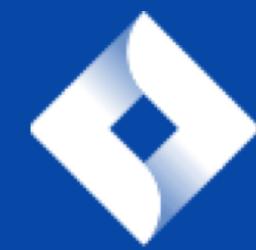




# MDB



# Jira Software



# Agenda

Introducing Jira Software

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Speaking Jira Software

Organizing Jira Software

Working with Jira Software

Mastering Jira Software

# Introducing Jira Software

## What is Jira Software?

- Jira is our tool for planning & tracking our work at MDB
- 

## Why are we using Jira Software?

- Better than Freedcamp for software projects
- Useful integrations with Slack and Git
- Agile Development



## And what's this “Agile” thing I keep hearing about?

It's a structured & iterative approach to project management and product development that Jira is going to help us hone.

<https://www.atlassian.com/agile>

# Agile: a culture & philosophy

Agile is so much more than a approach to getting stuff done. When adopted properly, it becomes part of a team's DNA.

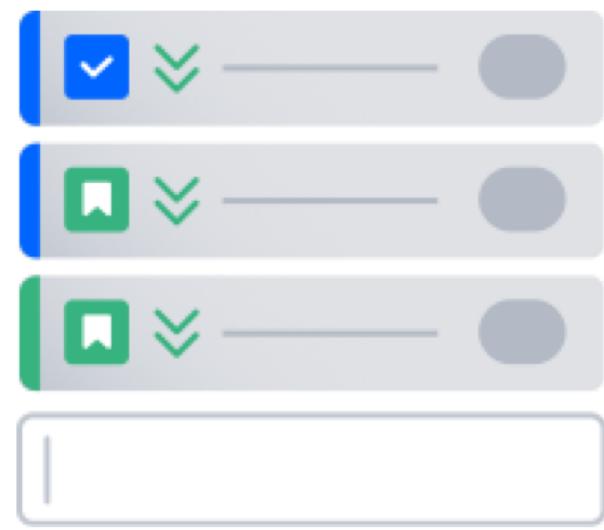
---

## A Tale of Two Frameworks

There are many frameworks that can be used for implementing scrum, but the two most common (and the two we will be using) are **scrum** and **kanban**.

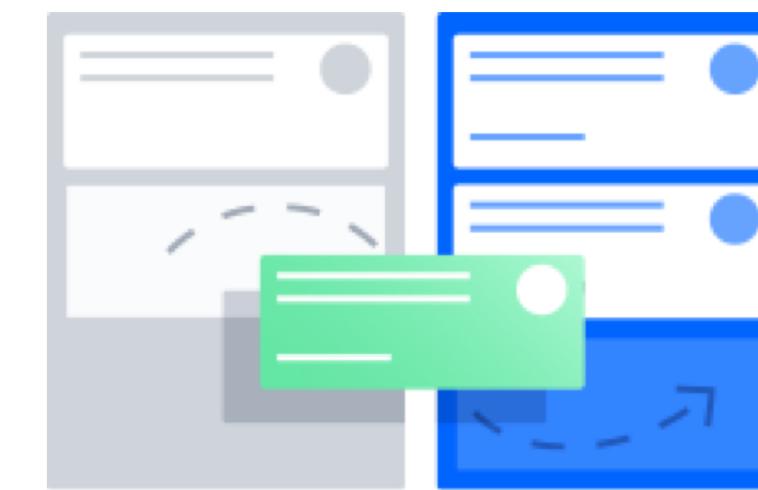


# How do scrum & kanban differ?



## Scrum

Structured around a series  
of fixed-length iterations  
called sprints



## Kanban

Emphasizes continual  
delivery by showing the real-  
time status of all work items

# SCRUM BOARD

**Backlog**

QUICK FILTERS: Product UI Server Only My Issues Recently Updated

**Sprint 6** 12 issues  
19/Jun/15 10:05 PM • 03/Jul/15 10:05 PM

12 12 18

Linked pages

Teams in Space / TIS-109  
Afterburner revision VI script  
Estimate: 12  
Remaining: Unestimated  
Status: OPEN

Details

0

Epics

VERSIONS

TIS-109 Afterburner revision VI script  
TIS-110 Afterburner revision VI automation  
TIS-45 Email non registered users to sign up with Teams In Space  
TIS-80 As an operator I want to have a turbo button  
TIS-57 Buttons need to be red  
TIS-68 Homepage footer uses an inline style - should use a class  
TIS-30 Create Saturn Summer Sizzle Logo  
TIS-49 Draft network plan for Mars Office

Exploration

2.1

2.2

Active sprints: Sprint 6

QUICK FILTERS: Product UI Server Only My Issues Recently Updated

0 days remaining Complete Sprint

Board

2 To Do

TIS-109 Afterburner revision VI script  
Afterburner... 12  
TIS-80 As an operator I want to have Exploration 12

2 In Progress Max 3

TIS-110 Afterburner revision VI automation  
Exploration 12  
TIS-68 Homepage footer uses an inline

1 Code Review

TIS-57 Buttons need to be red

8 Done

TIS-45 Email non registered users to sign 2  
TIS-30 Create Saturn Summer 2  
TIS-49 Draft network plan for Mars 5  
TIS-127 Initial draft for review 0

Details

Teams in Space / TIS-110  
Afterburner revision VI automation  
Estimate: 12  
Status: IN PROGRESS  
Component/s: None  
Labels: None  
Affects Version/s: None  
Fix Version/s: None  
Epic: Exploration x

# KANBAN BOARD

The image shows a digital Kanban board with the following structure:

- Backlog:** Max 5 items. Contains cards SSI-1 and SSI-2.
- Selected for Development:** Max 5 items. Contains cards SSI-1 and SSI-2.
- In Progress:** Max 5 items. Contains cards SSI-3 through SSI-10.
- Done:** Max 5 items. Contains cards SSI-11 through SSI-17.
- Release...:** No items present.

**QUICK FILTERS:** Only My Issues Recently Updated

**Board** **▲**

**Backlog** Max 5 **Selected for Development** Max 5 **In Progress** Max 5 **Done** **Release...**

**SSI-1** Kanban cards represent work items >> Click the "SSI-1" link at the top of this card

**SSI-2** Kanban boards are often divided into streams of work, aka Swimlanes. By default,

**SSI-3** Add work items with "+" Create Issue" at the top right of the screen >> Try adding

**SSI-4** Work items are ranked in priority order (from top to bottom) >> Try dragging this

**SSI-5** Work items flow through different stages from left to right >> Try dragging this

**SSI-6** Work In Progress (WIP) limits highlight delays. This column's limit is 1...

**SSI-7** ... so 2 work items violate the limit and cause the column to be highlighted

**SSI-8** Filters at the top of the board allow you to quickly cut down the shown items >> Try

**SSI-9** As teams develop with Kanban they get better at reducing average resolution

**SSI-10** Instructions for deleting this sample board and project are in the description for this

**SSI-11** SSI-12

**SSI-13** SSI-14

**SSI-15** SSI-16

**SSI-17** SSI-18

- ✓ Work is continuously delivered by pulling single pieces of work from the backlog
- ✓ A classic Kanban board is broken up into: Backlog, Selected for Development, In Progress, and Done

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# Speaking Jira Software

**Ready to learn a new lingo?**

Learning Jira can sometimes feel like learning a new language. Let's break it down together.

**Issues = any unit of work**

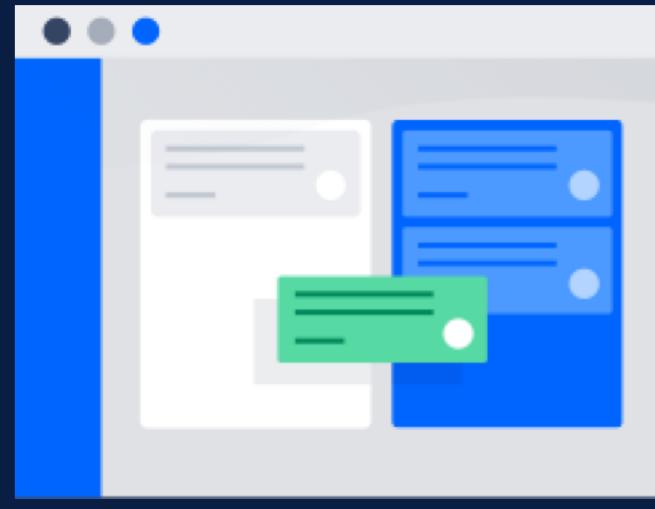
They are tracked through a workflow, from creation to completion.

