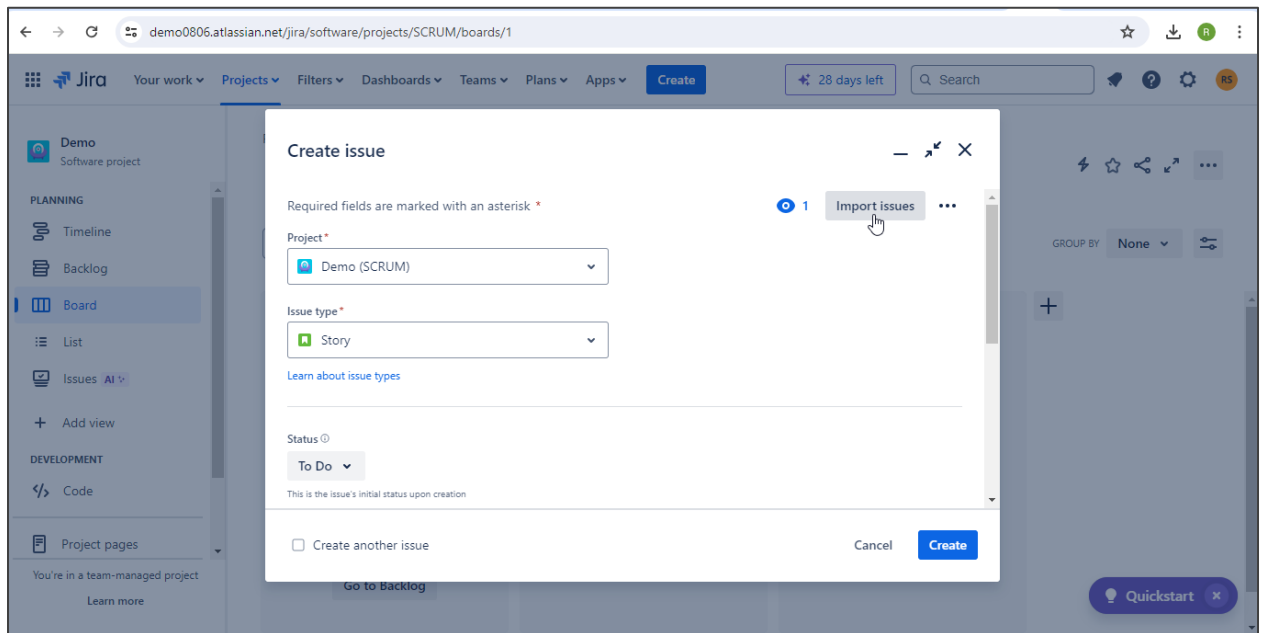
2.4 Click Create



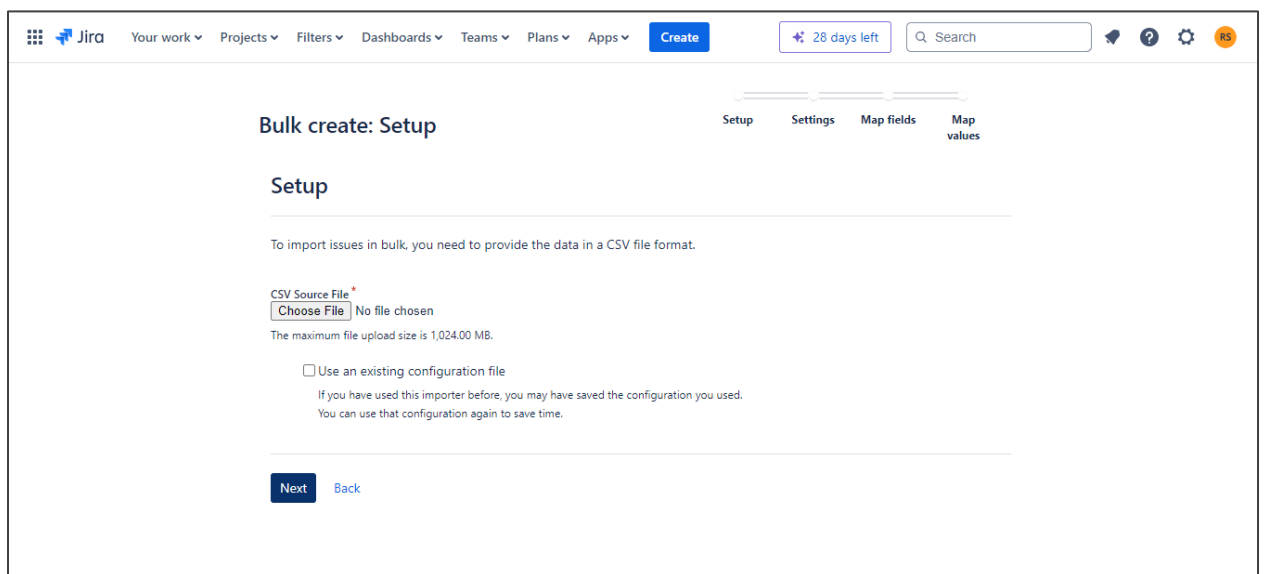
2.5 Click Go full screen to import issues



