Part One: Theoretical Questions

1) Jira is the agile project management tool used by teams to plan, track, release and support world-class software with confidence.

Primary used of JIRA is:

I) Tracking: Helps teams understand the status of tasks at each stage of a project.
II) Planning: Helps teams align resources, deliverables, and teams to ensure projects meet deadlines.
III) Collaboration: Helps teams collaborate.
IV) Bug tracking: Helps developers locate, track, and record bugs within their projects.
V) Issue management: Helps teams manage issues.
VI) Agile project management: Supports any agile methodology, including Scrum, Kanban, and more.
VII) Product management: Helps teams customize roadmaps with projects and track progress.

VIII) Campaign planning: Helps marketing teams plan campaigns, manage activities, track deliverables, and schedule tasks.

2) I- **Epic**: is a large and complex issue that is broken down into smaller tasks or stories.
II**- Stories**: A unit of work in agile development process, used to describe a user's need or requirement.
III- **Tasks**: is a unit of work in JIRA that represent a specific action or item that needs to be completed.

3) **Workflow**: is a sequence of steps in JIRA that describes the life cycle of an issues from creation to resolution.

4) The purpose of a sprint in Jira is to track and organize the work that needs to be done in a specific time period.

   Agile sprints benefit Agile project management by increasing productivity, allowing focus on one chunk of work at a time, providing review and feedback, and reducing risk.

5) I- **Component:** is a subcategory within the project that represents a specific part of the project's functionality.
   II- Label: A tag in JIRA that is used to categorize and organize issues.
   In Jira, components and labels are used to group issues, but they have several differences:

- **Scope**
  Components are specific to a single project, while labels can be used across multiple projects.
- **Assignment**
  Project administrators typically assign components to issues, while any user with permission to edit the issue can apply labels.
- **Filtering and reporting**
  Components can filter and report issues within a project, while labels cannot.
- **Definition**
  Components are more formal labels because they originate from software components and were invented to organize computer code. Labels were intended for just about any industry, not just software development.
- **Consistency**
  Having an admin set the component ensures consistency and ease of use for users.
- **Reliability**
  Labels are less reliable than components because there is a high risk of typing errors when entering a label's name.

6) Jira's permission scheme controls what users can see and do in a project by organizing permissions into levels. When a user tries to perform an action, Jira checks the permission scheme to see if the user has the correct level of access. If the user has the correct permissions, they can complete the action, otherwise the action is blocked.

7) Issue types in Jira are used to distinguish different types of work in unique ways, allowing teams to identify, categorize, and report on their work across their Jira site. They help teams build more structure into their working process and enable them to search and sort work, track

progress, and estimate how well their team responds to bugs or completes initiatives. Jira comes with default issue types, but teams can customize them to match any method of project management they want.

In Jira, issue types are used to categorize and track different types of work items. Jira comes with a default set of issue types, but these can be customized to fit the needs of your organization.

8) Jira offers many types of reports to help visualize project trends and make data-driven decisions:
   - **i-** **Agile reports**: Help you understand your team's velocity, identify bottlenecks, and predict future performance.
   - **ii-** **DevOps reports**: Help you understand your deployment pipeline and frequency to streamline the product lifecycle.
   - **iii-** **Issue analysis reports**: Help you understand what your team is working on and how they're keeping up.
   - **iv-** **Forecast and management reports**: Help you evaluate your team's capacity and predict future performance.
   - **v-** **Control charts**: Map data over time to determine your team's cycle time.
   - **vi-** **Created vs. resolved charts**: Compare incoming work with finished work over a given period of time.
   - **vii-** **Burndown charts**: Visualize and measure daily completed work against intended deadlines.
   - **viii-** **Sprint reports**: Measure progress mid-sprint and in retrospect.
   - **ix-** **Single level group by reports**: Group issues by a particular field to see the overall status of each group.