**Issues can be big or small**

They can represent a single unit of work or a larger parent work item to be tracked.

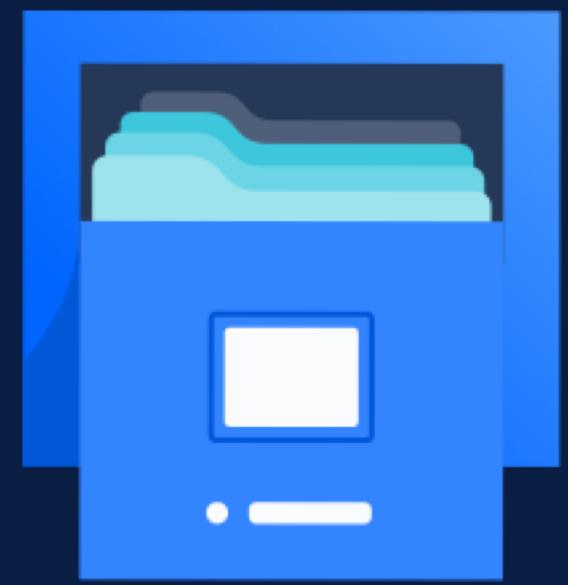
# SPEAKING JIRA SOFTWARE

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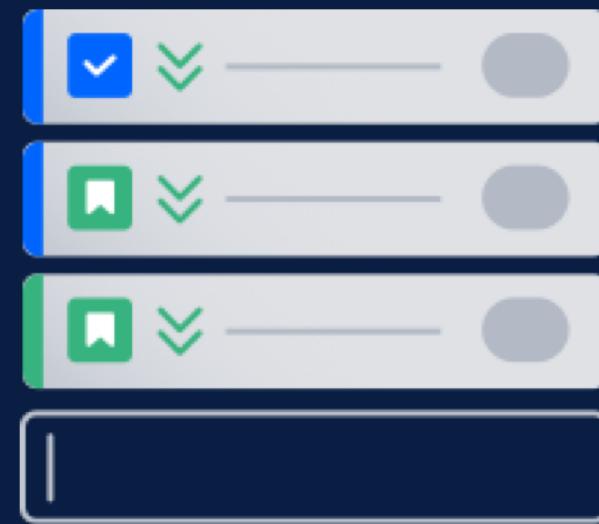
## Boards

Visual representation of  
our work



## Projects

A collection of related  
issues



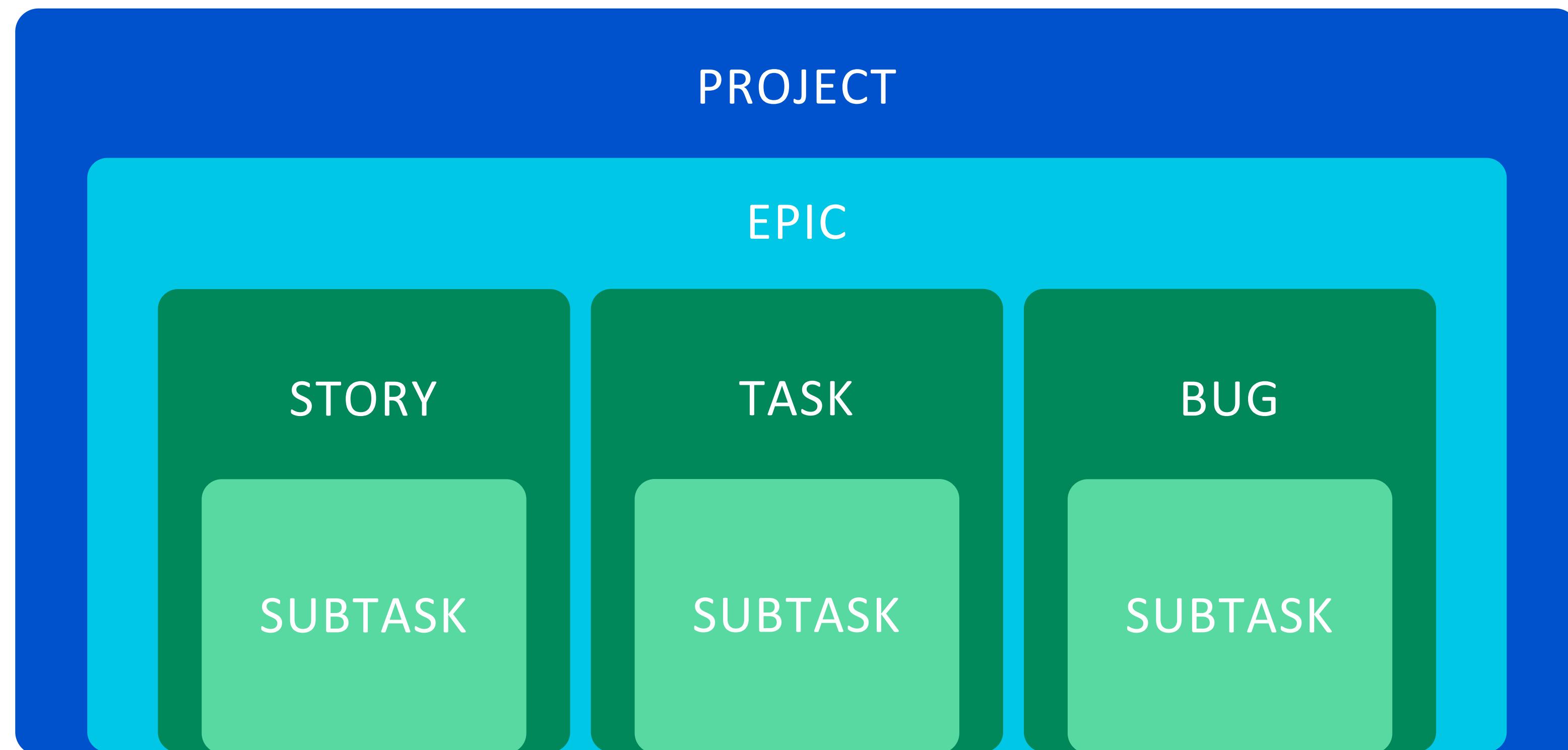
## Issues

Units of work

# But how does it all fit together?

## ISSUE TYPES:

- Epic
- Story
- Task
- Bug
- Request
- Subtask



# Issues at MDB

For example...

