JIRA Cloud

Planning & Working on a Software Project

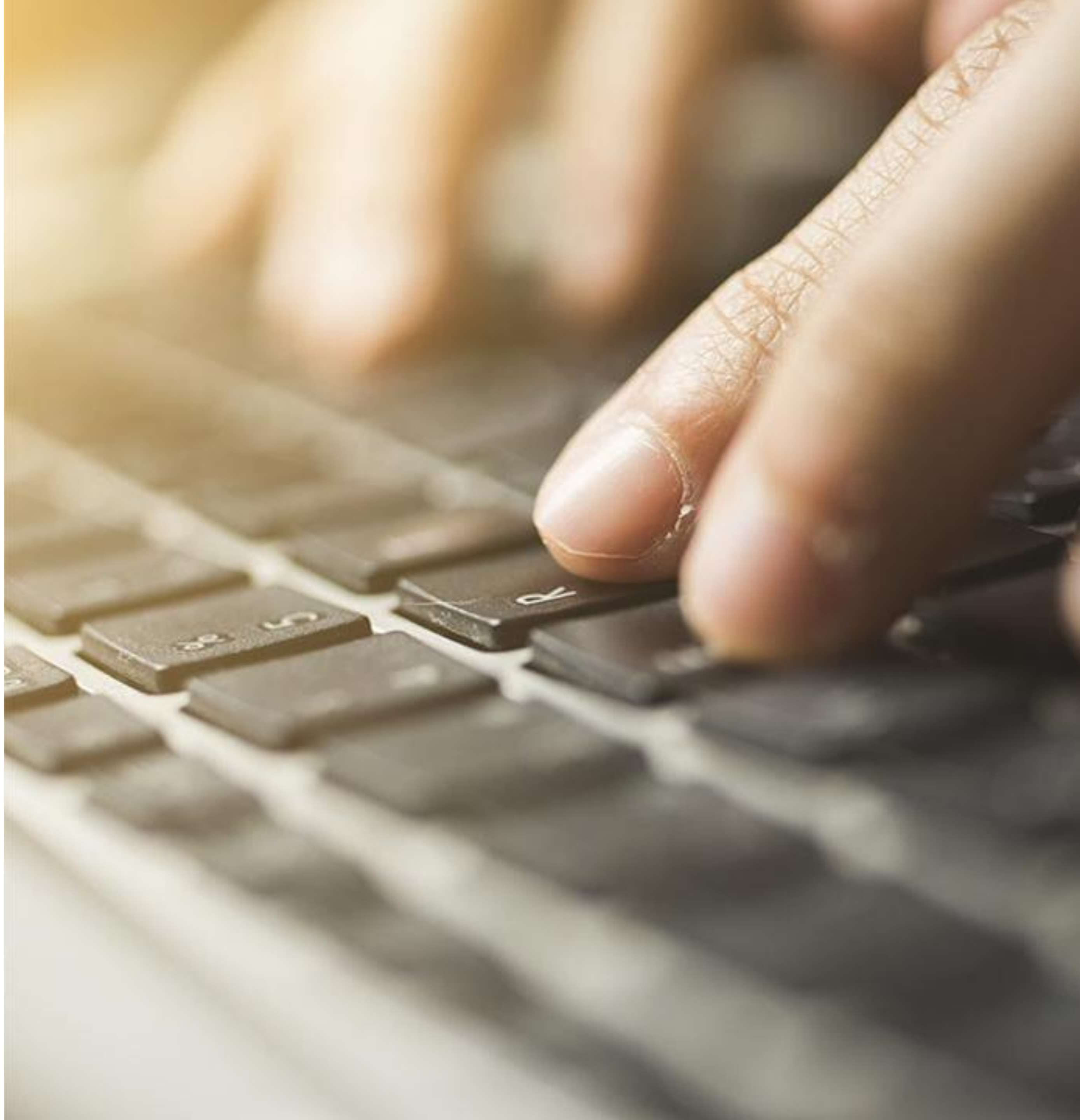
Overview

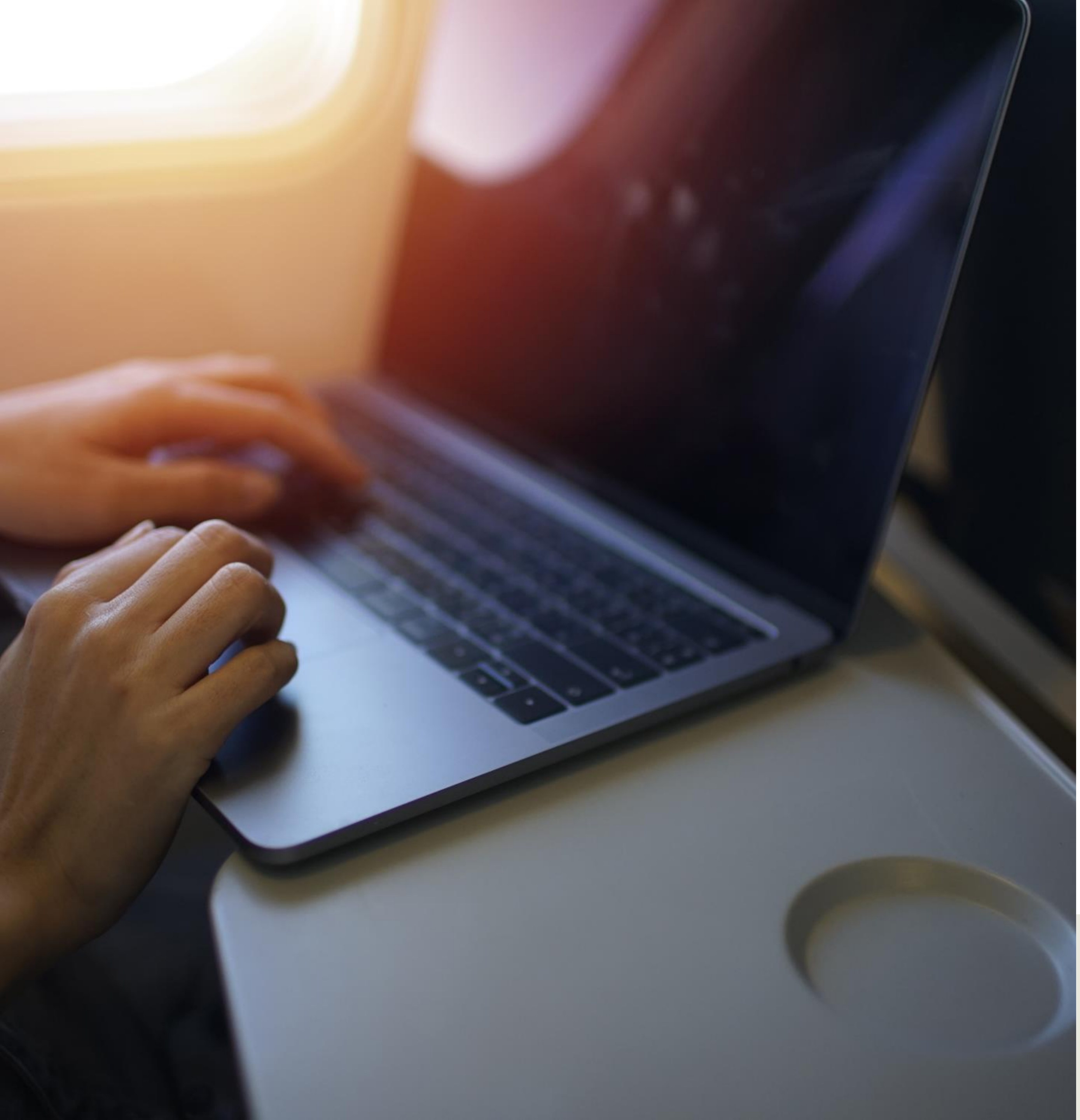
Hello! I am Jade. I will be assisting you on the final steps you need to be a Jira wiz! I will be showing you how to use Jira for your daily work. Now that you have Jira set up and ready to go, this next step will assist in your role. For example, you'll need to know how to manage your issues and tasks. Adding epics, managing sprints and tracking changes can help guide your team to a common goal.

