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Hands-On Lab Exercise for Module 3: Enhancing Collaboration in Federal Contracting

Timeframe:

This exercise is designed to take approximately 30 minutes, providing hands-on experience with GitHub's collaborative features tailored to the nuances of federal contracting projects.

Scenario:

Collaborating on a Federal Environmental Project

You are part of a team managing an environmental project involving various stakeholders. The project requires efficient task management, clear communication, and transparent documentation. Using GitHub's collaboration tools, you'll enhance teamwork and project tracking.

Starting Point:

1. **Access Your GitHub Account:**
   - Visit GitHub and sign in with your credentials.
   - Find the "GitHubFederalContractingCourse" repository you previously forked and click on it to open.
2. **Navigate to the Module 3 Folder:**
   - Inside the repository, locate and click on the 'Module_3' folder visible in the file list.

Step-by-Step Lab Exercise Instructions:

1. **Understanding and Creating Issues:**
   - Click the "Issues" tab, located in the tab list just below the repository name.
   - Press the green "New issue" button on the right side.
   - Title the issue as "Update Environmental Impact Report" and describe the need to update the report with recent findings.
   - On the right-hand side, assign the issue to yourself under "Assignees" and label it as "documentation" and "urgent" using the "Labels" section.
   Click the green "Submit new issue" button at the bottom.

2. **Utilizing Project Boards for Task Management:**
   - Go to the "Projects" tab at the top of the repository page.
   - Open the existing project named "Documentation Workflow" by clicking on its name.
   - In the "To Do" column, click "Add a card" at the bottom, and type "Review Environmental Regulations" as the note and press "Add."
   - Click on the '...' on the card and select "Convert to issue," fill out the details, and assign it to a relevant team member.

3. **Mastering Pull Requests for Collaborative Editing:**
   - Ensure you are on the 'main' branch by checking the branch selector dropdown near the top of the file list.
   - Click the "Add file" button above the file list and select "Create new file."
   - Name your file "Environmental_Impact_Report.md." Add some placeholder text like "# Environmental Impact Report" to start the document.
   - At the bottom of the page, select "Create a new branch for this commit and start a pull request." Name your branch "edit-environmental-report" and click "Propose new file."
   - On the new pull request page, add a comment explaining the changes and click "Create pull request."

4. **Enhancing Communication with Labels and Milestones:**
   - Return to the "Issues" tab and click on the issue you created earlier.
   - To add a milestone, click on the right sidebar where it says "Milestone" and select "New milestone." Name it "Project Phase 1" and save.
   - Use the "Labels" section in the sidebar to add additional categorizations like "high-priority" or "awaiting-review."

5. **Reviewing and Merging Changes:**
   - Navigate to the "Pull requests" tab at the top of the repository page.
   - Click on the pull request you initiated earlier titled "edit-environmental-report."
   - Scroll through the pull request, reviewing any comments or checks. Once satisfied, click "Merge pull request" followed by "Confirm merge" to finalize the changes.

Conclusion and Review:

- Ensure that the repository accurately reflects all the actions you've performed, including created issues, updated project boards, and merged pull requests.
- Consider how these actions facilitate better management and collaboration within the scope of federal contracting.
- Reflect on any additional features or workflows that could further enhance collaboration in your projects.