PROJECT = MDB

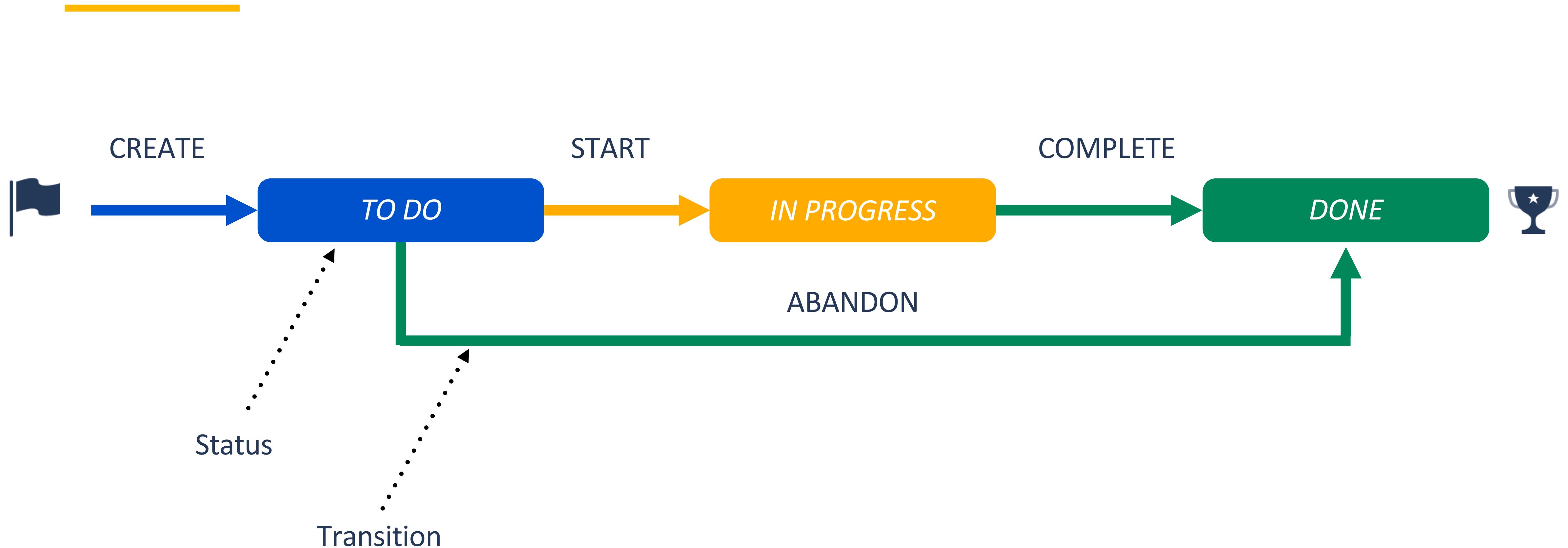
EPIC = RECRUITMENT

TASK = DELIBERATIONS

SUBTASK = WIN  
MONEY IN HQ

# Speaking Jira Software

A *workflow* is the lifecycle of an issue, made up of *statuses* that are connected by *transitions*



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# Beyond boards & issues

Other constructs within Jira that help you keep track of work that transcends single projects



## Labels

Ad-hoc organization  
between (or within)  
projects



## Components

Project-specific areas of  
team ownership (defined by  
engineering teams)



## Versions

Issues that are scheduled  
and grouped into specific  
releases

# But who has the power to organize?

**There are different levels of  
permission in Jira Software**

Your access depends on what you need to do  
your job effectively

---

## Need help? Ask.

If you need to perform an action and you don't  
have permission, ask someone who does. If this  
becomes a recurring situation, we can discuss  
changing your permission.

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# WORKING WITH JIRA SOFTWARE

Issues Boards Portfolio Create Search

Create Issue

Project \* Teams in Space (TIS)