2.6 Click **Import issues**



2.7 Click **Choose File** to upload the CSV file



2.8 Once the file is uploaded click **Next**

The screenshot shows the Jira Bulk Create Setup page. The browser address bar displays the URL: `demo0806.atlassian.net/secure/BulkCreateSetupPage/default.jspa?externalSystem=com.atlassian.jira.plugins.jim-plugin%3AbulkCreateCsv`. The page has a navigation bar with 'Jira', 'Your work', 'Projects', 'Filters', 'Dashboards', 'Teams', 'Plans', 'Apps', and a 'Create' button. A '28 days left' badge is also present. The main heading is 'Bulk create: Setup'. Below it, there are tabs for 'Setup', 'Settings', 'Map fields', and 'Map values'. The 'Setup' tab is active. The text says: 'To import issues in bulk, you need to provide the data in a CSV file format.' Below this, there is a section 'CSV Source File' with a red box around the text 'demo_issues.csv' and a trash icon. There is a checkbox 'Use an existing configuration file' which is unchecked. Below it, a note says: 'If you have used this importer before, you may have saved the configuration you used. You can use that configuration again to save time.' At the bottom, there are 'Next' and 'Back' buttons. A mouse cursor is pointing at the 'Next' button.

2.9 From the **Import to Project** dropdown, select the desired project, enter the required details in the **Date format** field, and click **Next**

The screenshot shows the Jira Bulk Create Settings page. The browser address bar displays the URL: `demo0806.atlassian.net/secure/admin/BulkCreateSettingsPage/default.jspa?externalSystem=com.atlassian.jira.plugins.jim-plugin%3AbulkCreateCsv`. The page has a navigation bar with 'Jira', 'Your work', 'Projects', 'Filters', 'Dashboards', 'Teams', 'Plans', 'Apps', and a 'Create' button. A '28 days left' badge is also present. The main heading is 'Settings'. Below it, there are tabs for 'Setup', 'Settings', 'Map fields', and 'Map values'. The 'Settings' tab is active. On the left, there is a sidebar with a list of categories: 'System', 'General configuration', 'TROUBLESHOOTING AND SUPPORT', 'Audit Log', 'SECURITY', 'Project roles', 'Global permissions', 'Issue collectors', 'AUTOMATION', 'Global automation', 'USER INTERFACE', 'Default user preferences', and 'Default dashboard'. The main content area has the heading 'Settings'. It contains three dropdown menus: 'Import to Project' (set to 'Demo'), 'File encoding' (set to 'UTF-8'), and 'Delimiter' (set to ','). Below the 'Delimiter' dropdown, there is a note: 'Please use \t to have a Tabulator character'. There is a text input field for 'Date format' with the value '05/06/24 11:49 a'. Below it, there is a note: '(e.g. dd/MMM/yy h:mm a)' and 'Please specify the format that dates are stored in the CSV file. Please use syntax valid for SimpleDateFormat.' At the bottom, there are 'Next' and 'Back' buttons. A mouse cursor is pointing at the 'Next' button.

2.10 Map the fields in your CSV file to the corresponding Jira fields and click **Next**

Map fields

Select the CSV fields to import, then set how you would like these converted to fields in JIRA. You can optionally map field values on the next screen.

