

Lesson 04 Demo 03

Creating Epics, Tasks, and Subtasks

Objective: To create epics, tasks, and subtasks in Jira, and link tasks to epics for effective project management

Tools required: Jira

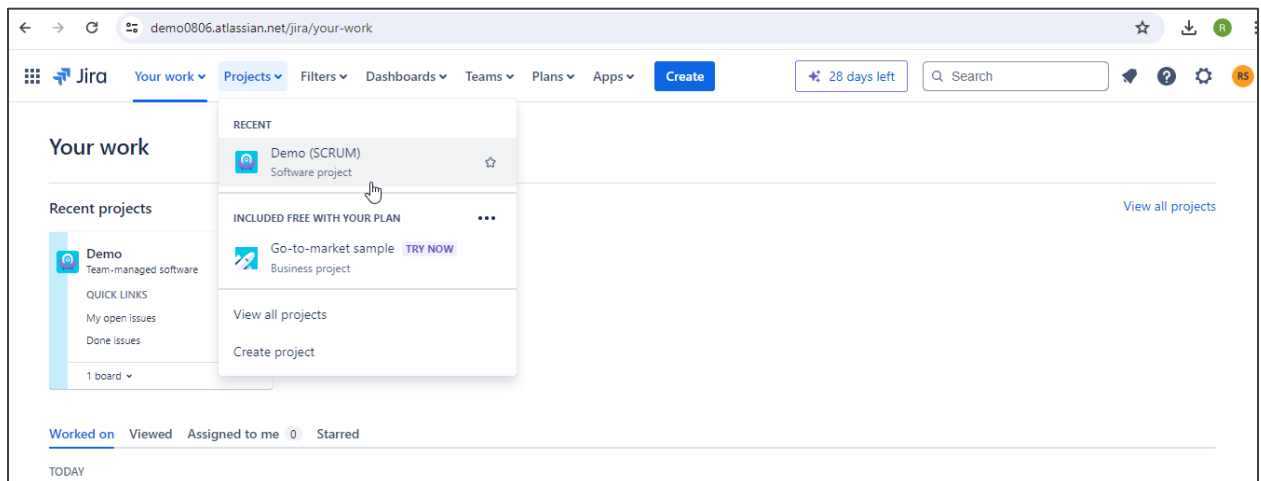
Prerequisites: None

Steps to be followed:

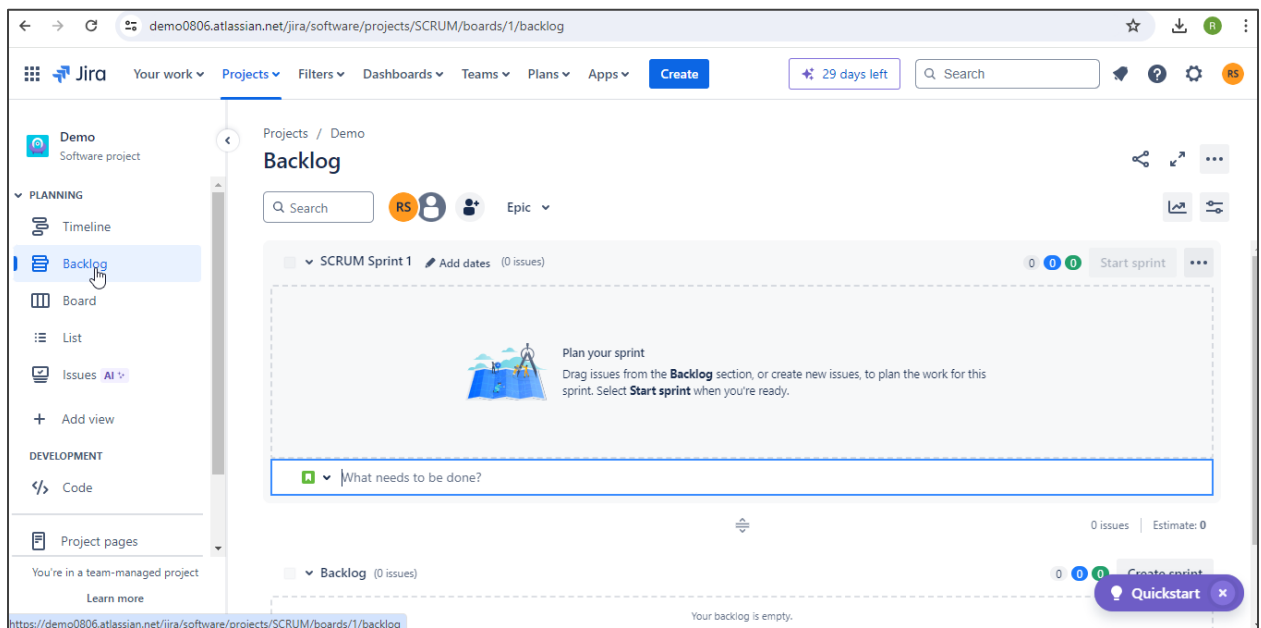
1. Create an epic in Jira
2. Create a task
3. Create a subtask
4. Add an epic to tasks

Step 1: Create an epic in Jira

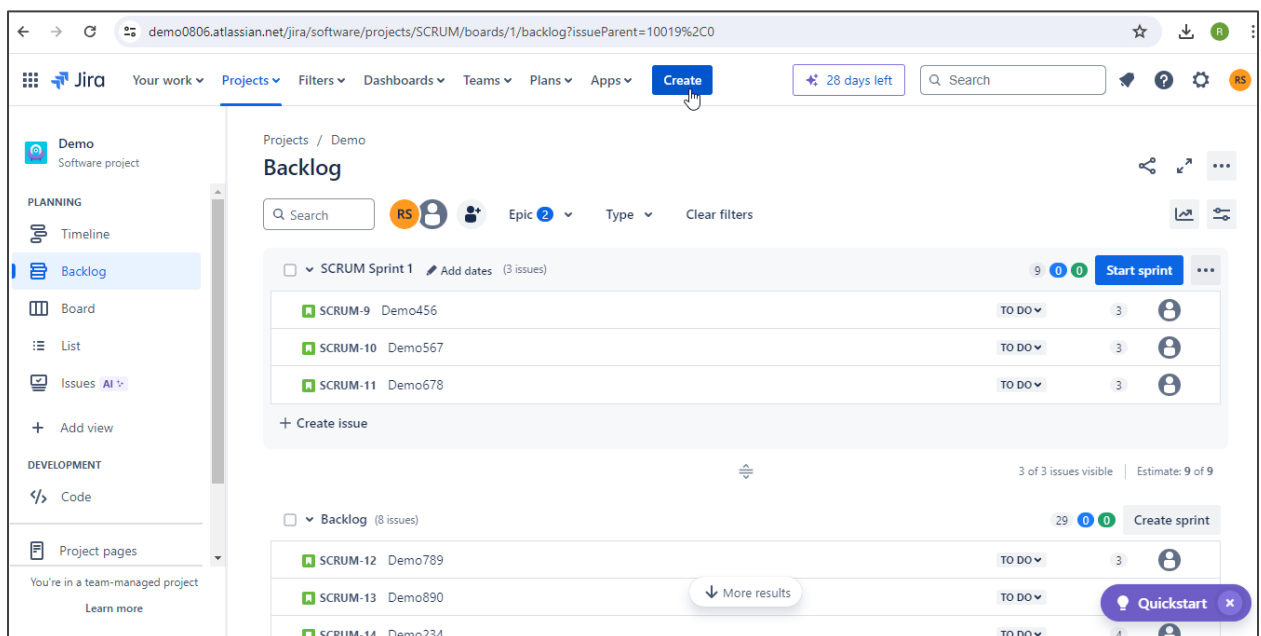
- 1.1 Click on the **Projects** dropdown from the top navigation bar and select the desired project from the drop-down list