Issue Type \* Bug

Summary \*

Component/s

Affects Version/s

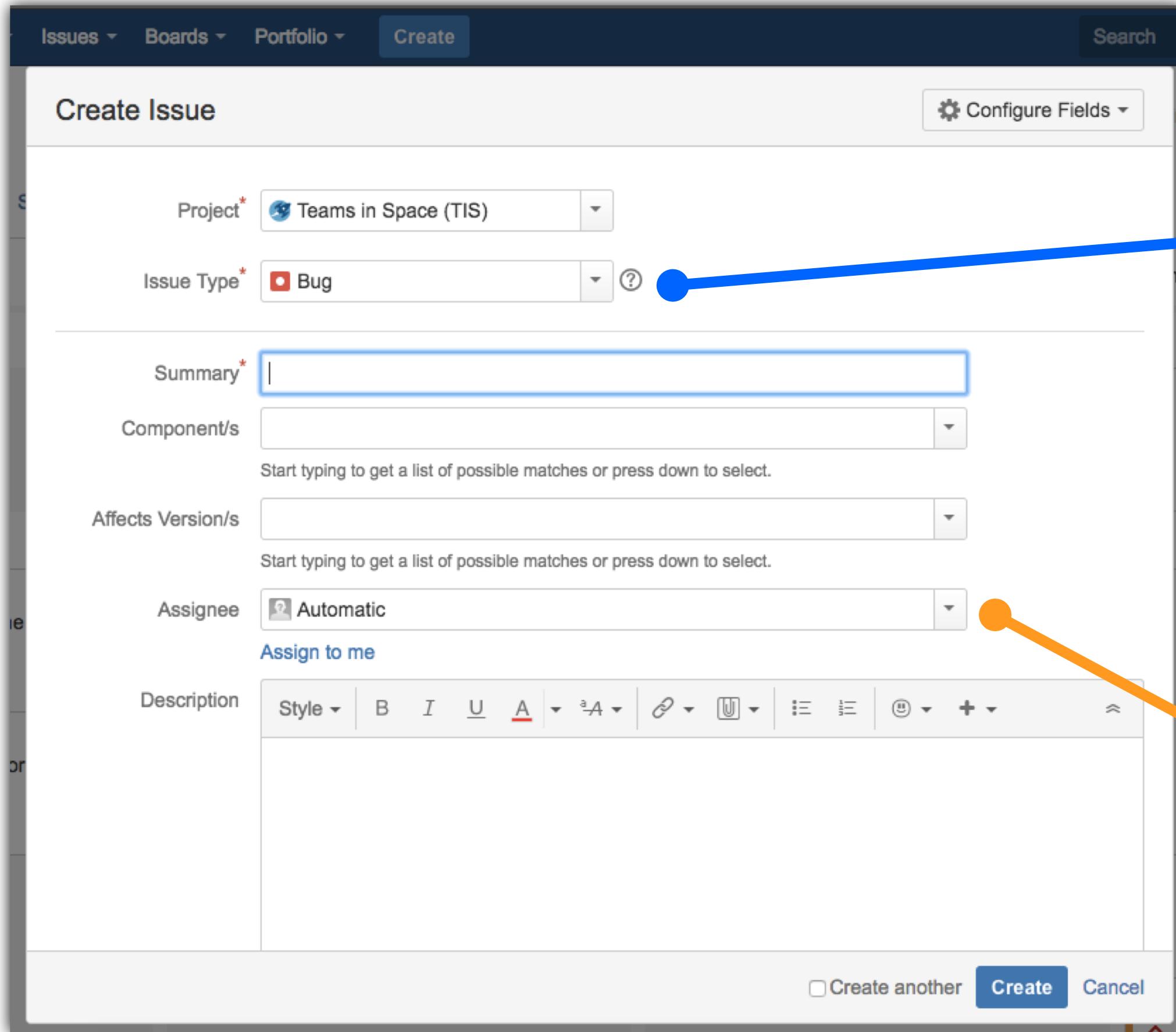
Assignee Automatic

Assign to me

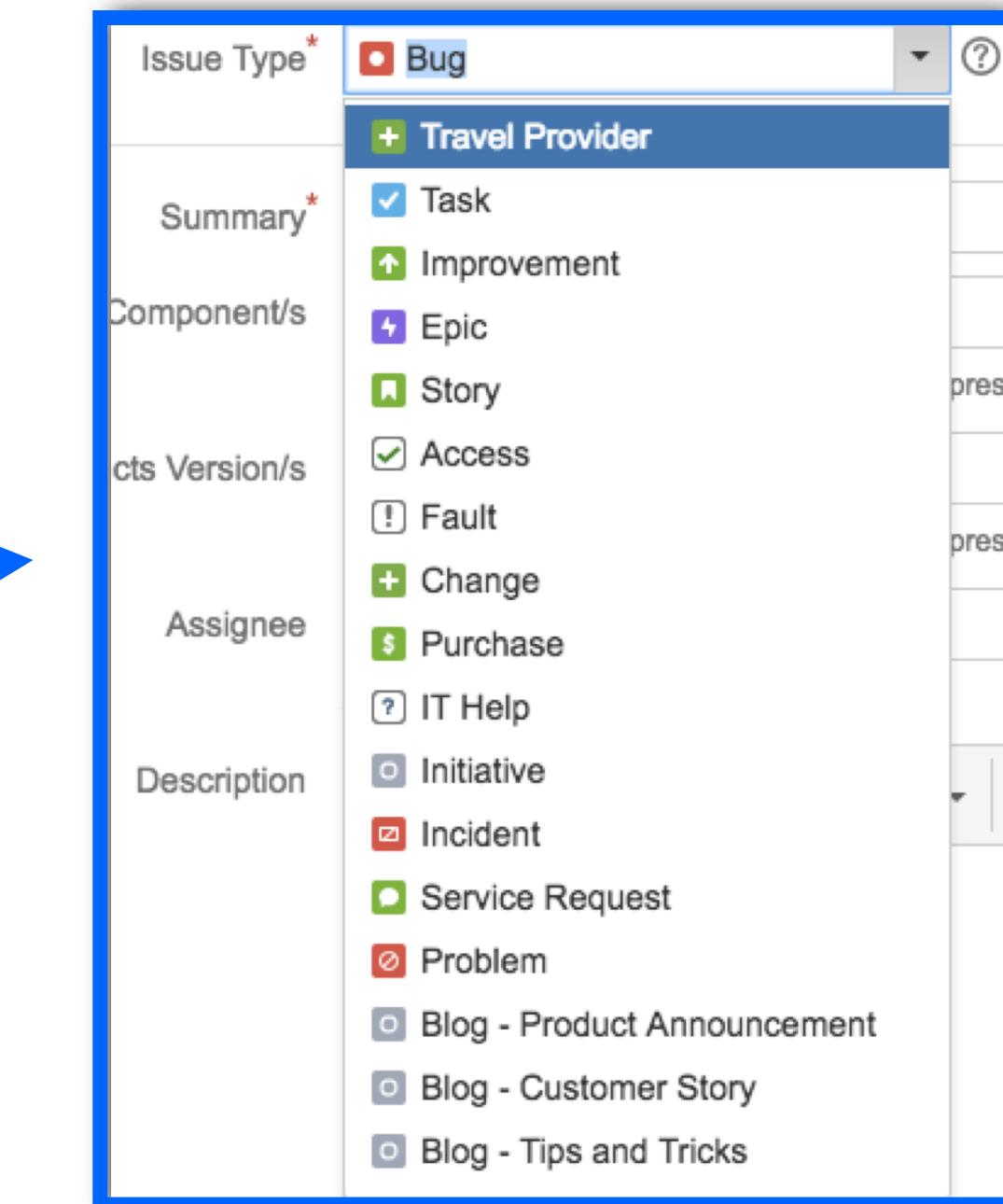
Description

Style B I U A <sup>2A</sup>

Create another  Create  Cancel



CREATING ISSUES



ASSIGNING AN ISSUE TYPE

Assignee Automatic

Assign to me

Description

Style B I U A <sup>2A</sup>

Create another

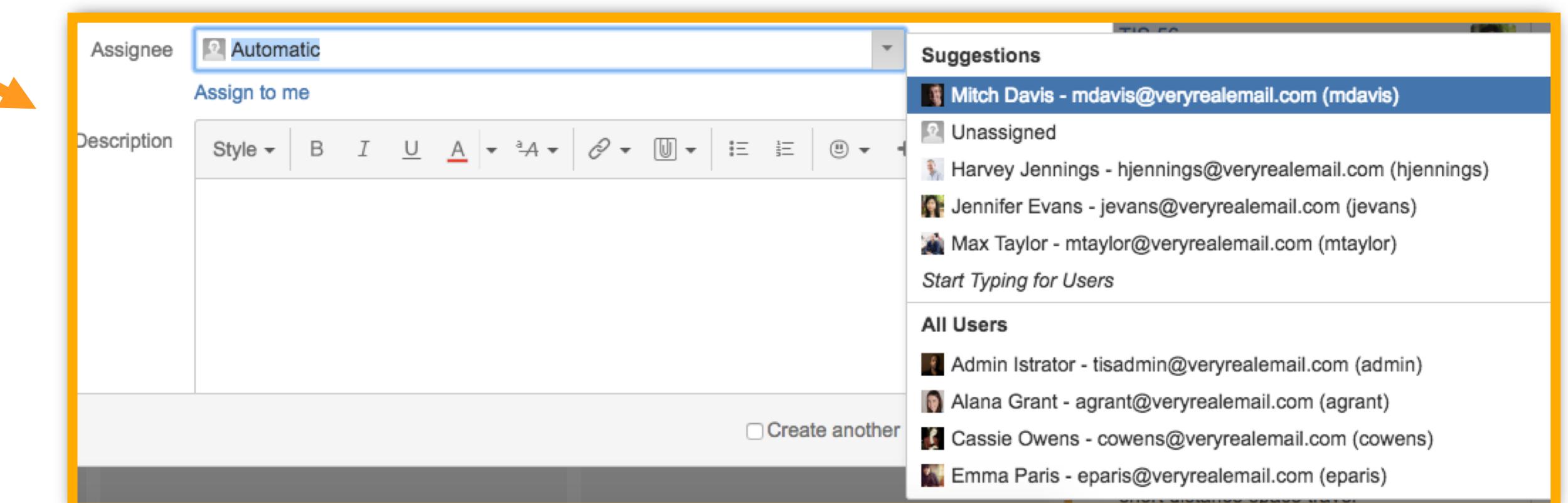
Suggestions

- Mitch Davis - mdavis@veryrealemail.com (mdavis)
- Unassigned
- Harvey Jennings - hjenning@veryrealemail.com (hjenning)
- Jennifer Evans - jevans@veryrealemail.com (jevans)
- Max Taylor - mtaylor@veryrealemail.com (mtaylor)

Start Typing for Users

All Users

- Admin Istrator - tisadmin@veryrealemail.com (admin)
- Alana Grant - agrant@veryrealemail.com (agrant)
- Cassie Owens - cowens@veryrealemail.com (cowens)
- Emma Paris - eparis@veryrealemail.com (eparis)