CSV Field	JIRA field	Map field value
Story point estimate (e.g. 3)	→ Story point estimate	<input type="checkbox"/>
Summary (e.g. Demo678)	→ Summary	<input type="checkbox"/>

Next Back

2.11 Click **Begin Import** to start the process of importing issues

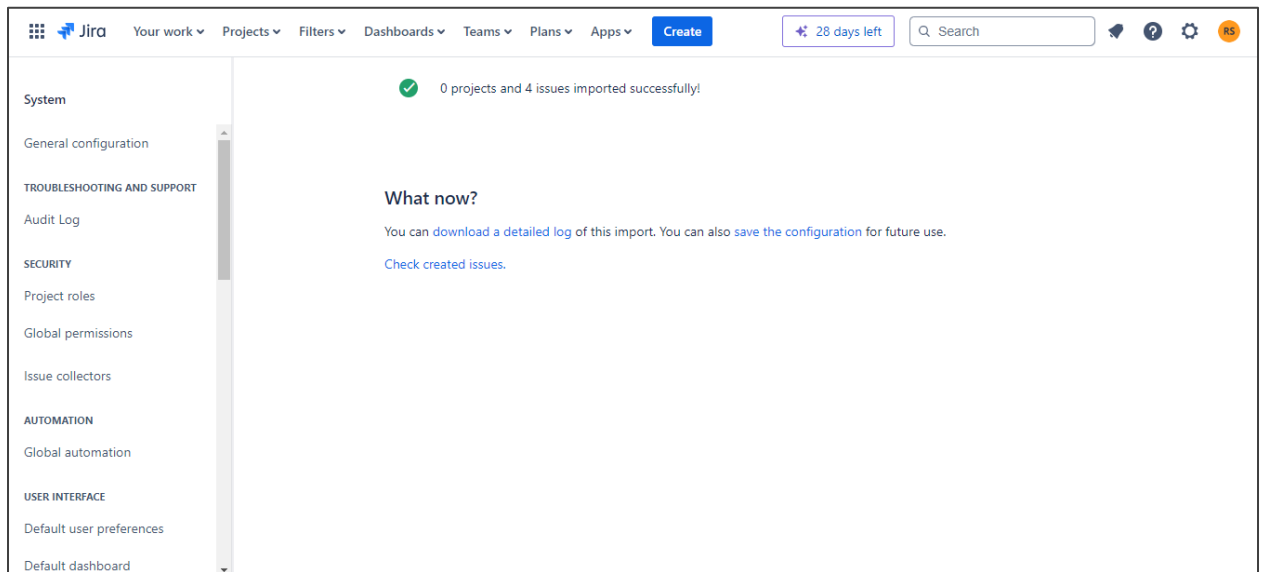
Map values

JIRA will automatically map all field values for you where possible. If you'd like to individually map field values, return to the previous screen and select the check-box next to the relevant fields.

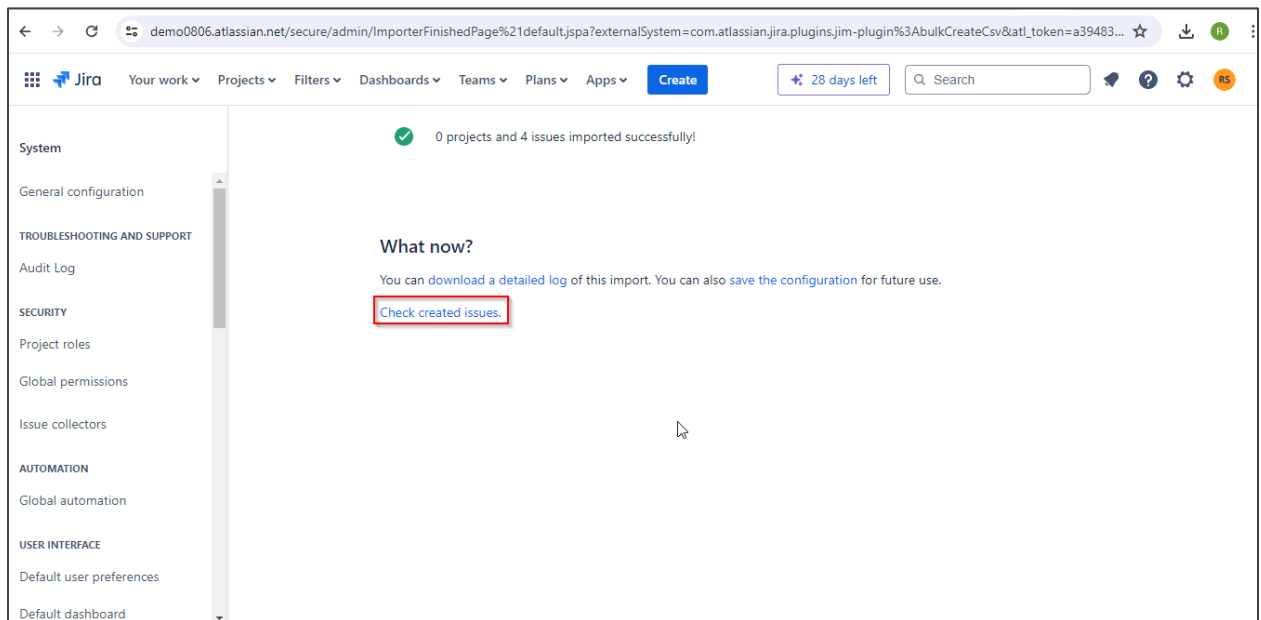
Begin Import **Validate** Back

Note: Click **Validate** to validate and ensure that all issues have been imported correctly without any errors

