

Introduction to Jira

What is Jira?

Jira is a **project management and issue tracking tool** developed by Atlassian, widely used in software development, IT service management, and business process tracking. It's popular for:

- **Agile Project Management** (Scrum, Kanban)
- **Bug & Issue Tracking**
- **Workflow Customization**
- **Team Collaboration**

Key Features:

- Supports **custom workflows**
 - Integration with **CI/CD tools** (Jenkins, GitHub, Bitbucket)
 - **Dashboards** and **Reports**
 - **Permissions** and **Roles** for secure project management
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2. Key Jira Concepts

2.1 Project

- A **Project** in Jira is a collection of issues, workflows, and settings grouped for a team or goal.
- Projects can be:
 - **Team-managed** (simpler, managed by the team itself)
 - **Company-managed** (more control by Jira Admins)

Example:

- **Project Name:** "E-Commerce Platform Development"
 - **Key:** `ECP`
 - Contains issues like `ECP-1` (Setup Database), `ECP-2` (Create Login Page).
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2.2 Workflow

A **Workflow** defines the **life cycle of an issue** — the steps it goes through from creation to completion.

Basic Workflow Example (Software Development):

To Do → In Progress → In Review → Done

Advanced Workflow Example:

Backlog → Ready for Development → In Development → Code Review → Testing → Done

Each step in the workflow is called a **Status**, and transitions define how you move from one status to another.

2.3 Issues

An **Issue** in Jira is a task, bug, story, or epic you track in a project.

Types of Issues:

- **Story** – A user requirement.
- **Bug** – A defect to fix.
- **Task** – A work item.
- **Epic** – Large work item containing multiple stories.
- **Sub-task** – Smaller task within a larger task.

Example:

- Story: “As a user, I want to log in with Google so that I can sign in quickly.”
 - Bug: “Login with Google fails when using Firefox.”
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3. Creating Projects and Users

Step 1: Create a Project

1. Log in as **Jira Admin**.
2. Go to **Projects** → **Create Project**.
3. Choose a template (e.g., Scrum, Kanban, Bug Tracking).
4. Name your project (e.g., `School Management System`).
5. Assign a project key (e.g., `SMS`).
6. Choose **Team-managed** or **Company-managed**.
7. Click **Create**.

Live Scenario:

- A software company starts a new project for "**Online Banking App**". They create a Jira project named **BankingApp** with Scrum template for agile sprint management.
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Step 2: Create Users

1. Go to **Jira Administration** → **User Management**.
2. Click **Invite Users**.
3. Enter their email addresses.
4. Assign roles (e.g., Administrator, Developer, Tester).
5. Click **Send Invitation**.

Live Scenario:

- Invite:
 - Product Owner (access to backlog and reports)
 - Developers (can transition issues, log work)
 - QA Testers (can update bug statuses)
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4. Creating Issues in Jira

Step 1: Create an Issue

1. Open your project.
2. Click **Create** (top navigation).
3. Select **Issue Type** (Story, Bug, Task, Epic).
4. Fill in:
 - **Summary:** “Implement Student Registration Form”
 - **Description:** “Create a form with fields: Name, Age, Class, Email.”
 - **Assignee:** Developer’s name.
 - **Priority:** High.
5. Click **Create**.

Live Scenario:

In the **School Management System project**,

Create:

- **Story:** SMS-101 — “Implement Student Registration Form”
 - **Bug:** SMS-102 — “Form submission fails when Email is missing”
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5. Creating Subtasks

Subtasks break an issue into smaller pieces.

Step-by-step:

1. Open an existing **Story** or **Task**.
2. Click **More** → **Create Sub-task**.
3. Fill:
 - **Summary:** “Design Registration Form UI”
 - **Assignee:** Frontend Developer.
4. Create other subtasks:
 - “Validate Form Fields” (assigned to QA)
 - “Connect Form to Backend API” (assigned to Backend Dev)

Example:
Main Story: SMS-101 — Implement Student Registration Form

- Subtask 1: SMS-101-1 — Design UI
- Subtask 2: SMS-101-2 — Form Validation
- Subtask 3: SMS-101-3 — API Integration

6. Live Project Example

Let’s take a **real-world example** for clarity.

Project: E-Commerce Website Development (ECOM)
Workflow: Backlog → In Progress → Testing → Done

Issues Created:

Key	Type	Summary	Status
ECOM-1	Epic	User Authentication Module	Backlog
ECOM-2	Story	Login Page UI	In Progress
ECOM-3	Bug	Fix password reset issue	Testing
ECOM-4	Task	Configure Payment Gateway	Backlog
ECOM-5	Story	Implement Product Search	Backlog

Subtasks Example:

- For ECOM-2 (Login Page UI):
 - ECOM-2-1 — Create HTML/CSS Design (Frontend Dev)
 - ECOM-2-2 — Integrate with Backend API (Backend Dev)
 - ECOM-2-3 — Testing (QA)