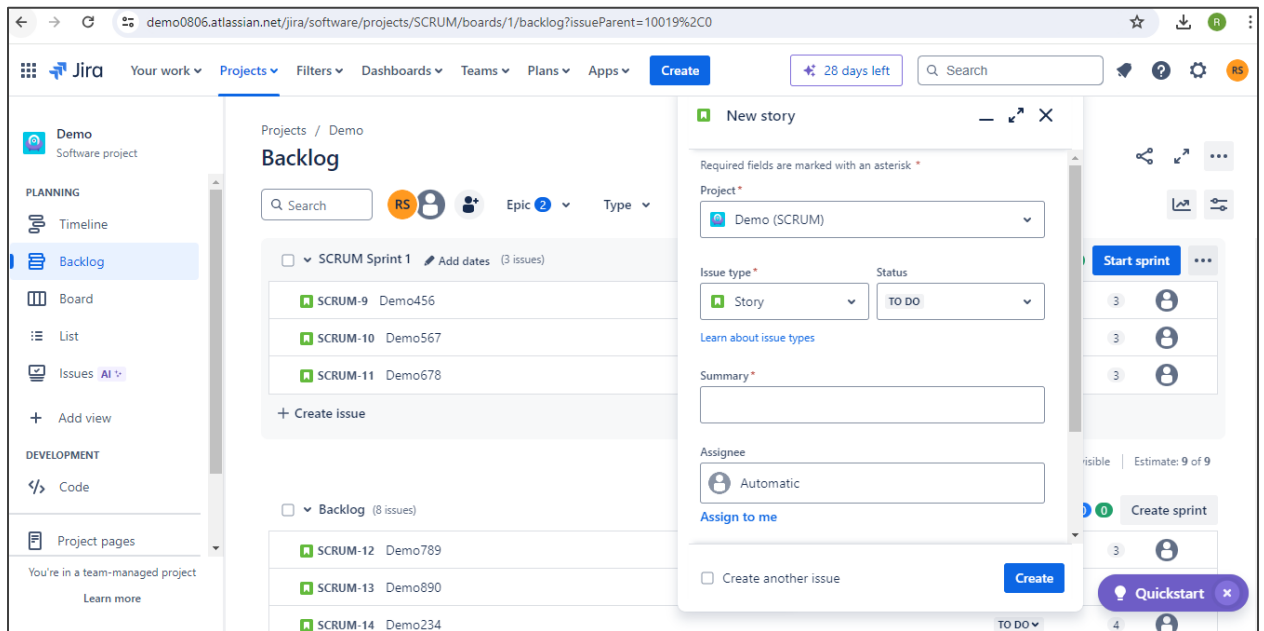
1.2 Click **Backlog** from the left sidebar under **PLANNING**