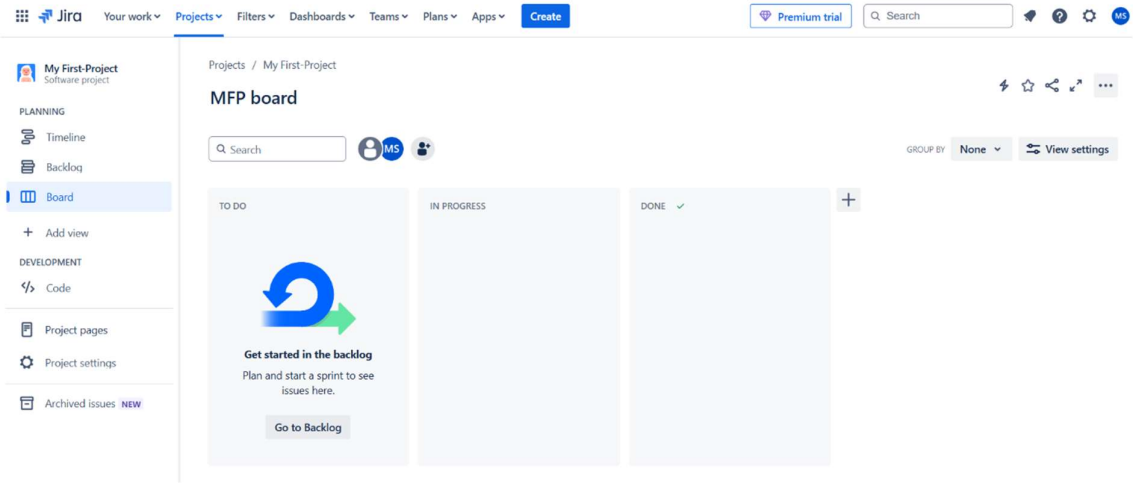
9) The role of Board in Jira is to visualize the representation of issues in project or a set of projects.
   A board accompanies each Jira project by default and provides the team with a shared view of all work that hasn't started, work that is in progress, and work that is completed.

10) Backlog: is a list of outstanding user stories, bugs and features for a product or sprint.

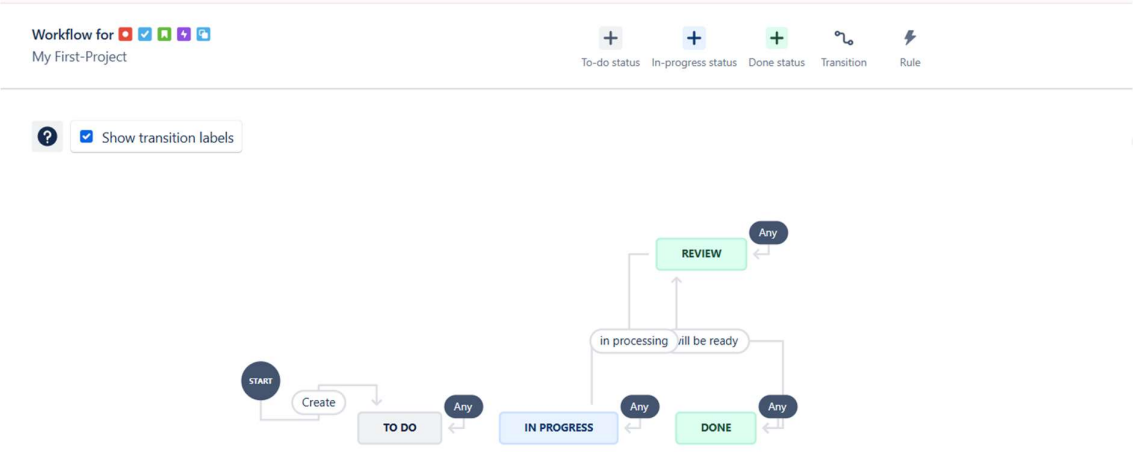
It is used in a Scrum project to manage tasks, subtasks, and transition flows.