- This course will show you how to link issues, enable issues or project estimations to keep everyone on track. See how to access the Jira setting menu to manage issue settings to enable features such as time tracking permissions and issue linking.

By the end of this course, you will be able to:

- Use **EPICS** and **SPRINTS** in Jira
- Rank and Flag **Issues**
- Grant **Permissions**
- Managing **workflows**, issues, and issue linking
- Manage and monitor **sprints**



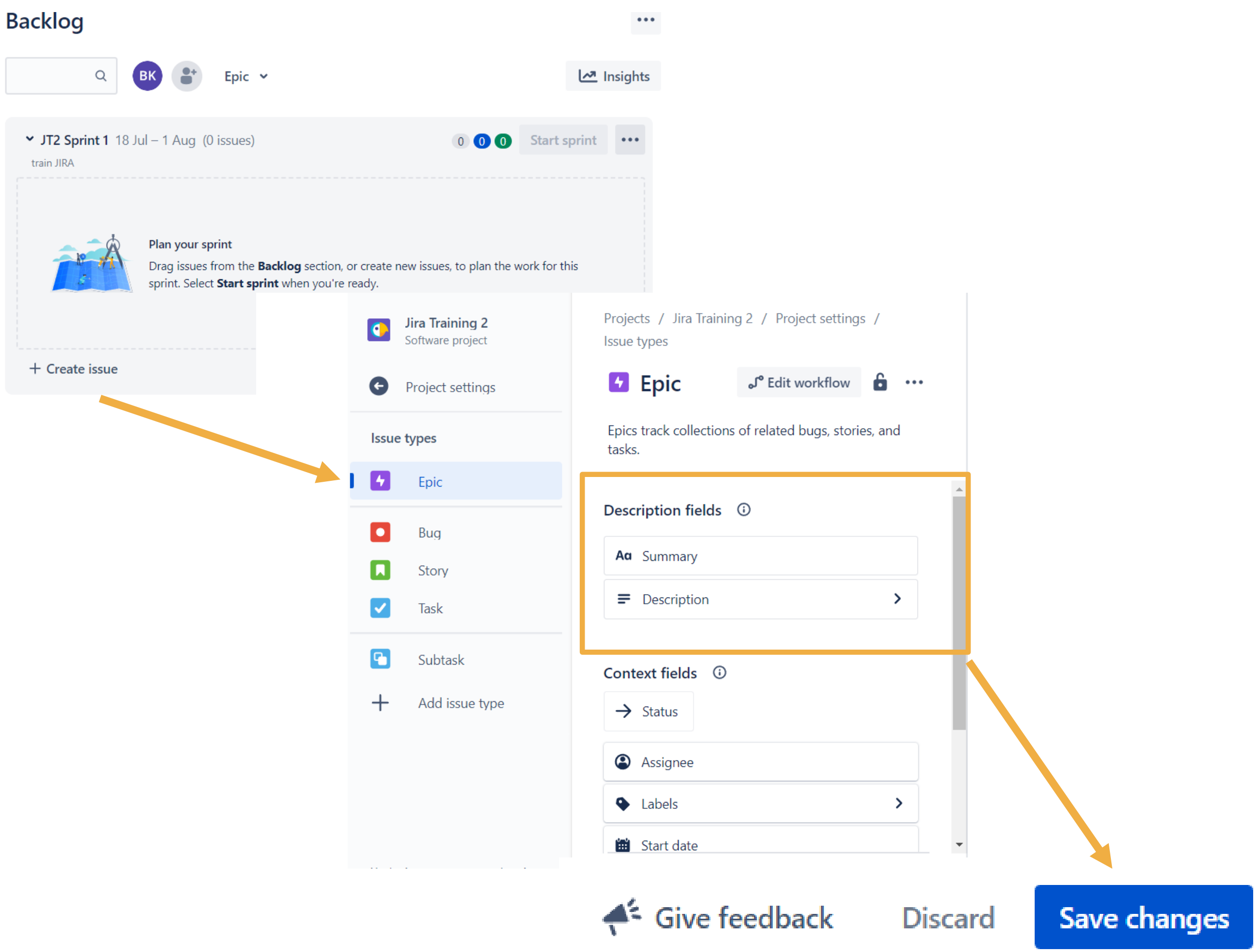


Using Epics

Epics are large bodies of work that can be broken down into several smaller tasks known as stories.

