

## **Jira Align - Cheat Sheet / Interview Questions & Answers**

### **1. What is Jira Align and how does it support Agile at scale?**

Jira Align connects strategy to execution by offering real-time visibility across the enterprise. It supports SAFe, LeSS, and other scaling frameworks.

### **2. How does Jira Align differ from Jira Software?**

Jira Software supports team-level agile practices; Jira Align connects those teams to portfolio and strategy layers with integrated data and views.

### **3. Explain the hierarchy of work items in Jira Align.**

Strategic Theme > Epic > Capability (optional) > Feature > Story > Task.

### **4. How is PI Planning conducted using Jira Align?**

Teams use Jira Align to plan Features across Iterations, align capacity, visualize dependencies, and set PI Objectives with confidence votes.

### **5. What key metrics do you track in Jira Align?**

Program Predictability, Load vs Capacity, PI Progress, Business Value Achievement, Lean Metrics, and OKR tracking.

### **6. How do you map Jira Epics and Stories into Jira Align?**

Jira Epics map to Features; Stories map directly. Synchronization ensures consistent status updates and reporting.

### **7. What key SAFe roles are supported by Jira Align?**

Product Owner, Product Manager, Scrum Master, RTE, Business Owner, Epic Owner, Portfolio Manager.

### **8. How do you use Jira Align to support Lean Portfolio Management?**

Using Epic intake Kanban, WSJF scoring, guardrails, and investment tracking tied to Strategic Themes and OKRs.

### **9. How does Jira Align help manage strategic themes and OKRs?**

By linking them to work items and showing traceable progress toward strategic outcomes.

### **10. What is the purpose of the Epic Kanban board?**

To visualize Epic status through Funnel, Review, Analysis, and Implementation phases.

**11. How do you prioritize Features and Epics?**

Using WSJF, strategic value, and dependency impact.

**12. How do you track strategic goal progress?**

Link Features and Epics to OKRs and review real-time progress dashboards.

**13. How do you manage PI Objectives?**

Teams define and link PI Objectives to Features and assess business value and confidence.

**14. How are dependencies managed?**

Jira Align allows creating, committing to, and visualizing cross-team dependencies.

**15. How do you manage team capacity?**

Use velocity history, account for holidays, and adjust Iteration capacity accordingly.

**16. What is the Program Predictability report?**

A comparison of planned vs actual business value delivered across teams in a PI.

**17. How do you use Jira Align for Inspect & Adapt?**

Analyze predictability, delivery issues, and improvement items logged during retrospectives.

**18. How do you handle resistance to Jira Align adoption?**

Through role-based training, value demonstrations, and involving teams in configuration.

**19. Can Jira Align handle cross-ART dependencies?**

Yes. Dependency tracking works across teams, ARTs, and portfolios.

**20. How do you drive continuous improvement using Jira Align?**

By analyzing Lean Metrics and incorporating them into retrospectives and action plans.

**21. How is work estimated in Jira Align?**

Typically through points for Stories and T-shirt sizing for Features or Epics.

**22. How are sprints configured?**

Sprints (Iterations) are created at the team level and aligned with the program cadence.

**23. How are release vehicles managed?**

Release Vehicles bundle Features for delivery and can be mapped to sprints or calendar milestones.

**24. How does Jira Align support SAFe 6.0?**

Supports all SAFe configurations and roles, including full LPM, ART synchronization, and OKRs.

**25. What are value streams in Jira Align?**

Organizational constructs representing product or solution delivery paths.

**26. How are ARTs configured?**

ARTs (Agile Release Trains) are composed of teams grouped under a Program in Jira Align.

**27. How do Features get approved?**

Via the backlog and prioritization process, optionally using a Feature approval flow.

**28. What dashboards are available?**

Portfolio Room, Program Room, Team Room, Strategy Room, PI Progress, Risk ROAM, and Lean Metrics.

**29. How do you use the Strategy Room?**

Track strategic initiatives, OKRs, and investment allocations.

**30. What is the Team Room used for?**

Daily management of backlog, sprint progress, impediments, and team performance.

**31. How does Jira Align manage financials?**

Epics and Capabilities can track estimated and actual costs based on effort, time, or external data.

**32. What integration options are available?**

Jira Software, ADO, and other tools via API or connector.

**33. How are Features linked to stories?**

Via decomposition—one Feature maps to multiple Stories distributed across teams.

**34. What is the Importance of WSJF?**

It enables economic prioritization by scoring based on value, time criticality, risk, and job size.

**35. Can you customize work item types?**

Yes. Labels, custom fields, and workflow states can be configured.

**36. What types of reports can be exported?**

Jira Align supports Excel, PDF, and real-time dashboard exports.

**37. How does roadmap management work?**

Roadmaps in Jira Align show time-phased delivery of Features, Epics, and Objectives.

**38. What are theme-level planning benefits?**

Ensures all work aligns to business strategies and enables funding conversations.

**39. How is backlog refinement supported?**

Features and Stories can be estimated, assigned, and ranked in real time.

**40. How do you support ART Syncs using Jira Align?**

Use Program Room views to highlight status, blockers, risks, and team progress.

**41. How do you configure teams?**

Define their method (Scrum, Kanban), map to programs, and link to Jira boards.

**42. What is the Program Board's role?**

Visualizes when Features will be delivered and where dependencies exist.

**43. What are Confidence Votes?**

Team scores (1–5) assessing confidence in PI success, captured during planning.

**44. How are risks tracked?**

Via the ROAM model: Resolved, Owned, Accepted, Mitigated.

**45. What is the Lean Metrics dashboard?**

Provides WIP, cycle time, throughput—used for flow optimization.

**46. How do you manage shared services?**

Configure as separate teams and account for capacity across ARTs.

**47. What is the Portfolio Room?**

A high-level view showing Epic progress, funding, and alignment to strategy.

**48. How are OKRs tracked?**

Linked to Epics and Features. Status is updated as work progresses.

**49. How do you track unplanned work?**

Jira Align flags work added mid-PI to highlight scope changes.

**50. How do you prepare for PI Planning?**

Backlog refinement, dependency identification, syncing Jira and Align, setting capacity, and entering draft objectives.

---

## **Jira Align Training Cheat Sheet**

### **Work Item Hierarchy**

- Strategic Theme
- Epic (Portfolio-level)
- Capability (optional)
- Feature (Program-level)
- Story
- Task

### **Key Use Cases**

- PI Planning across ARTs
- Portfolio Kanban and Epic intake
- Lean Budgeting and Investment Guardrails
- OKR alignment

- Dependency and Risk Management
- Real-time reporting

### **Key Boards and Views**

- Program Board (PI Planning)
- Dependency Map
- Portfolio Room
- Strategy Room
- Team Room
- Risk ROAM Board
- Epic Kanban

### **Integration with Jira Software**

- Jira Epics → Jira Align Features
- Jira Stories → Jira Align Stories
- Sprints (Iterations) are synced
- Bi-directional updates and field mapping available