Part Two: Pictures of practical Questions:

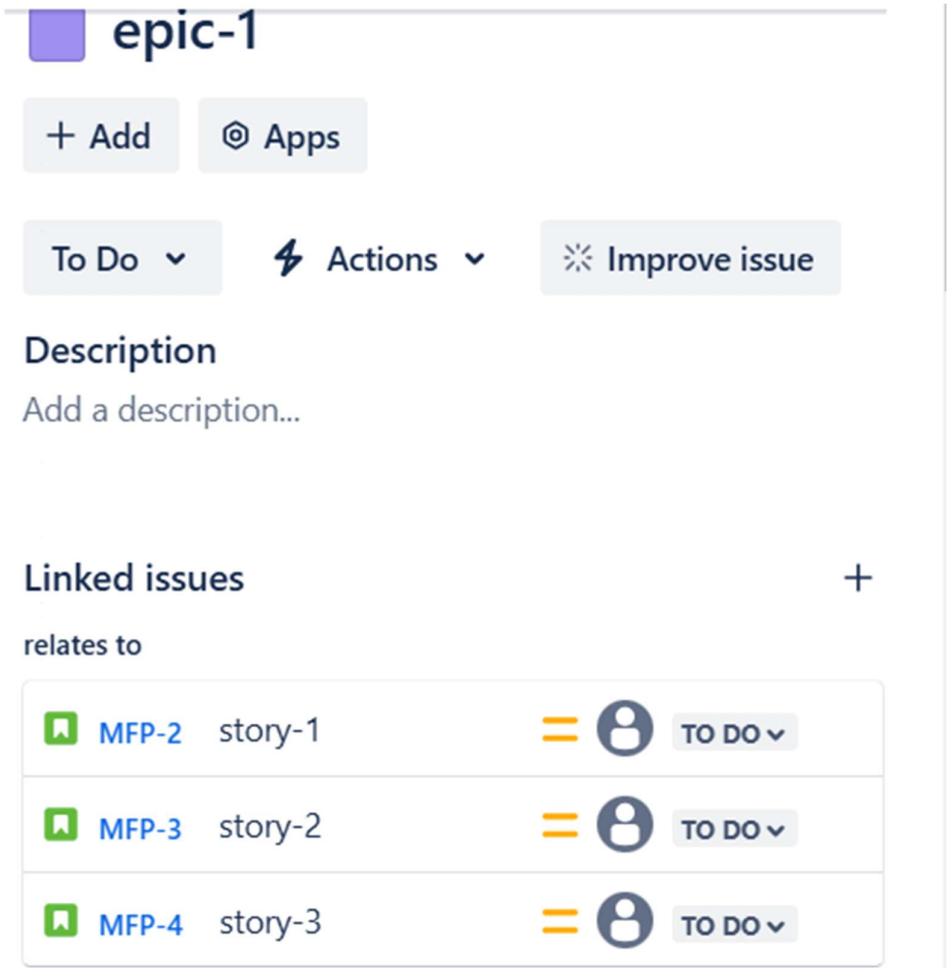
Step 1: create a project and named my First project.



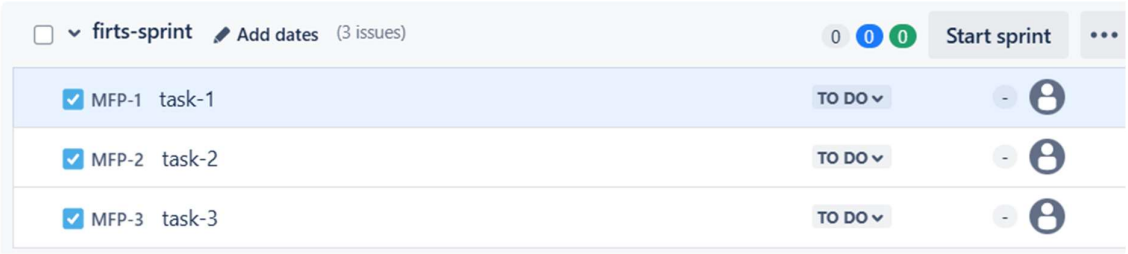
Step 2: i added a workflow.