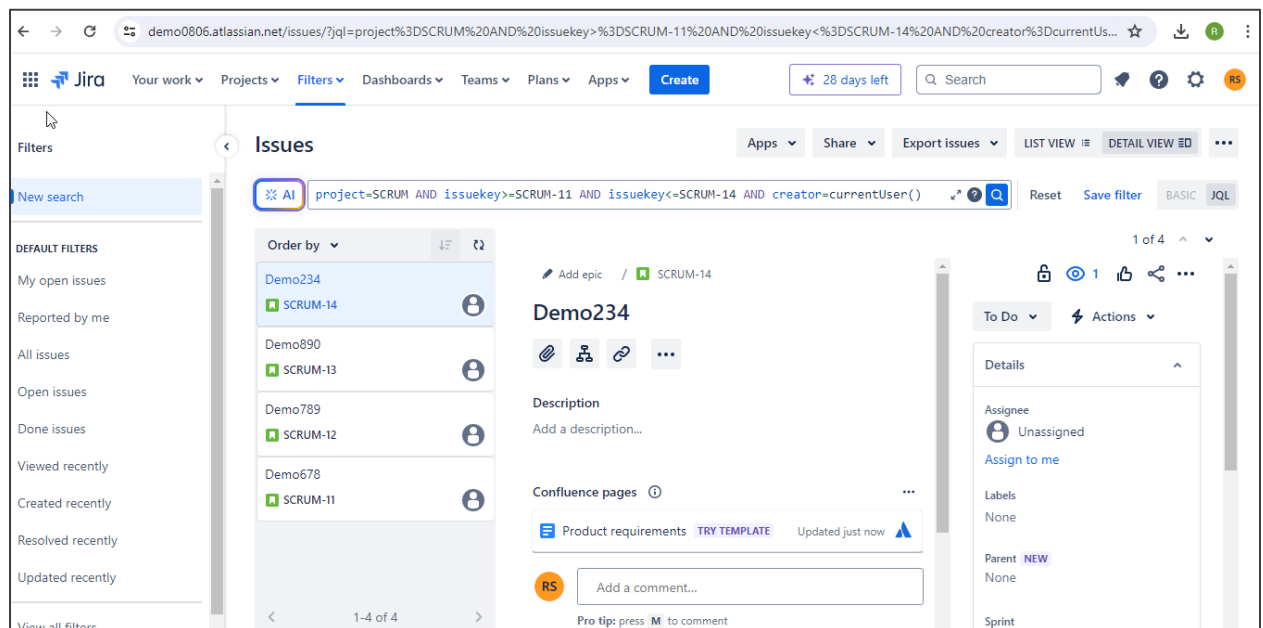
The following interface appears once the import process is successful:



2.12 Click **Check created issues** to verify the backlog

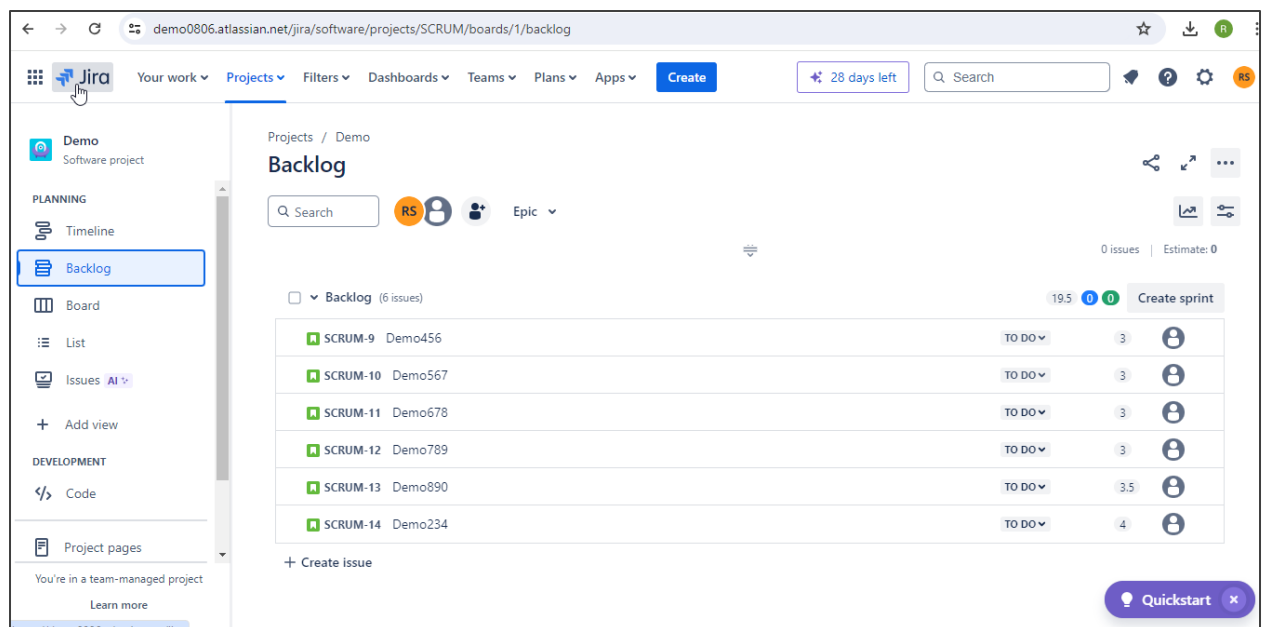


The following interface appears:

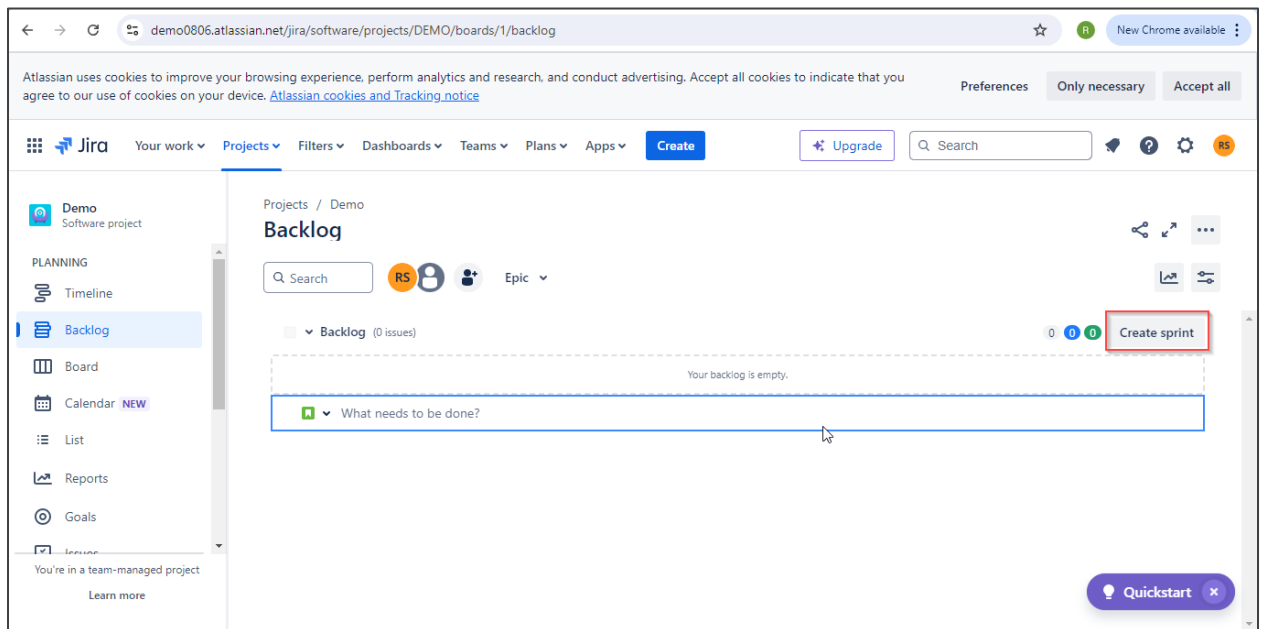


Step 3: Create a sprint

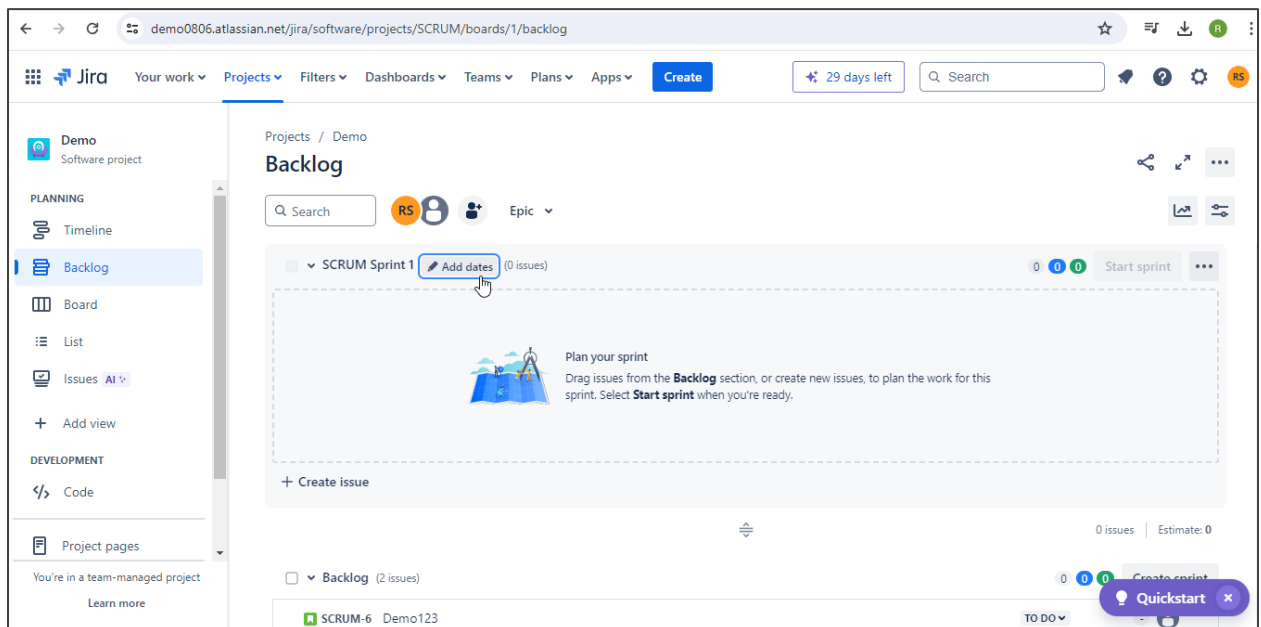
3.1 Navigate back to the respective project backlog