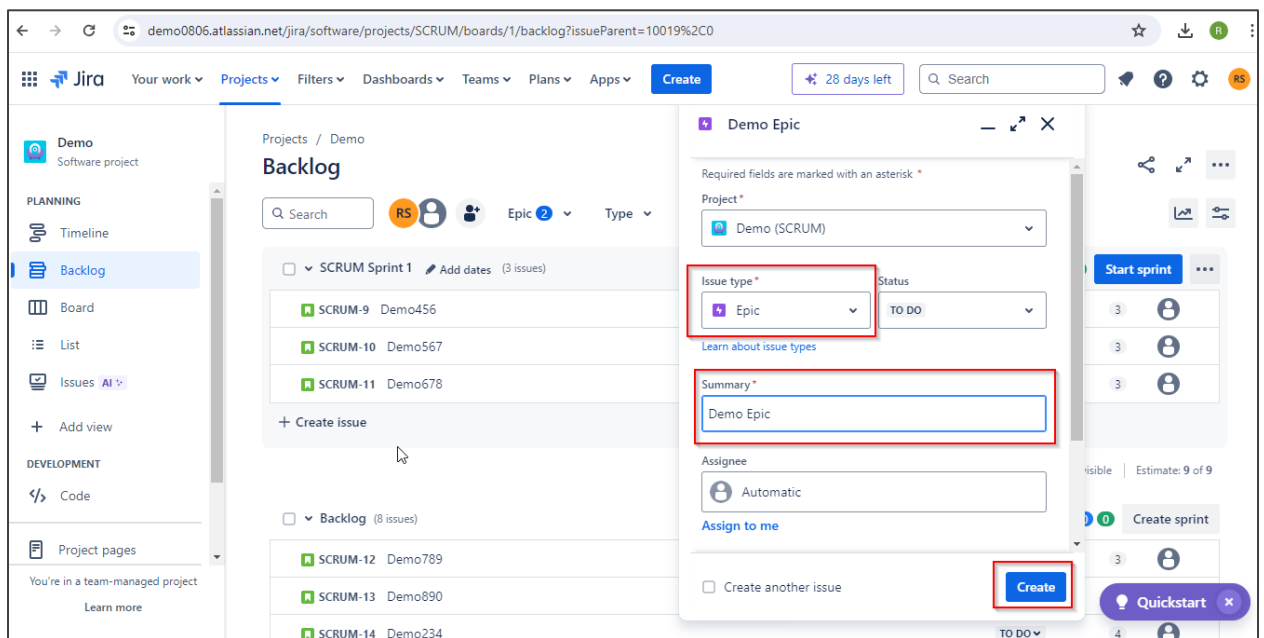
1.3 Click **Create** to create an epic



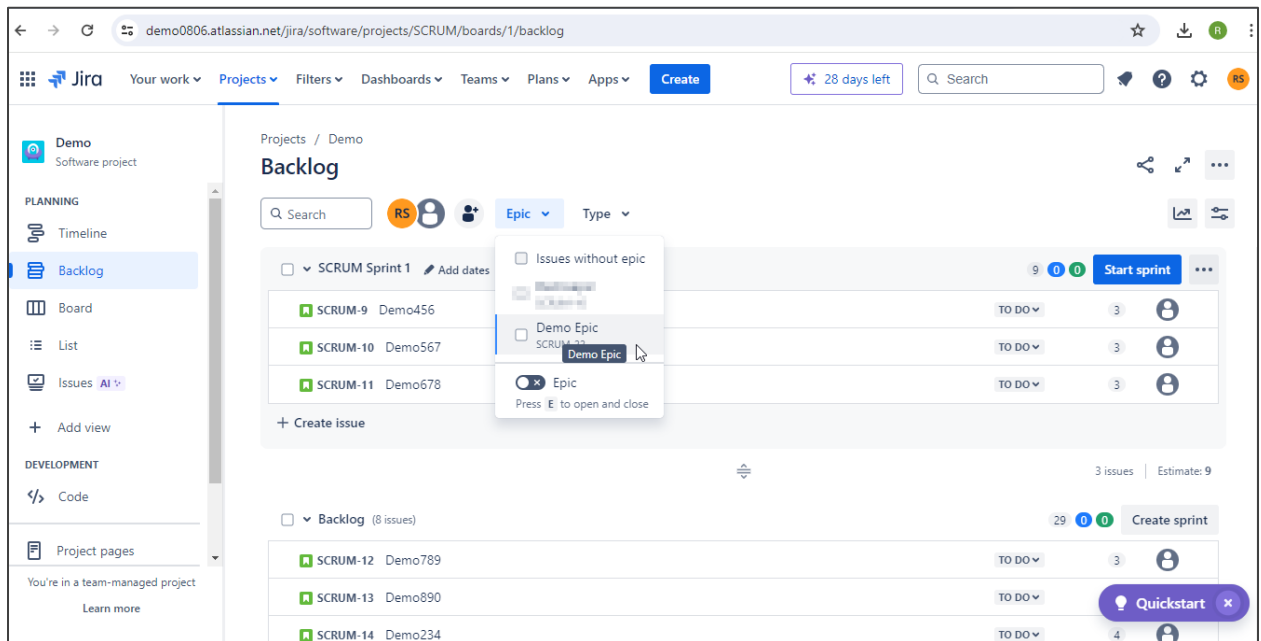
The following interface appears:



1.4 Select **Epic** from the **Issue type** dropdown, provide a concise summary in the **Summary** field, fill in all required fields, and click **Create**