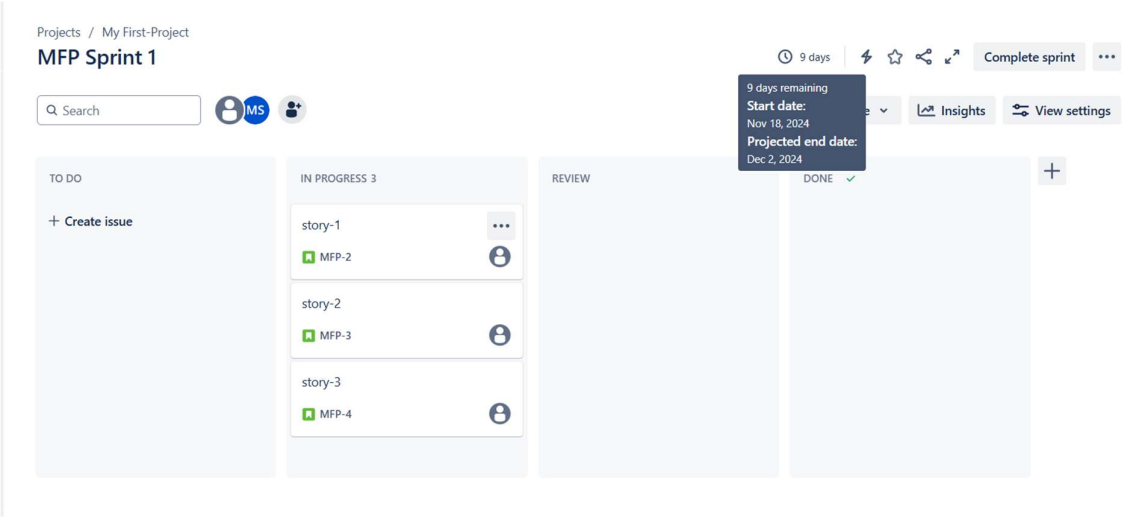
Step 3: i added an epic and i linked three stories to the epic.



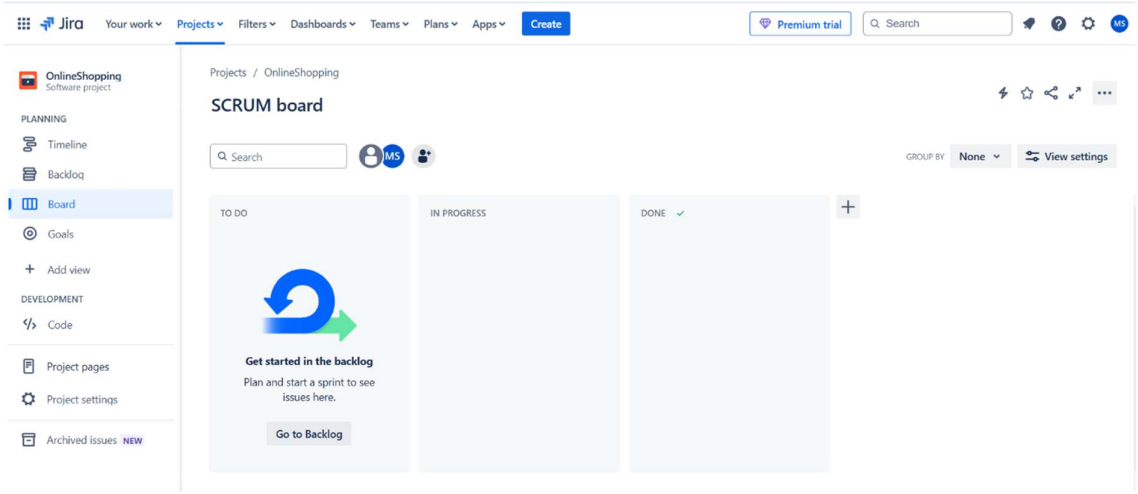
Step 4: i created a sprint and added tasks to it.