Epics are a helpful way to organize your work and to create a hierarchy.

Epics

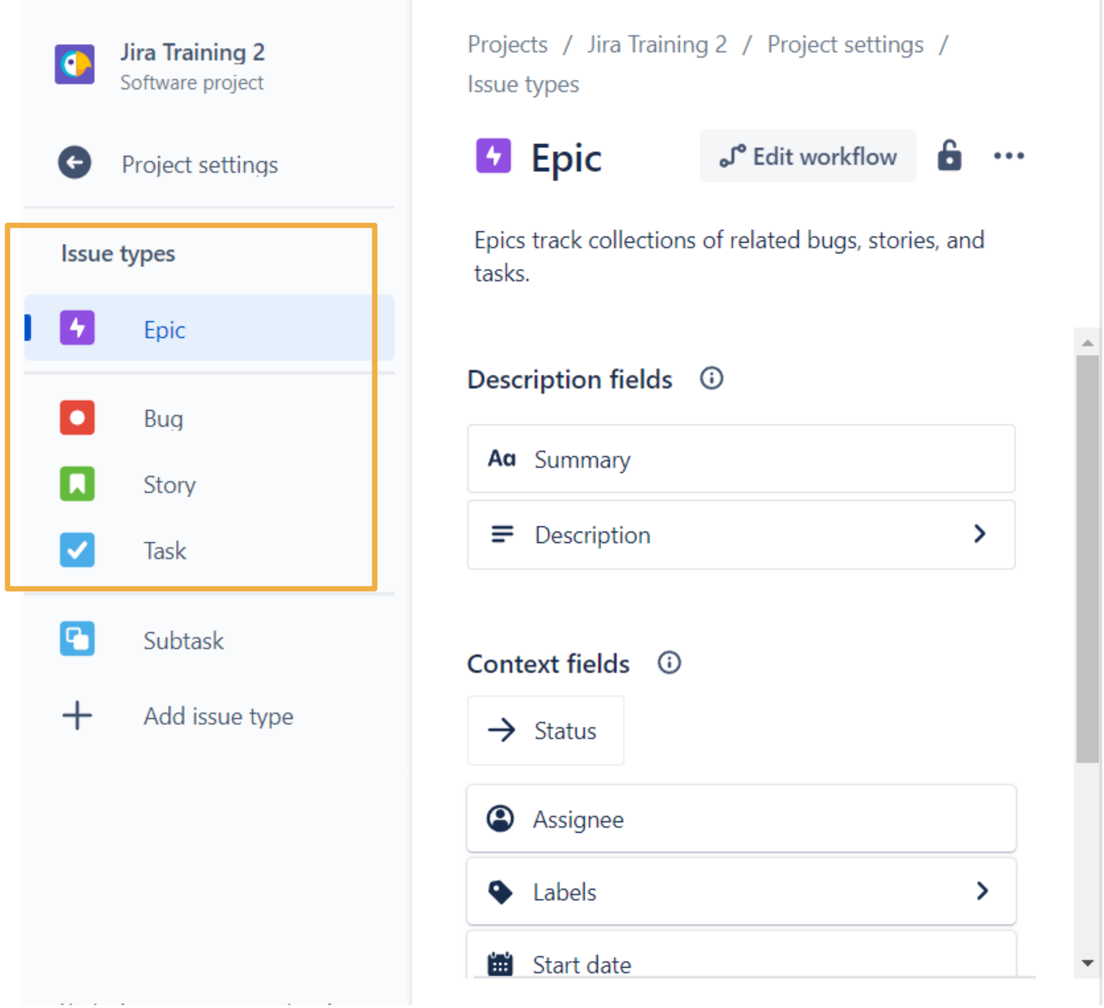


Creating an epic

Prerequisite: Create a Jira Software project, Kanban or Scrum, beforehand (Classic)