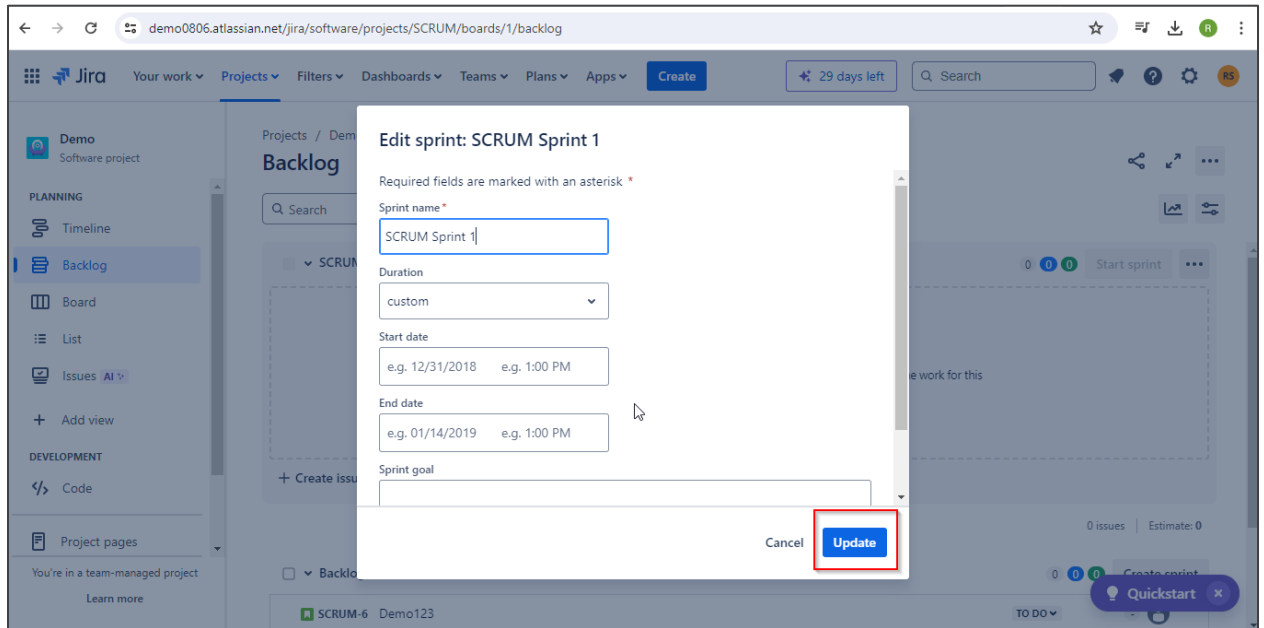
3.2 Click **Create sprint**



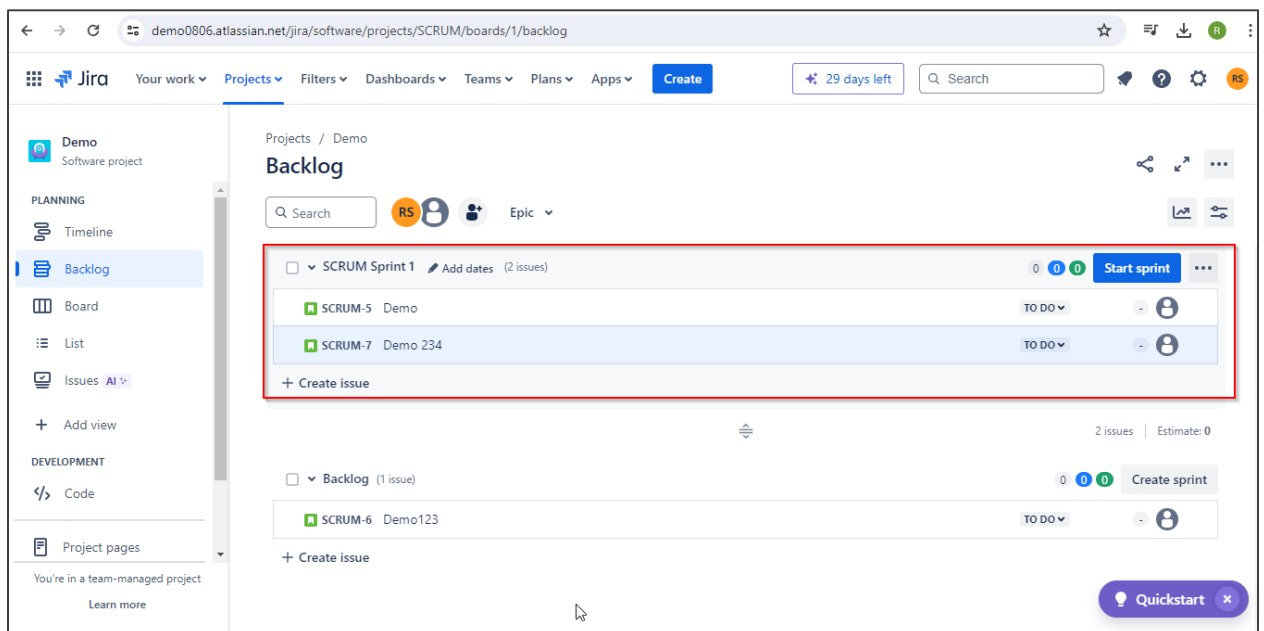
3.3 Click **Add dates** in the **Backlog** to change the details of the sprint