Step 5: i demonstrated how to start and end the sprint in Jira.

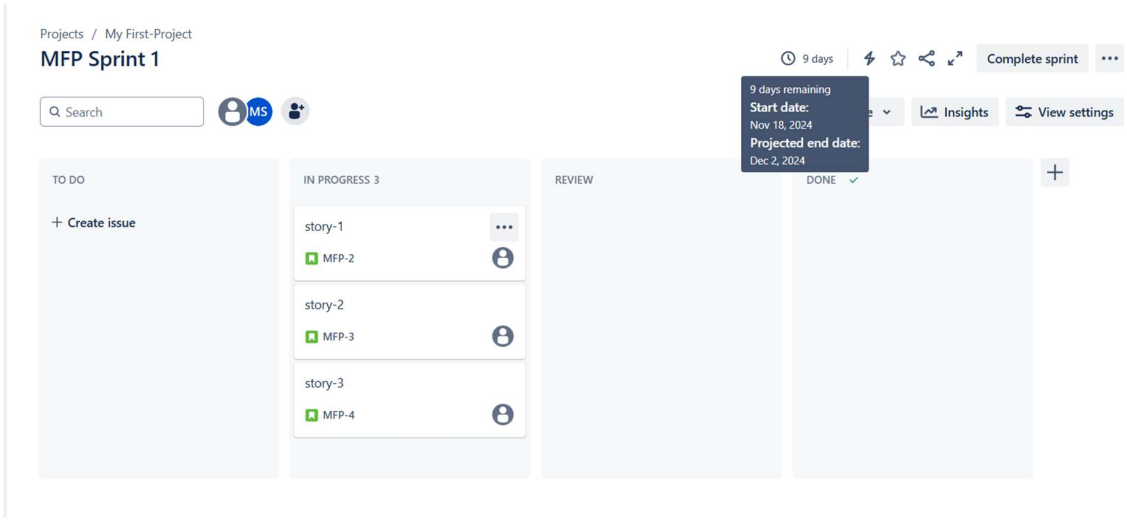


Step 6: i created a custom dashboard.

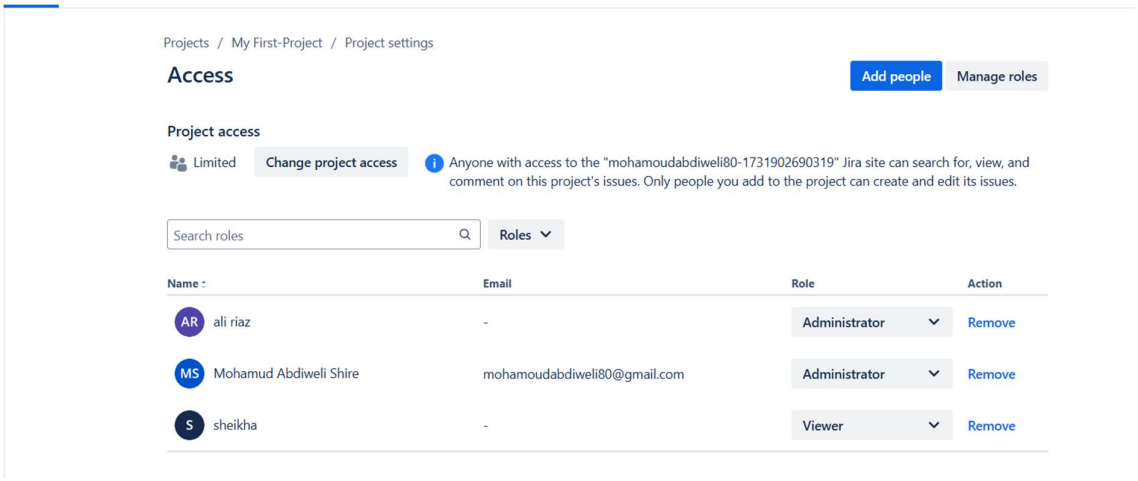


Step 7: i displayed a sprint's burndown chart.