- Click the + icon followed by Create Issue
- Select the issue type as **Epic**
- Provide a name and a brief summary
- Click the **Save Changes** button

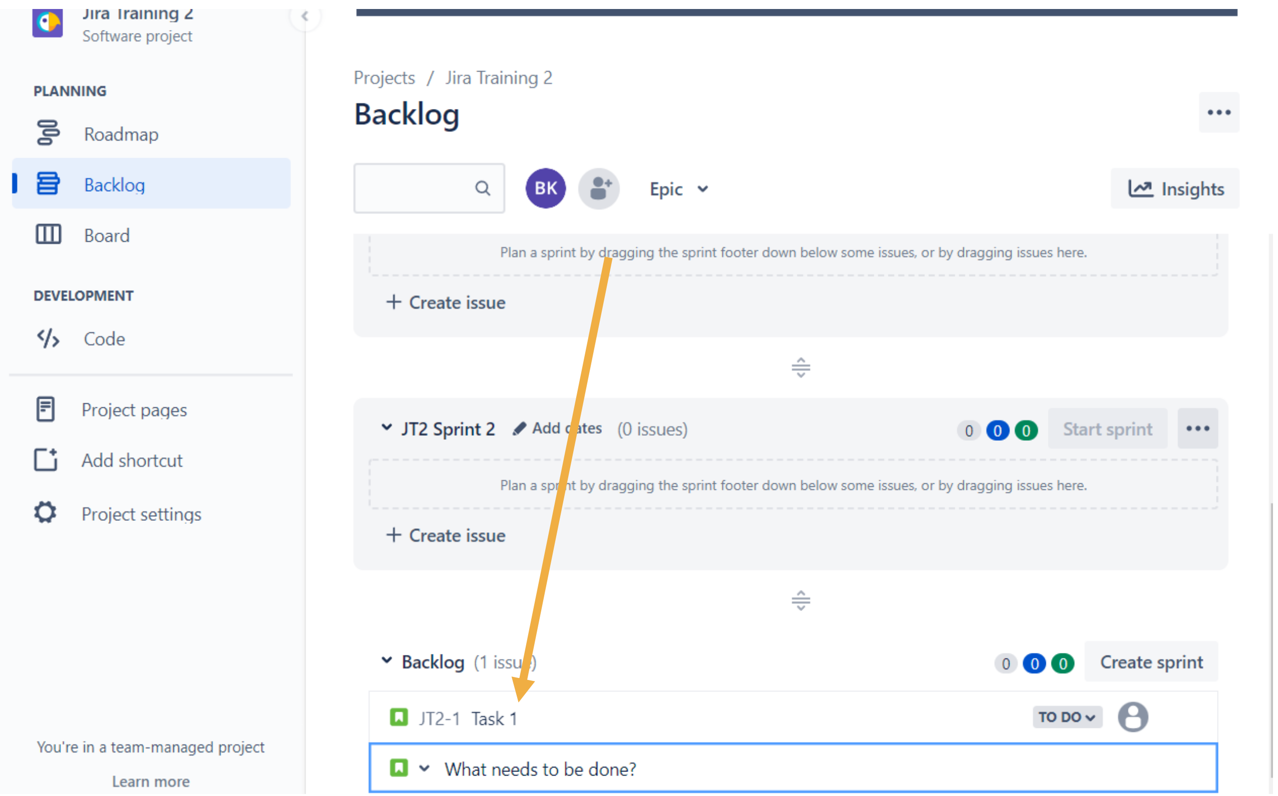
Adding Issues



Adding issues to epics

- To add an issue or story to the Epic issue, access the Create Issue screen again
- This time select any issue type apart from Epic