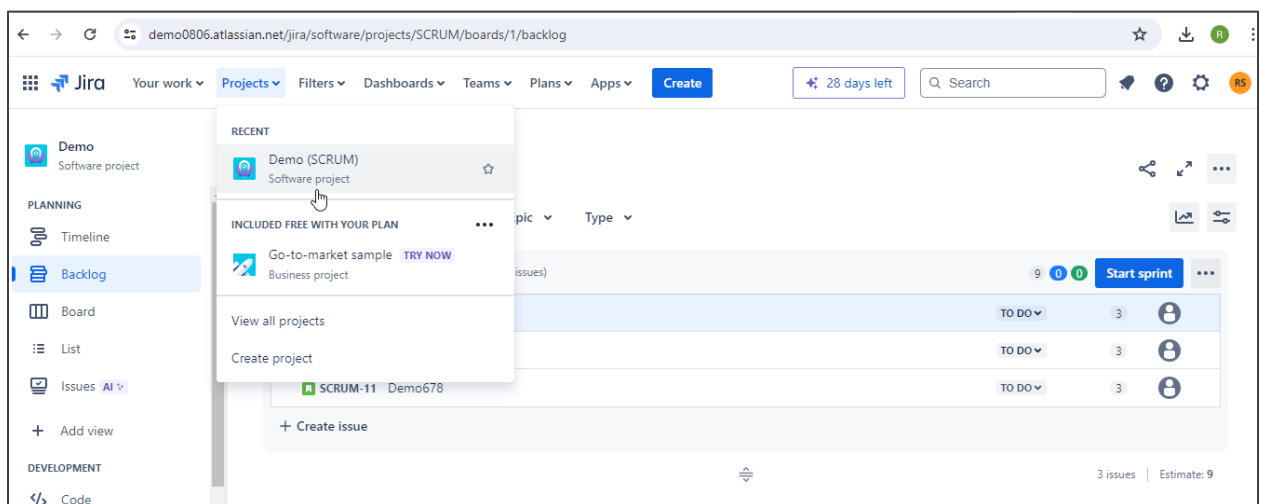


1.5 Click on the **Epic** dropdown to verify that the epic has been created

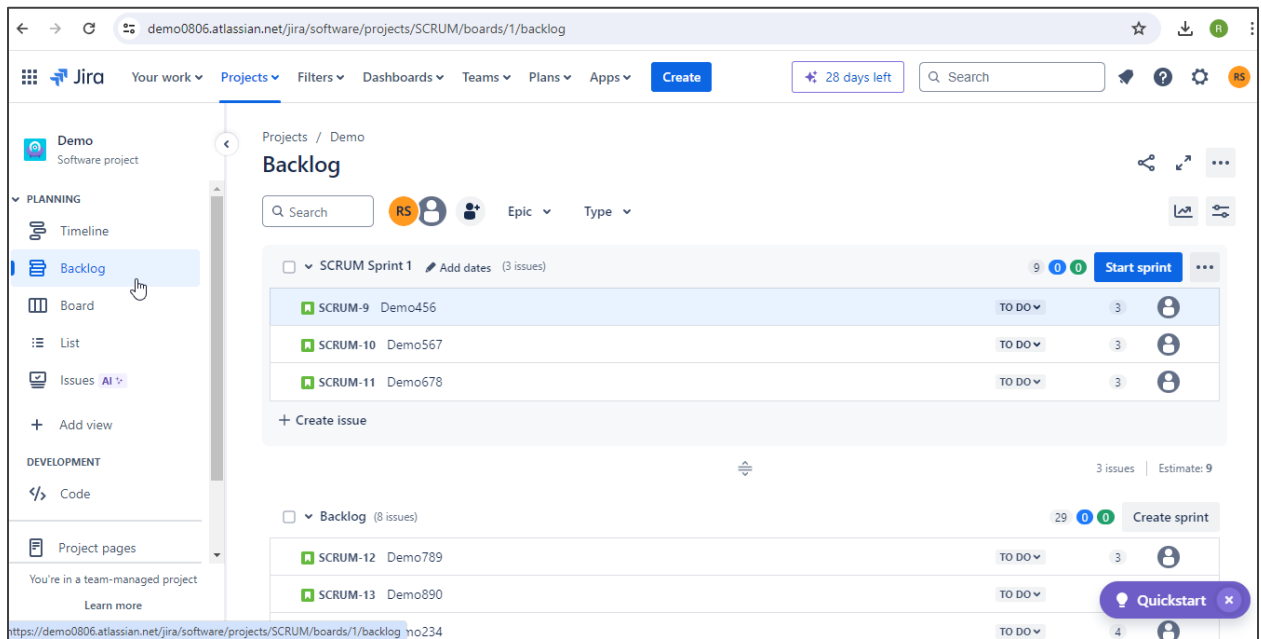


Step 2: Create a task

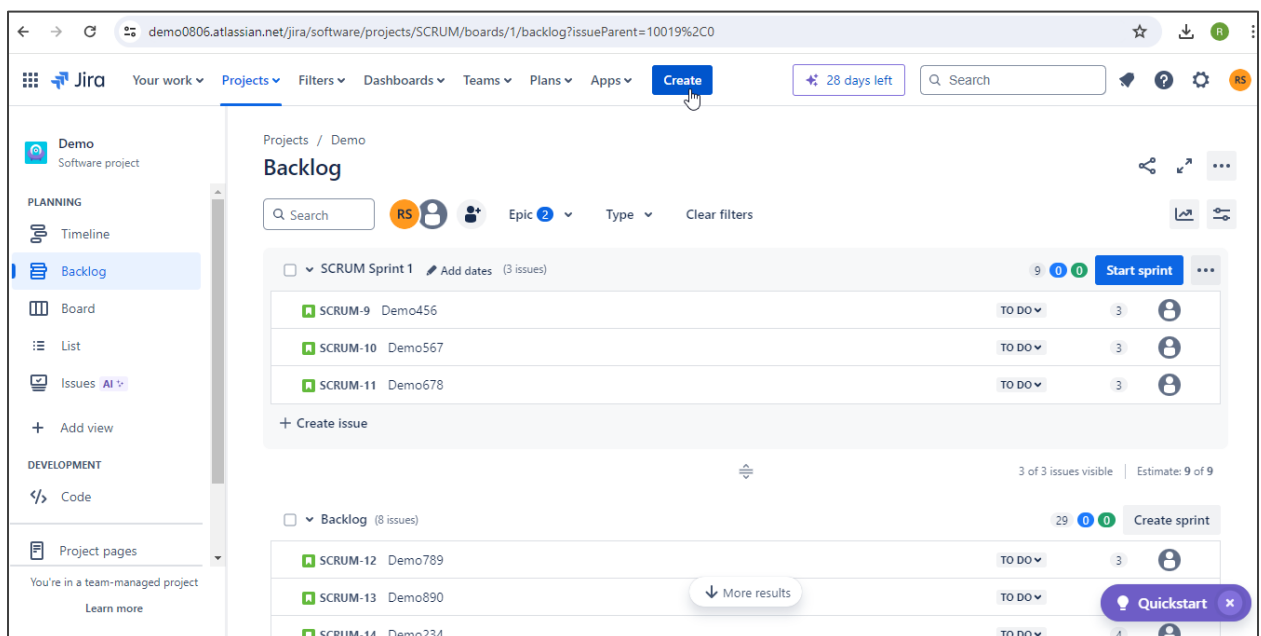
2.1 Click on **Projects** and select the project where you want to create a task



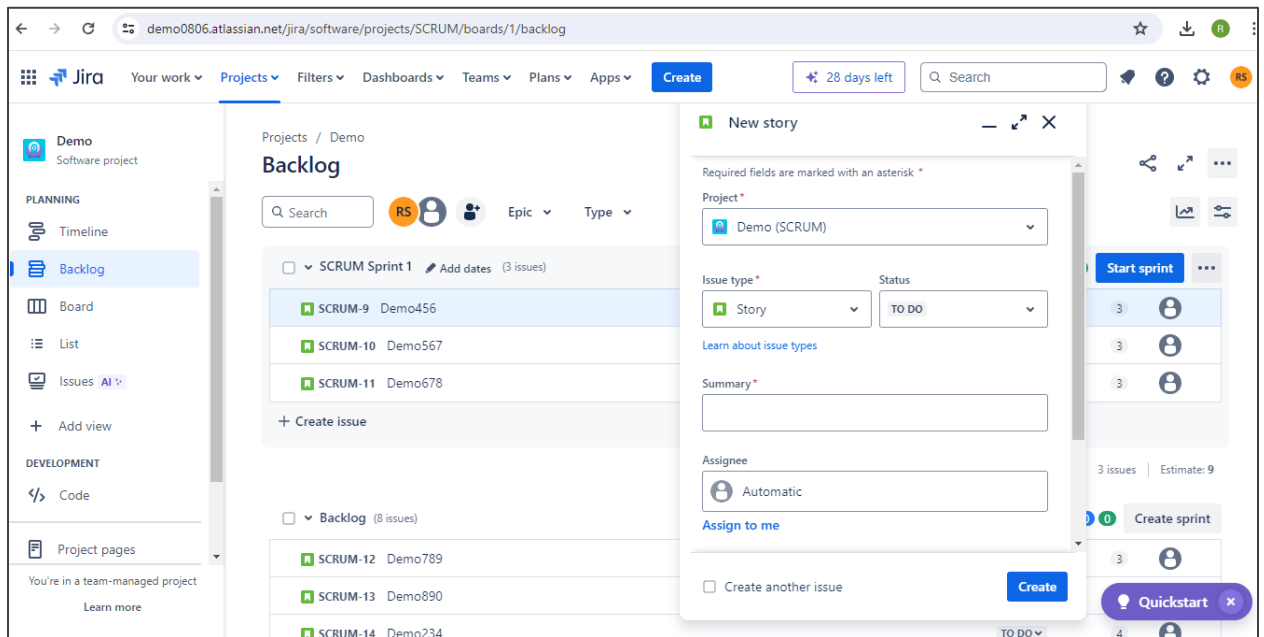
2.2 Click **Backlog** from the left sidebar under **PLANNING**