ASSIGNING ISSUES

# WORKING WITH JIRA SOFTWARE

Create Subtask : TIS-49

Configure Fields ▾

Issue Type \* Sub-task

Summary \*

Component/s

Affects Version/s

Assignee Automatic

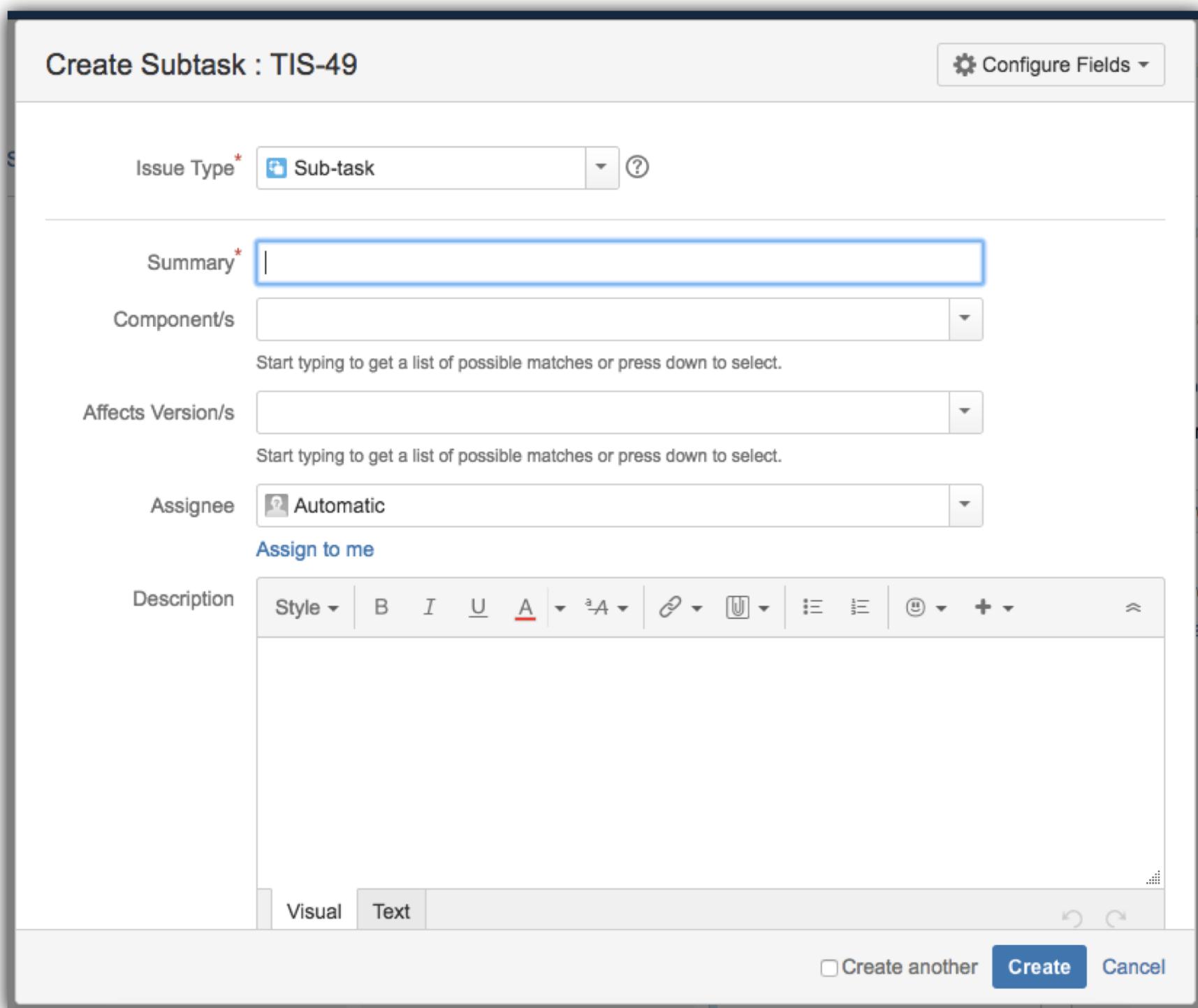
Assign to me

Description

Style B I U A <sup>3A</sup>

Visual Text

Create another  Create  Cancel



Subtasks

## Comments

1 Code Review 6 Done

TIS-8 Requesting available flights is now taking > 5 seconds SeeSpaceEZ Plus

TIS-67 Developer Toolbox does not display by default Large Team Support

TIS-56 Add pointer to main css file to instruct users to create child Large Team Support

TIS-45 Email non registered users to sign up with Teams In Space Large Team Support 2

TIS-69 Add a String anonymizer to TextUtils Large Team Support

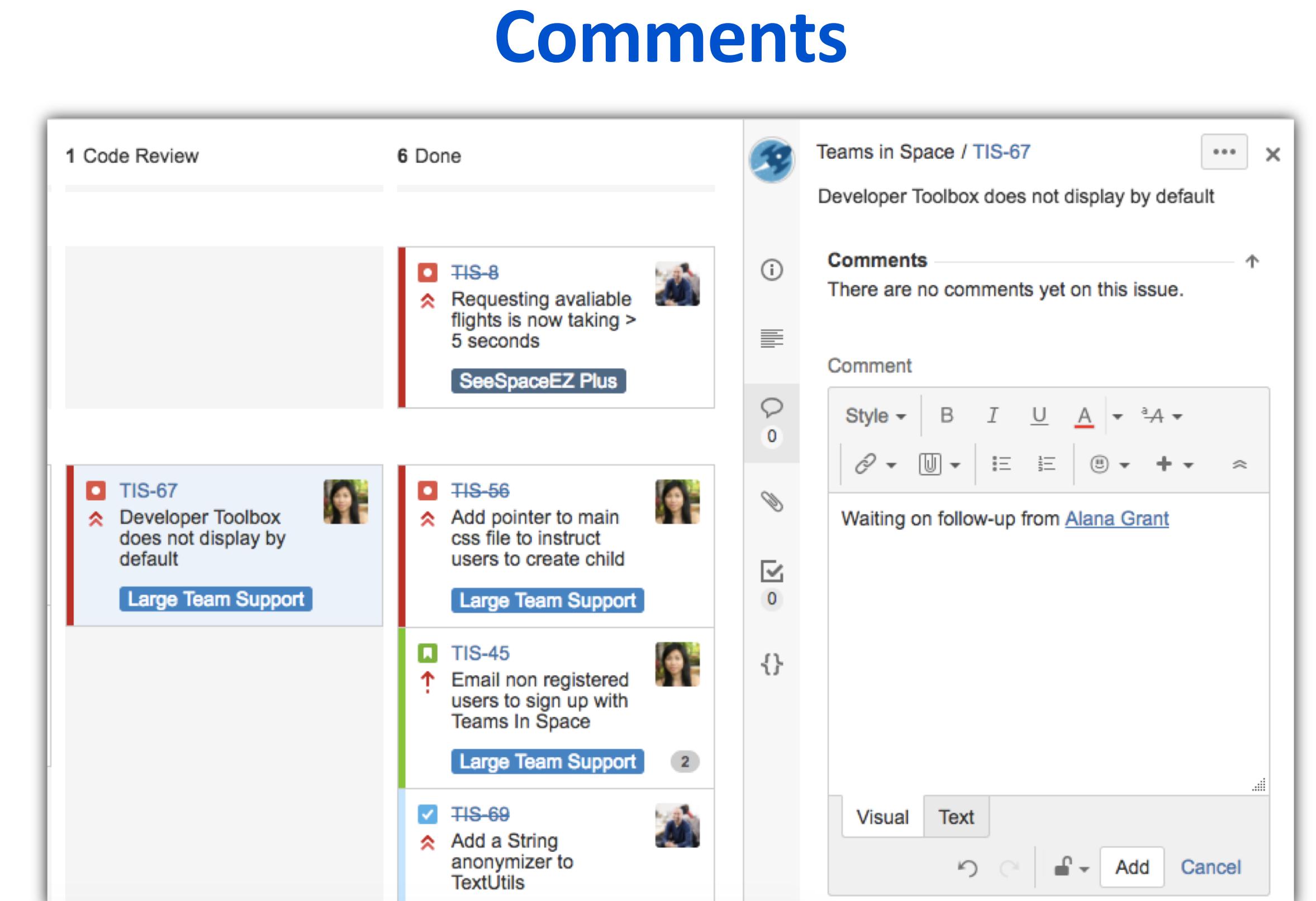
Teams in Space / TIS-67  
Developer Toolbox does not display by default

Comments  
There are no comments yet on this issue.

Comment

Style B I U A <sup>3A</sup>

Waiting on follow-up from [Alana Grant](#)



# WORKING WITH JIRA SOFTWARE

## Basic Searching



Screenshot of the Jira search interface for a filter named "Red Nerd". The search term "text ~ "Red Nerd"" is entered in the search bar. The results show 8 issues related to "Red Nerd".

T	Key	Summary	Assignee	Reporter	P	Status	Resolution	Created	Updated	Due	Fix Version/s
	ANGRY-304	Red Angry Nerd is scary	Unassigned	Bartosz Gatz	↓	Open	Unresolved	21/Mar/13	21/Mar/13		
	ANGRY-299	My red nerd is not working properly	Unassigned	Susan Griffin	↓	Open	Unresolved	15/Mar/13	15/Mar/13		
	ANGRY-158	ANGRY-13 / give the red nerd a yellow hat	Unassigned	Rosie Jameson	↑	Open	Unresolved	16/Apr/12	10/Aug/12	1.2	
	ANGRY-13	I don't like the red nerd	Unassigned	Edwin Wong	↑	In Progress	Unresolved	27/May/11	25/Feb/13	1.2	
	ANGRY-306	Red Nerd should have his mouth open on impact	Unassigned	Bartosz Gatz	↓	Open	Unresolved	21/Mar/13	05/Apr/13	31/Mar/13	
	ANGRY-35	Bug on Atlassian - Angry Nerds - Red bird should bounce not flip	Roy Krishna	Edwin Wong	↑	Resolved	Fixed	03/Jun/11	20/Jul/12	1.2	
	ANGRY-79	Fix nerd's hair-styling	Bryan Rollins	Edwin Wong	↓	Closed	Fixed	12/Jul/11	20/Jan/12	1.3	
	ANGRY-70	Some graphical glitches	Christina Bang	Edwin Wong	∅	In Progress	Unresolved	05/Jun/11	18/Sep/12	1.2	

Screenshot of the Jira search interface for a filter named "Search". The search bar contains "Contains text: ". The results show 4 issues.