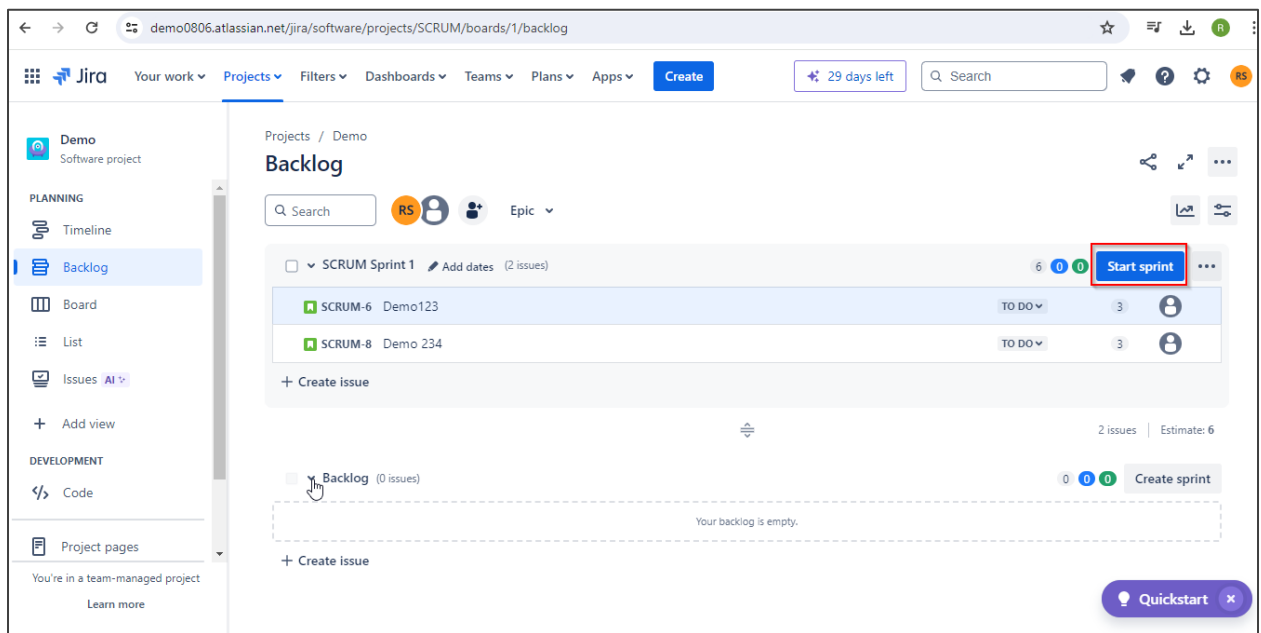
3.4 Enter the details for **Sprint name**, **Duration**, **Start date**, and **End date**, and then click **Update**



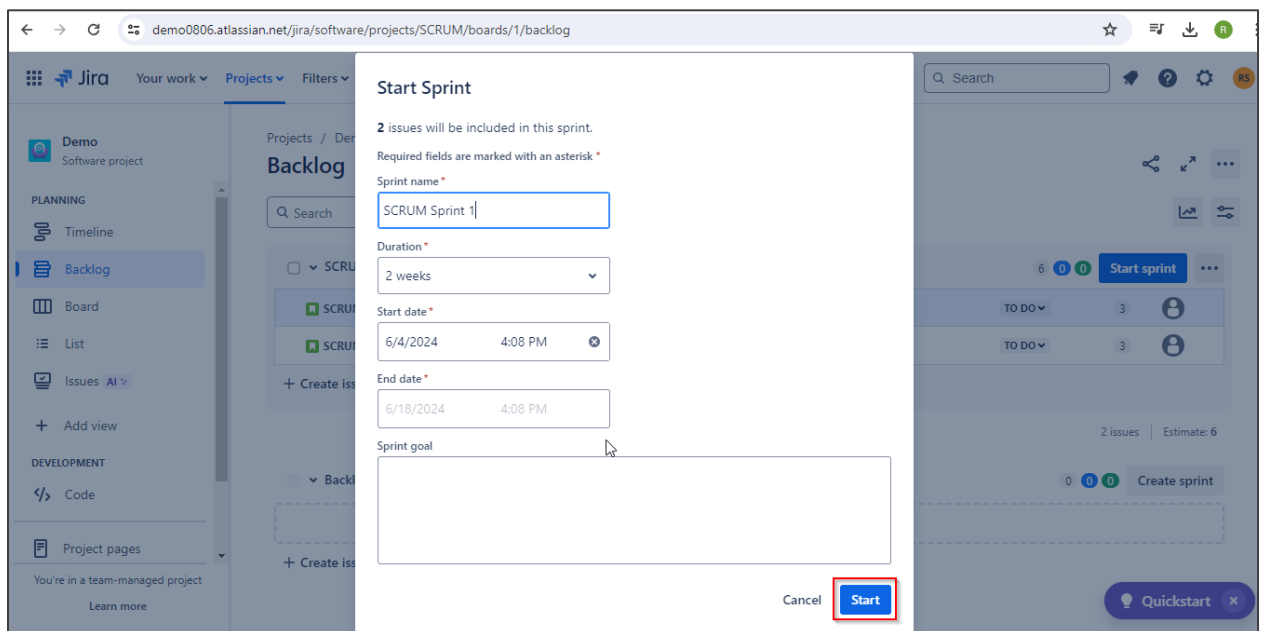
3.5 Drag and drop issues from the backlog into the newly created sprint



3.6 Click **Start sprint** to start the sprint



3.7 Verify the **Sprint name**, **Duration**, **Start date**, **End date**, and **Sprint goal**, then click on the **Start** button to start the sprint



By following these steps, you have successfully used Jira to manage tasks and timelines effectively, creating user stories and organizing them into sprints.