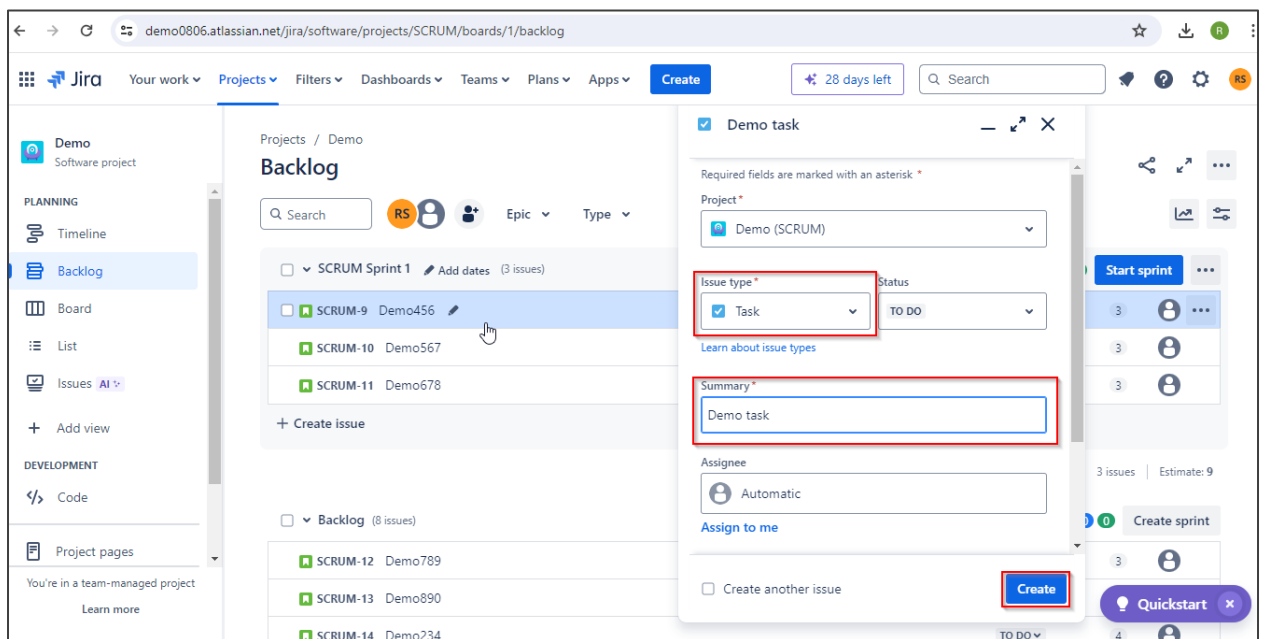
2.3 Click **Create** to create a task



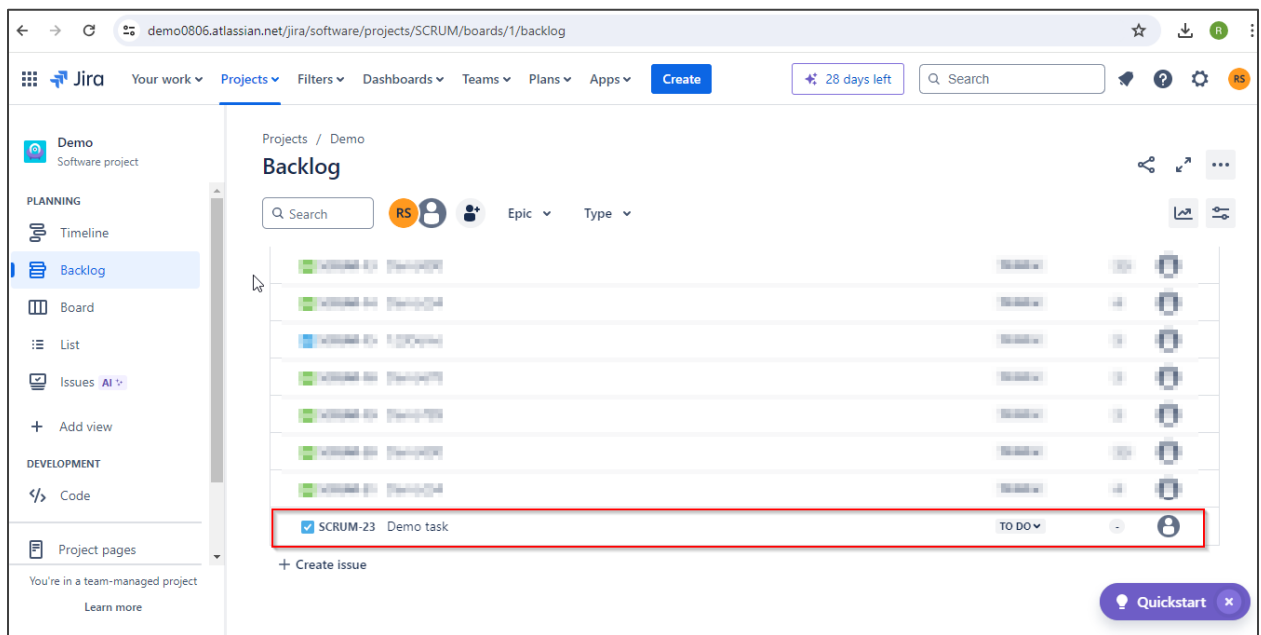
The following interface appears:



2.4 Select **Task** from the **Issue type** dropdown, provide a concise summary in the **Summary** field, add all other required field data, and then click **Create**

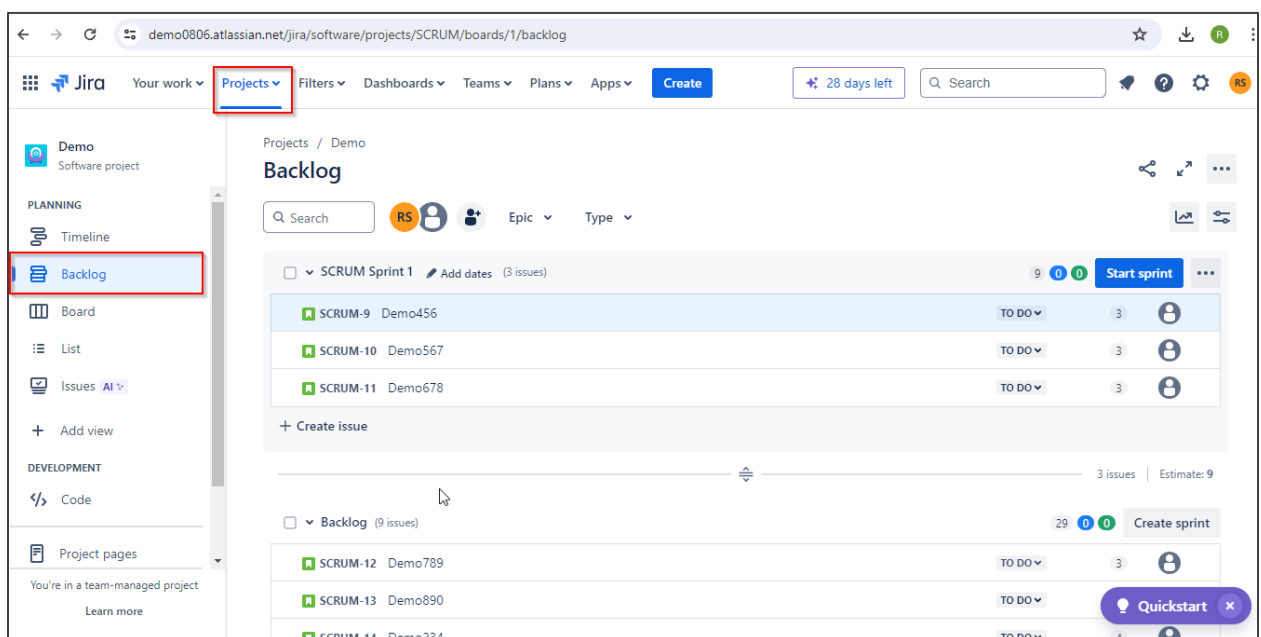


The task is created as shown below:

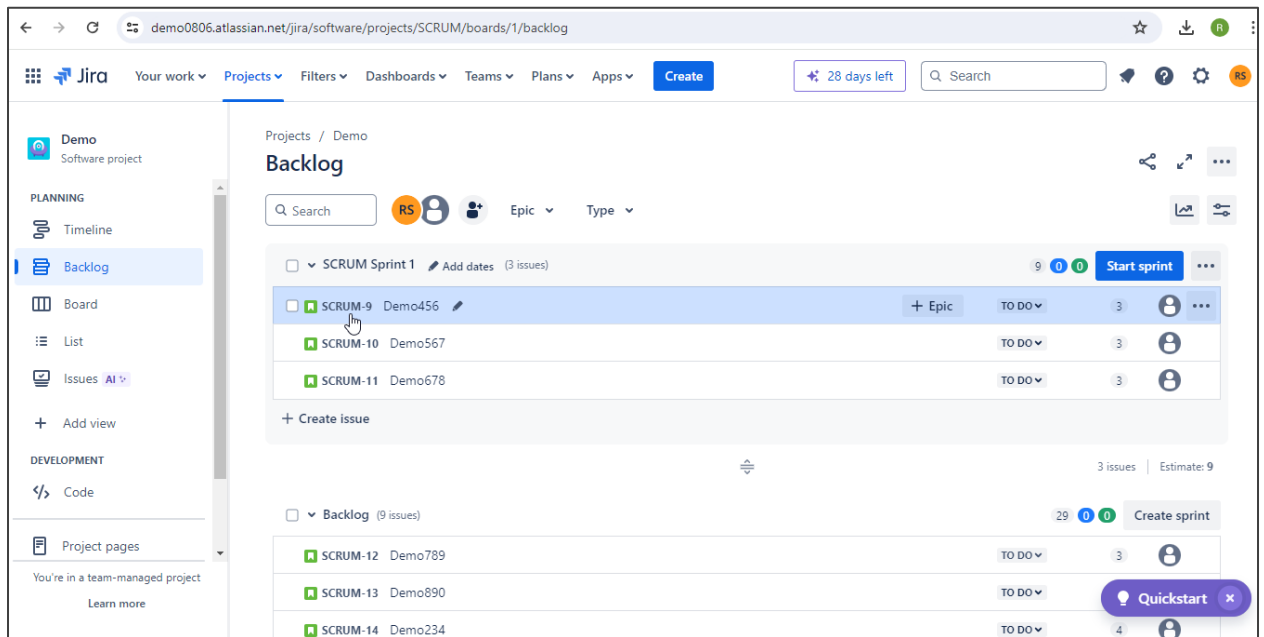


Step 3: Create a subtask

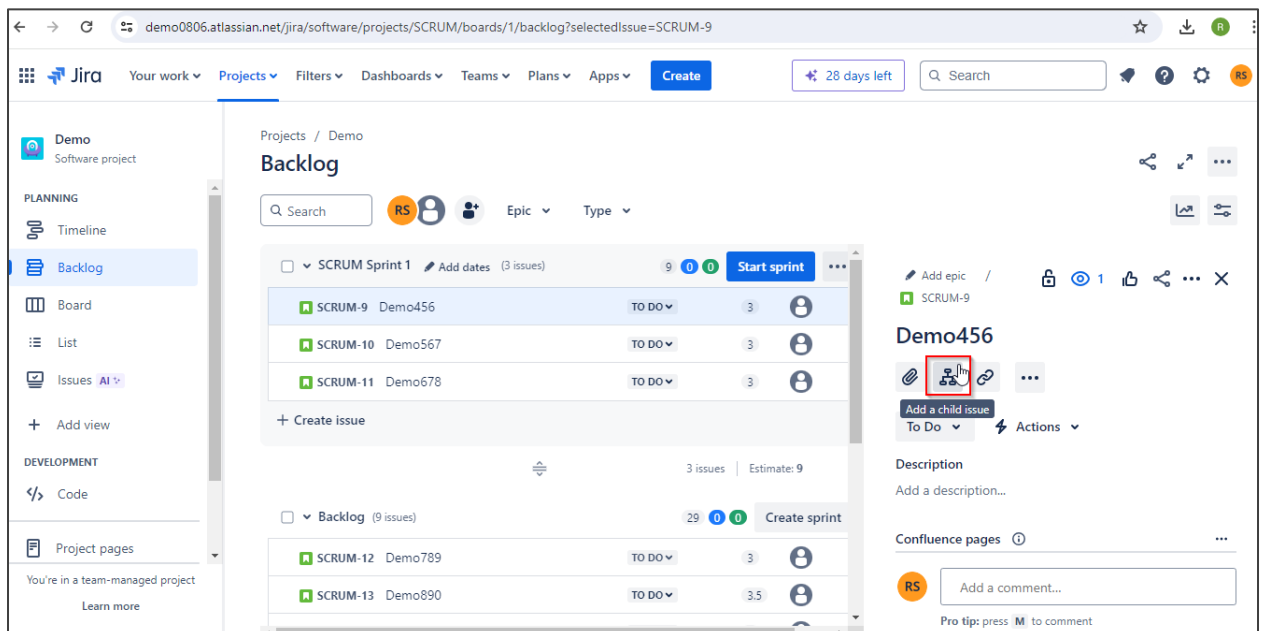
3.1 Navigate to the project Backlog where you want to create the subtask



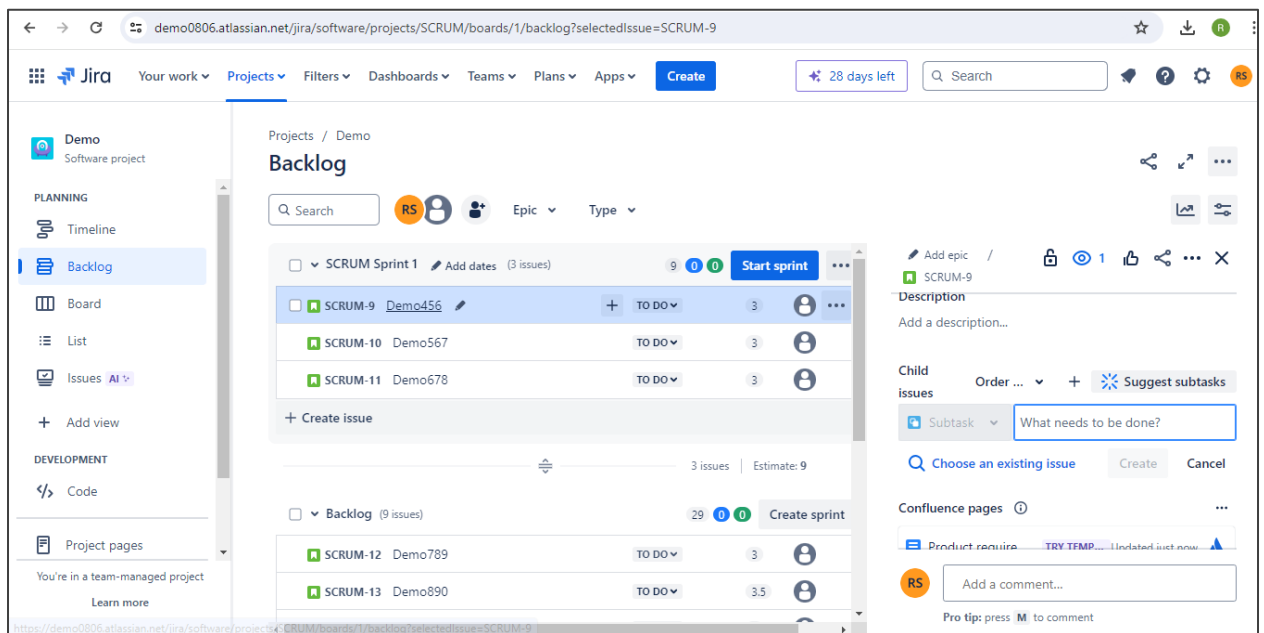
3.2 Click on the parent issue to which you want to add a subtask