T	Key	Summary	Assignee	Reporter	P	Status	Created	Updated
	SSP-38	Estimates epic	Unassigned	Andrew Lui	↓	TO DO	03/Sep/14	23/Oct/14
	SSP-37	Filters epic	Unassigned	Andrew Lui	↓	TO DO	03/Sep/14	03/Sep/14
	SSP-36	Ranking epic	Unassigned	Andrew Lui	↓	TO DO	03/Sep/14	03/Sep/14
	SSP-35	A test story	Andrew Lui	Andrew Lui	↓	TO DO	05/Jun/14	03/Sep/14

## Advanced Searching (using JQL)



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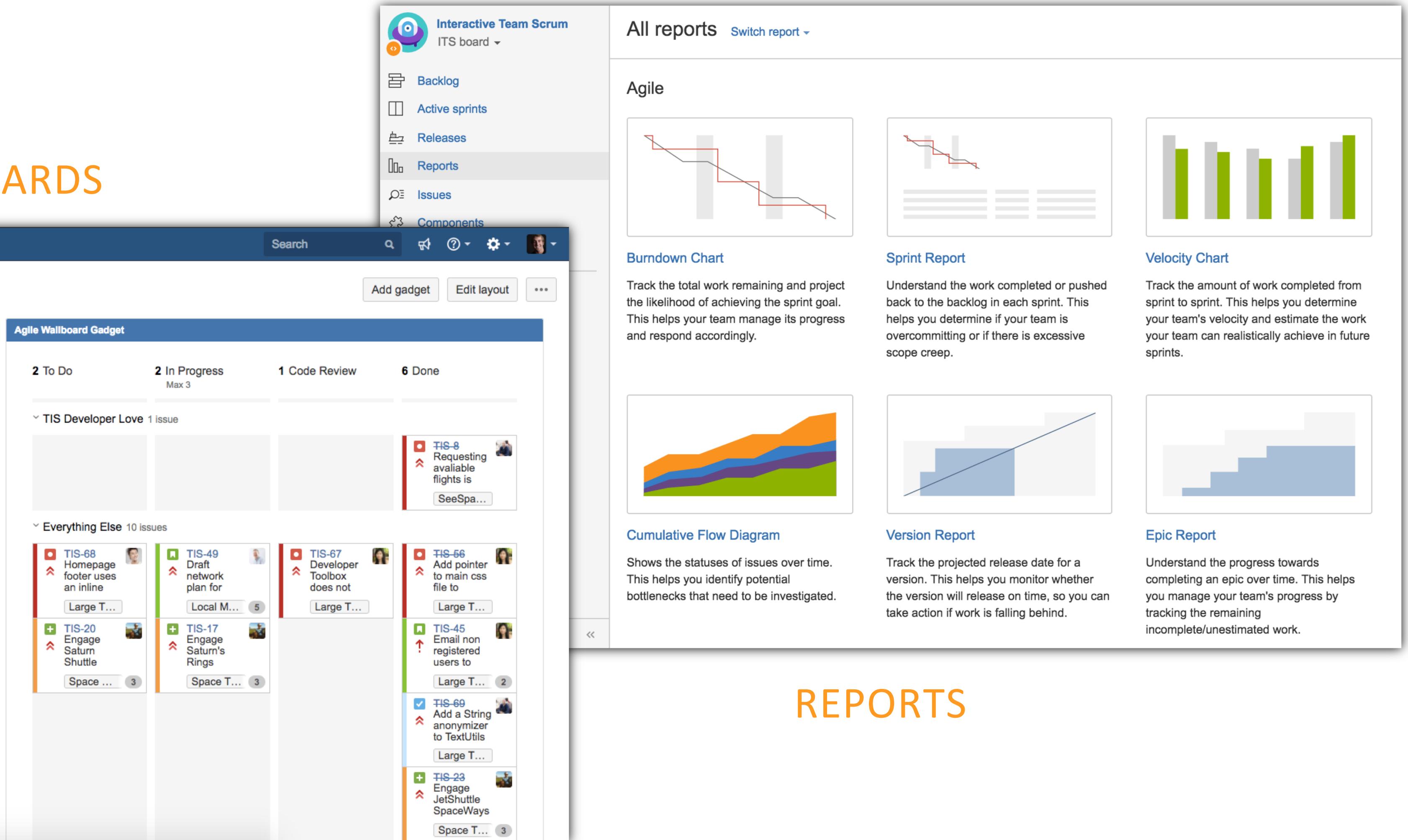
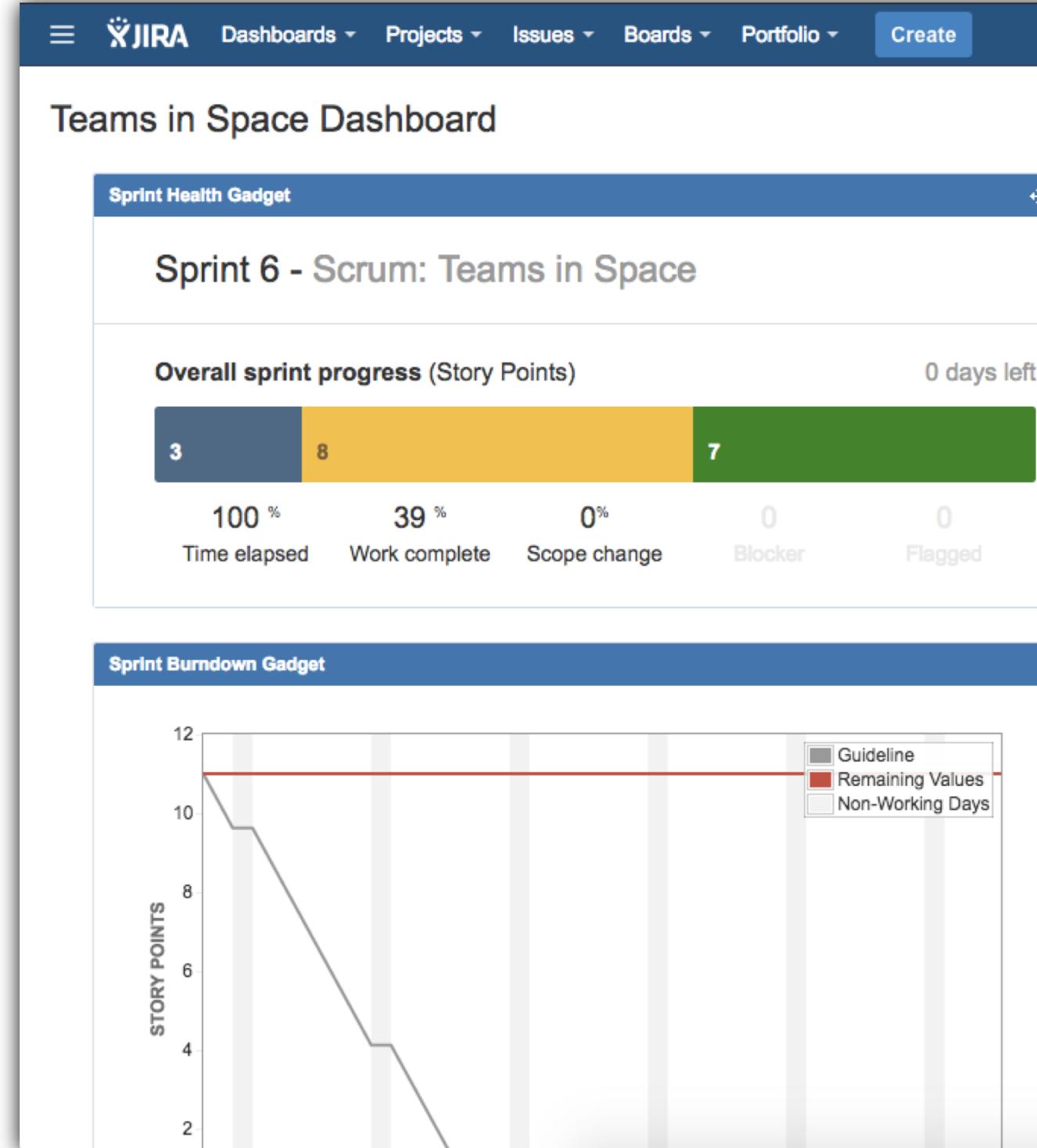
Mastering Jira Software

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# Mastering Jira Software

Bring visibility to your work via...