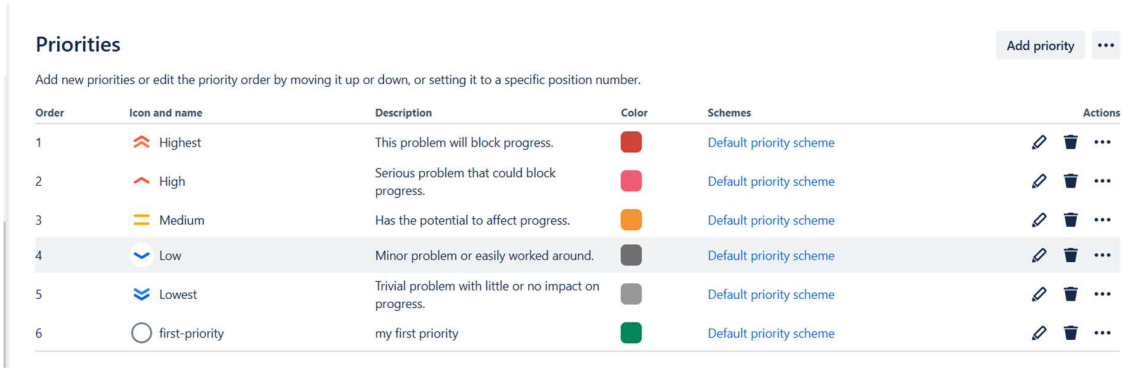
Step 8: i shifted some of the project status from to-do to progress.



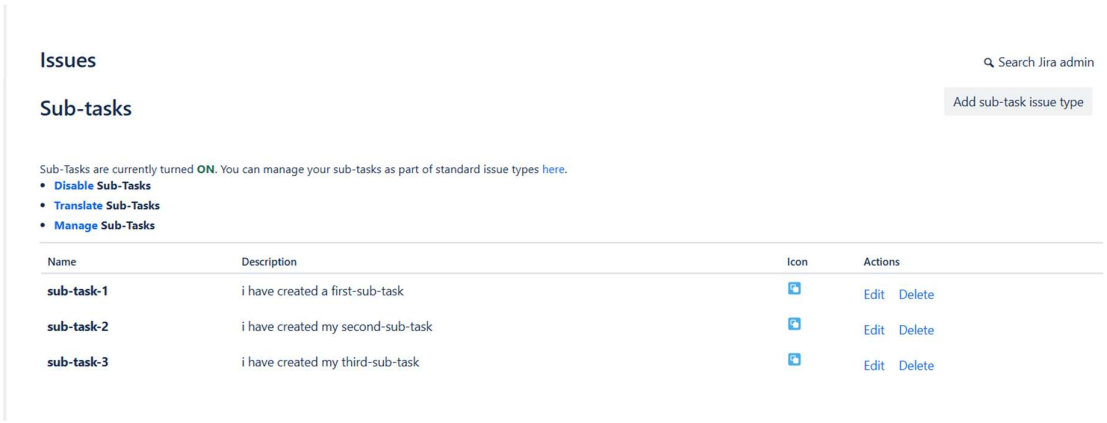
Step 10: i Assigned a task to a team member.



Step 11: i set a priority level.



Step 12: i created a sub-task.



Issues

Search Jira admin

Sub-tasks

Add sub-task issue type

Sub-Tasks are currently turned **ON**. You can manage your sub-tasks as part of standard issue types here.

- **Disable Sub-Tasks**
- **Translate Sub-Tasks**
- **Manage Sub-Tasks**

Name	Description	Icon	Actions
sub-task-1	i have created a first-sub-task		Edit Delete
sub-task-2	i have created my second-sub-task		Edit Delete
sub-task-3	i have created my third-sub-task		Edit Delete