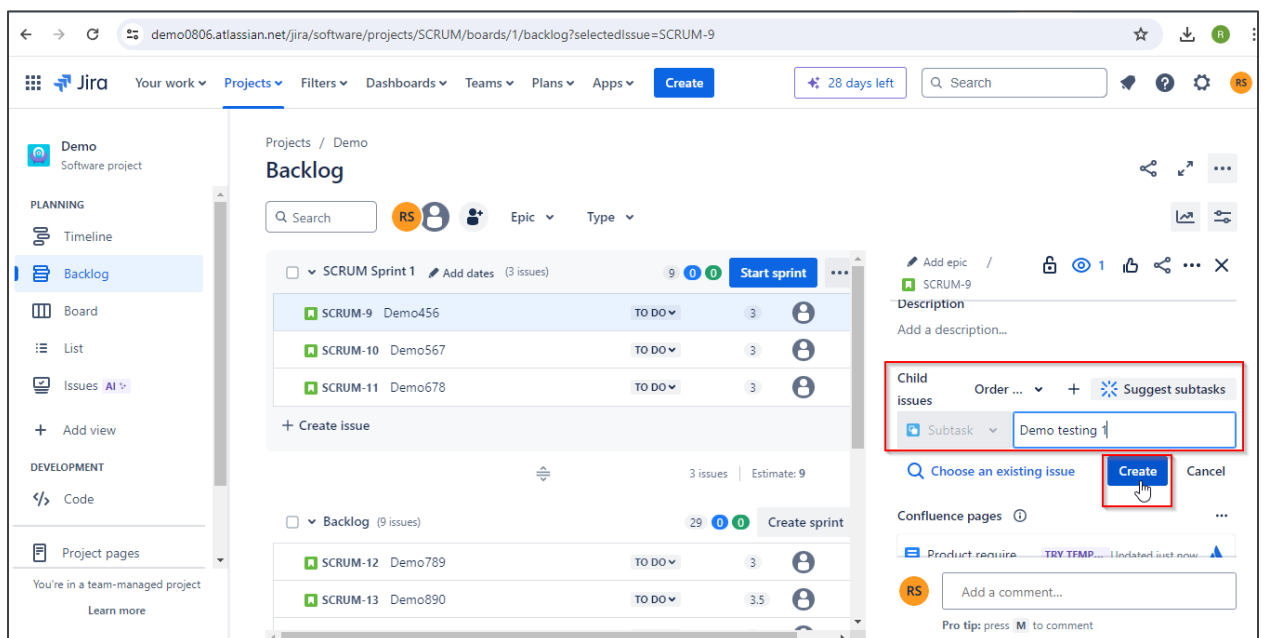
3.3 Click **Add a child issue** to add a subtask



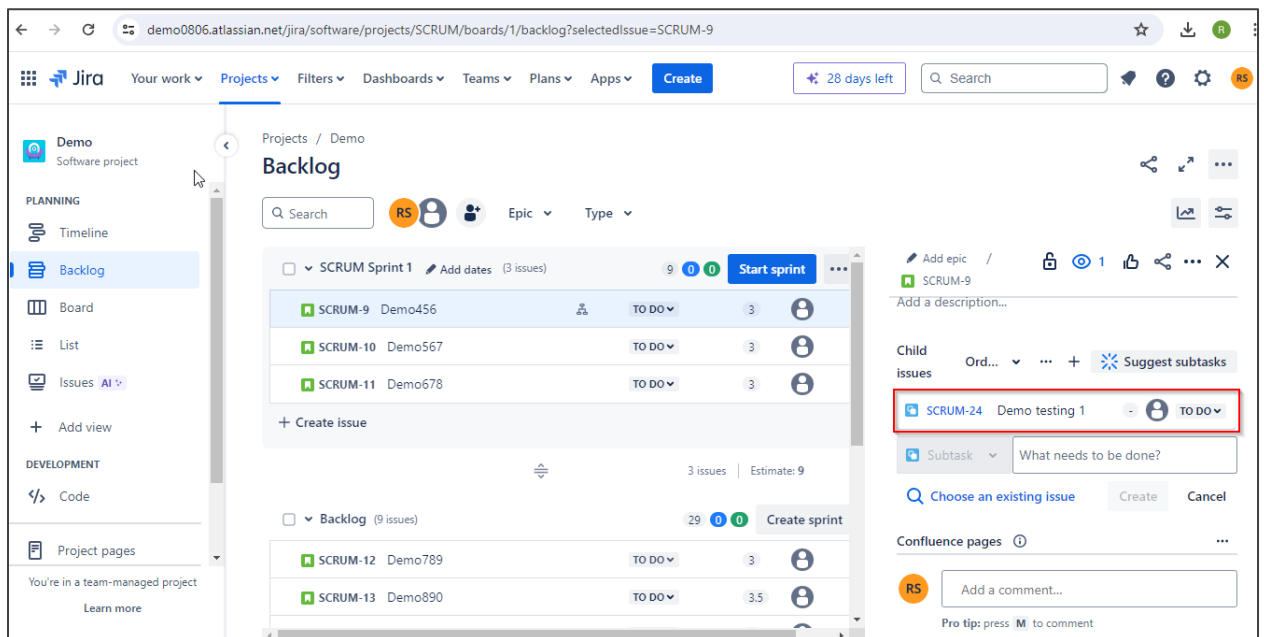
The following interface appears:



3.4 Add the summary to the child issue or subtask and then click **Create**

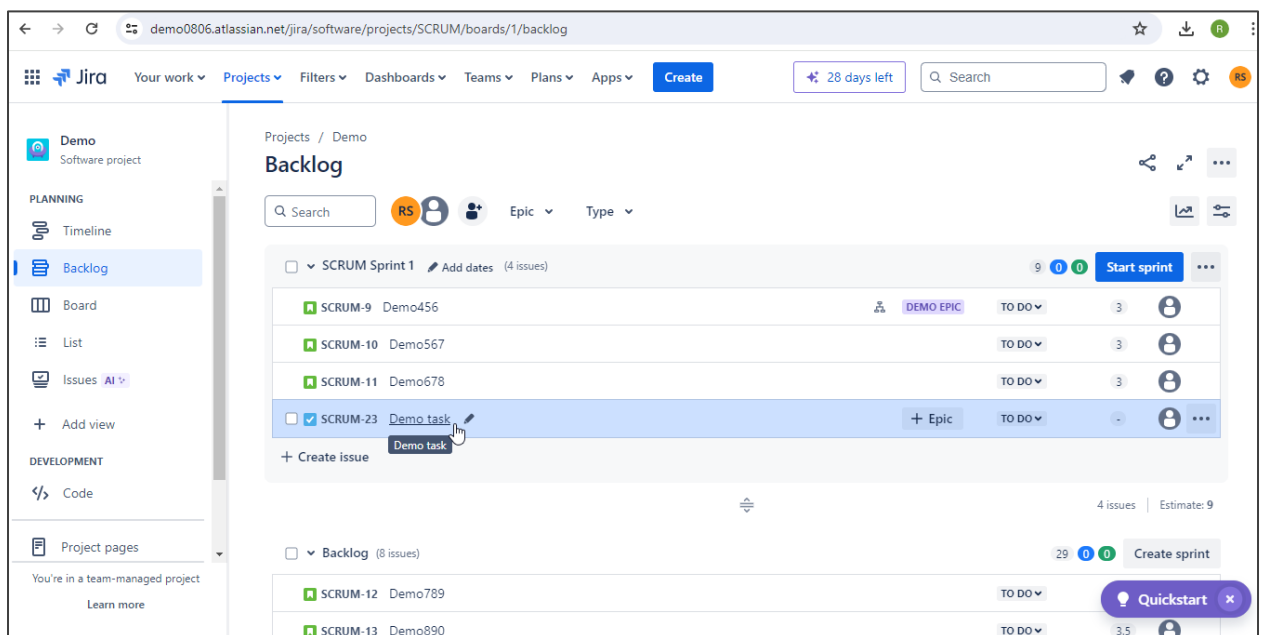


The subtask is created as shown below:

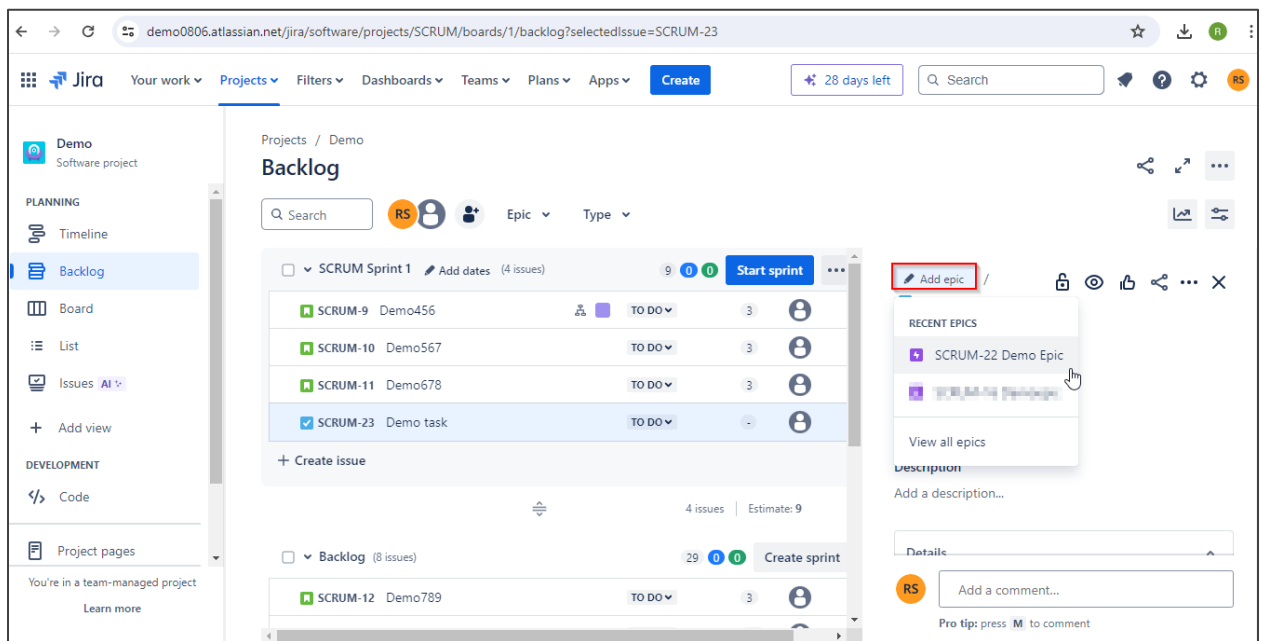


Step 4: Add an epic to tasks

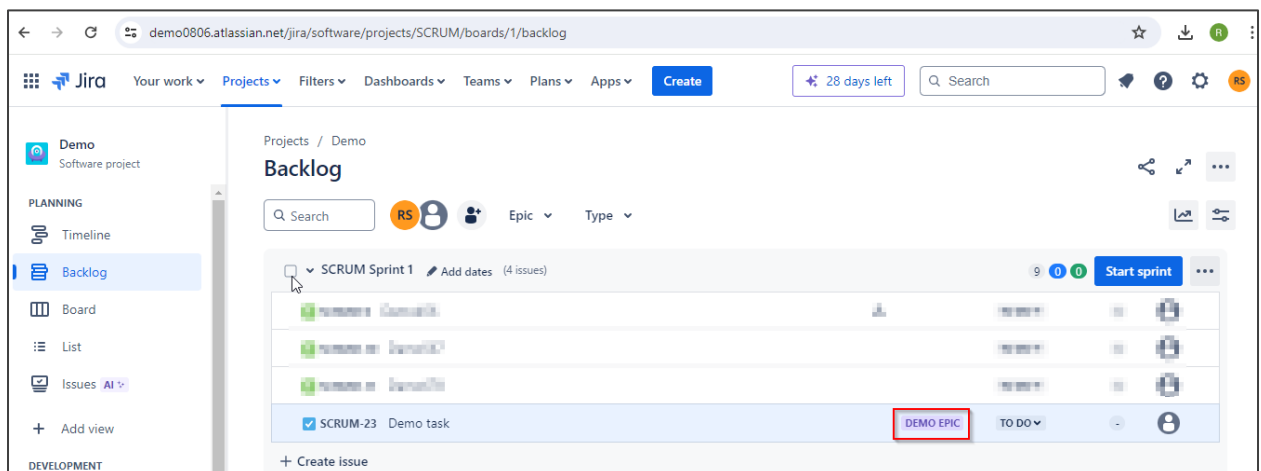
4.1 Click on the task or issue to which the epic needs to be added



4.2 Click **Add epic** and select the desired epic to which the task needs to be added



The epic will appear in the respective task as follows:



By following these steps, you have successfully created epics, tasks, and subtasks in Jira, and linked tasks to epics for efficient project management.