## DASHBOARDS



## REPORTS

# AGILE PROJECT ESTIMATING

The screenshot shows a Jira Roadmaps interface for a project named 'TIS'. The top navigation bar includes a search bar and dropdown menus for 'Projects: All', 'Releases: All', 'Teams: All', and 'Contains text'. A sidebar on the left features icons for 'Roadmaps' (selected), 'Search', '+', '?', and a user profile.

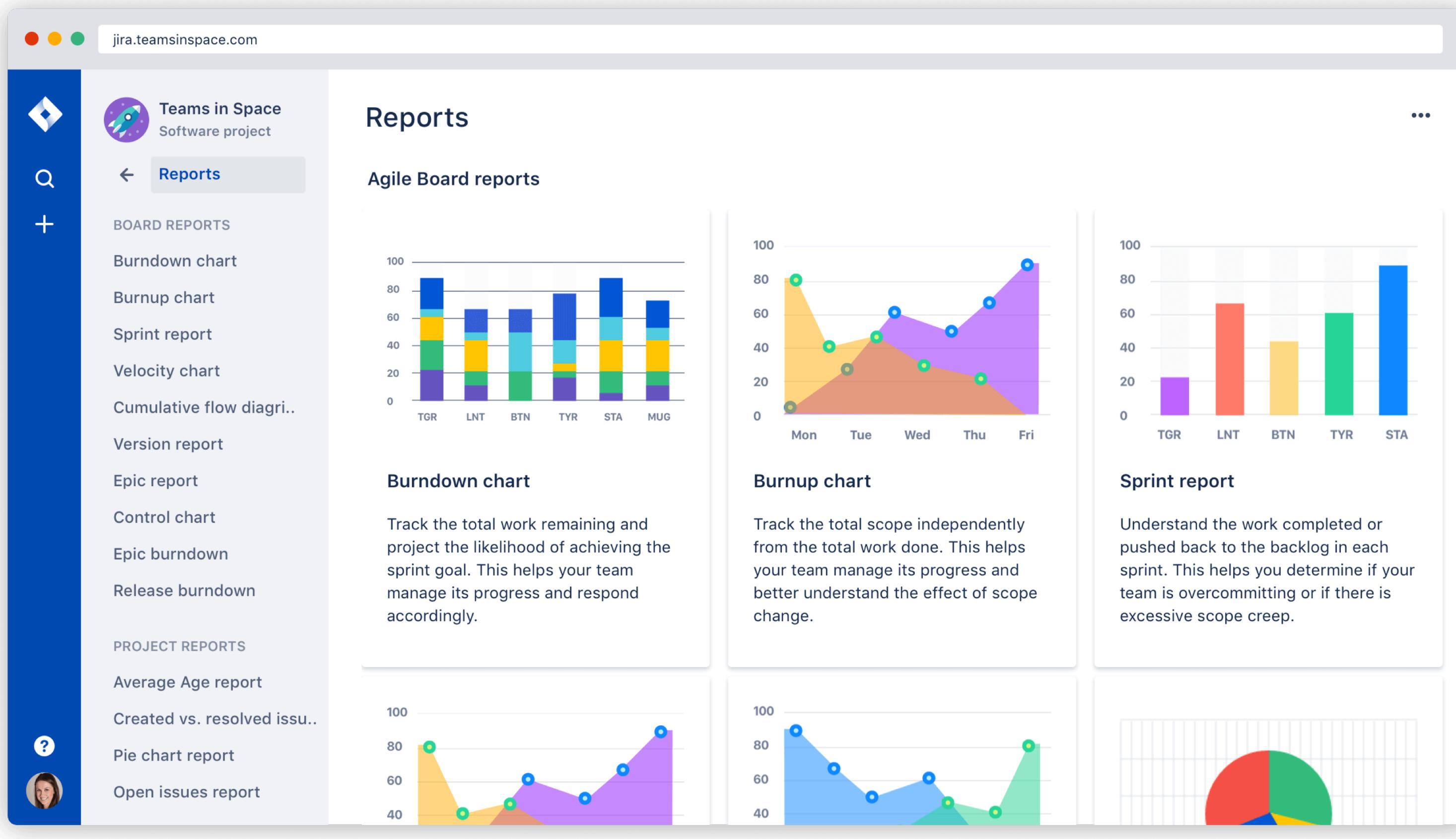
The main area displays a horizontal timeline from '24/Jul/17 - Start' to '03/Dec/15 - End'. A vertical orange line marks the 'TIS 1.0-OD' release point. A green dot indicates the current iteration, 'TIS 1.5'. The timeline is populated with several purple boxes representing tasks or stories, such as 'Engage JetShuttle SpaceWays for short dis...', 'Create 90 day plans for all departments in th...', and 'Establish a catering vendor...'. Some tasks have sub-tasks indicated by ellipses (...).

Below the timeline, a section titled 'Scope' lists five items:

#	Type	Summary
1	<input checked="" type="checkbox"/>	TIS-25 Engage Jupiter Express for outer solar system travel
2	<input type="checkbox"/>	TIS-12 Create 90 day plans for all departments in the Mars Office
3	<input type="checkbox"/>	TIS-17 Engage Saturn's Rings Resort as a preferred provider
4	<input type="checkbox"/>	TIS-20 Enable Speedy SpaceCraft as the preferred
5	<input type="checkbox"/>	TIS-15 Engage Saturn Shuttle Lines for group tours

✓ Gives agile teams a point of reference to refer back to during sprint retrospectives, to see how their team performed

# AGILE REPORTING



✓ Agile reports, such as Burndown charts, show how many "story points" are completed during the sprint.

# BACKLOG MANAGEMENT AND GROOMING

Sprint 2 3 issues

Start sprint

<input checked="" type="checkbox"/> ATMOS-25	Engage Jupiter Express for outer sola...	SPACE TRAVEL PARTNERS	 5
<input type="checkbox"/> ATMOS-37	Warranty - it's not possible to redirect...	LARGE TEAM SUPPORT	 5
<input type="checkbox"/> ATMOS-9	When requesting user details, it shoul...	SEE SPACEEZ PLUS	 5

+ Create issue

Backlog 19 issues

Create sprint

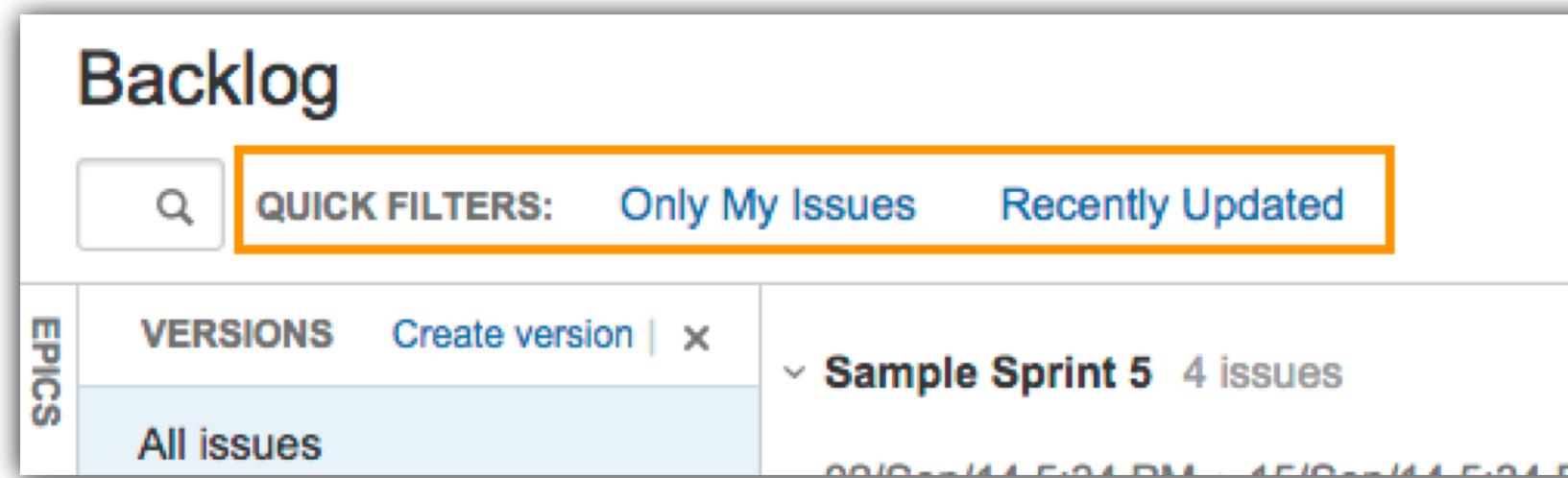
<input type="checkbox"/> ATMOS-7	After 100,000 requests, the SpaceEZ s...	SEE SPACEEZ PLUS	 5
<input type="checkbox"/> ATMOS-10	Session affinity - SessionBasedAnony...	LARGE TEAM SUPPORT	 5
<input type="checkbox"/> ATMOS-19	500 Error when requesting a reservati...	SEE SPACEEZ PLUS	 5
<input checked="" type="checkbox"/> ATMOS-41	Bad JSON data coming back from hot...	SPACE TRAVEL PARTNERS	 5

+ Create issue

✓ Helps teams achieve their long-term goals by continually adding and removing items based on the team's long-term capacity and changing business objectives

✓ Offers multi-select ranking and ordering user stories and bugs by dragging and dropping issues

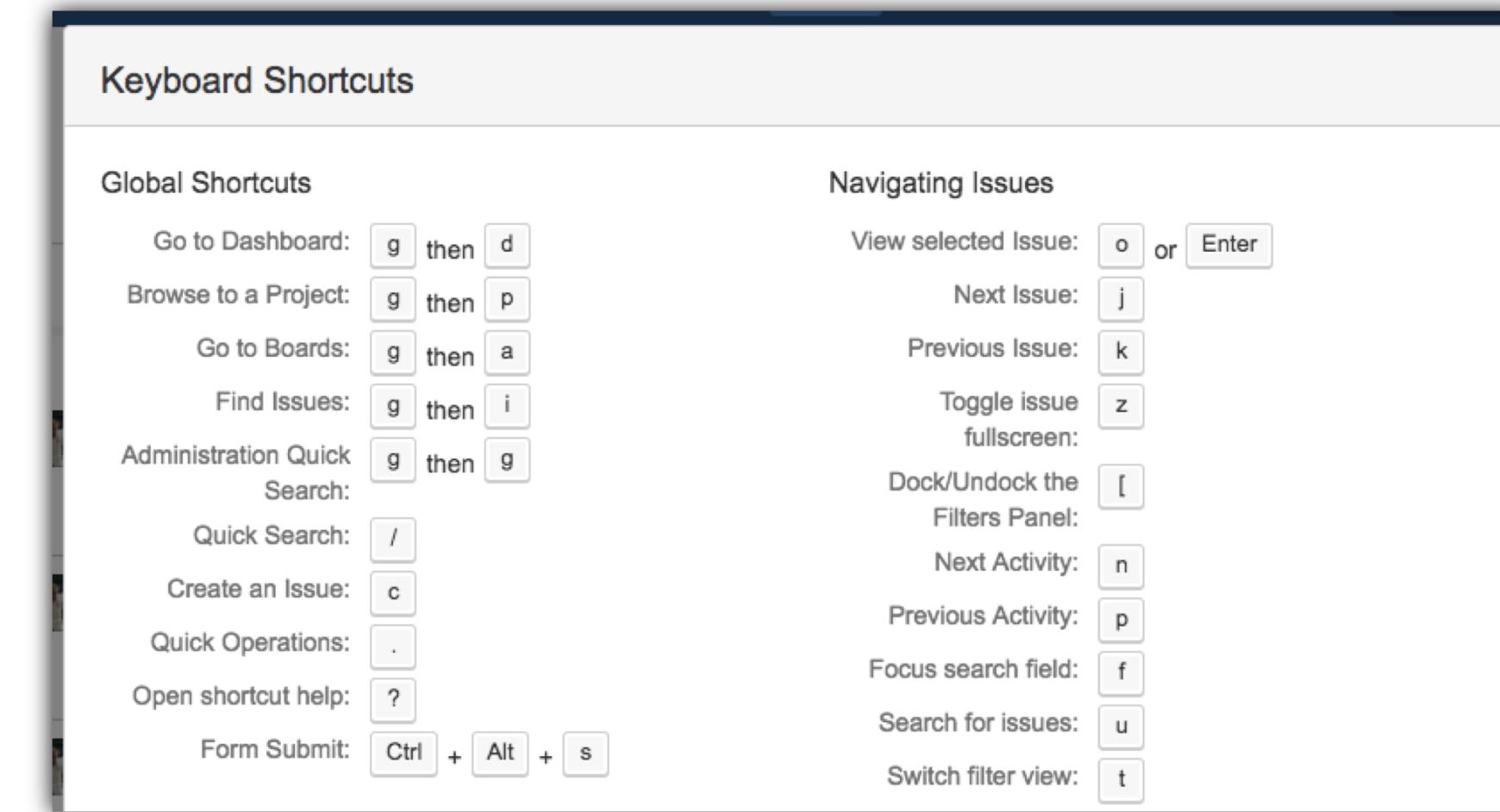
# Quick Tips



The screenshot shows the Jira Backlog interface. At the top, there's a search bar and a 'QUICK FILTERS' button containing 'Only My Issues' and 'Recently Updated'. Below this, there's a 'VERSIONS' section with a 'Create version' button. On the left, there's a sidebar labeled 'EPICS' with a dropdown menu. The main area displays a 'Sample Sprint 5' with 4 issues. A timestamp at the bottom indicates the screenshot was taken on 09/09/2016 at 14:59:24 PM.

## Filters

Quickly find issues assigned to you, or create your own custom filters



The screenshot shows the Jira Keyboard Shortcuts dialog box. It has two main sections: 'Global Shortcuts' and 'Navigating Issues'. The 'Global Shortcuts' section lists various keyboard shortcuts for navigating the application. The 'Navigating Issues' section lists additional keyboard shortcuts for navigating through issues and filters. Both sections include a small explanatory text next to each shortcut.

Category	Action	Keyboard Shortcut
Global Shortcuts	Go to Dashboard	g then d
	Browse to a Project	g then p
	Go to Boards	g then a
	Find Issues	g then i
	Administration Quick	g then g
	Search:	/
	Quick Search:	/
	Create an Issue:	c
	Quick Operations:	.
	Open shortcut help:	?
Form Submit:	Ctrl + Alt + s	
View selected Issue: o or Enter		
Next Issue: j		
Previous Issue: k		
Toggle issue fullscreen: z		
Dock/Undock the Filters Panel: [		
Next Activity: n		
Previous Activity: p		
Focus search field: f		
Search for issues: u		
Switch filter view: t		

## Keyboard Shortcuts

The ? button will pull up all the keyboard shortcuts available

# So what's next?

## Time to roll out

I will be sitting down with each team to set up separate JIRA instances for each of you

## All future work in Jira

All tasks and work items to be completed in the future will exist as issues in Jira Software.

## Our first sprint starts today

Carve out time to familiarize yourself with Jira & ask any questions you might have before then.

# Tutorials

<https://www.atlassian.com/agile/tutorials/how-to-do-scrum-with-jira-software>

<https://www.atlassian.com/agile/tutorials/how-to-do-advanced-scrum-practices-with-jira-software>

<https://www.atlassian.com/agile/tutorials/how-to-do-kanban-with-jira-software>



# Jira Software