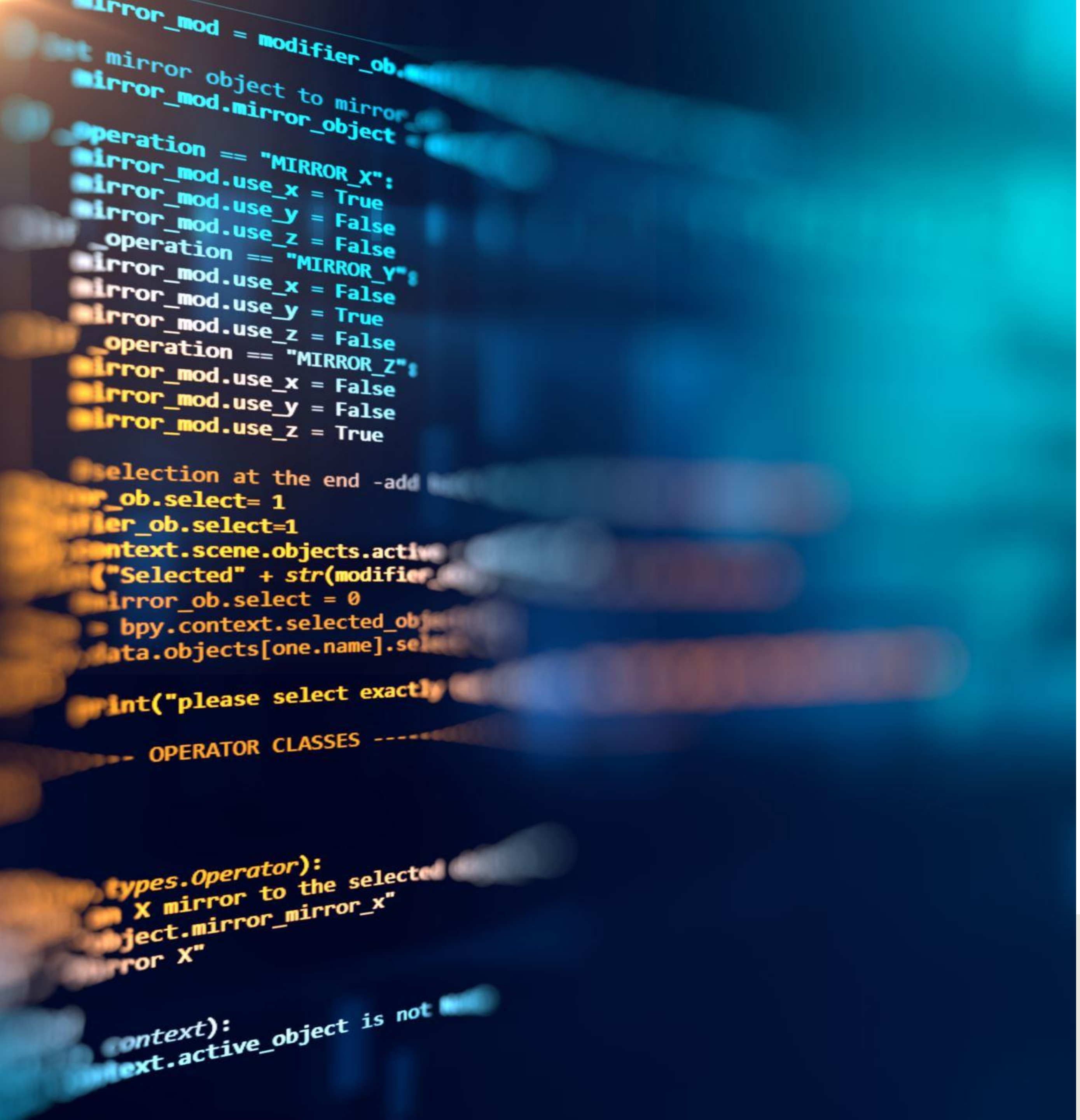
Removing Issues



Removing issues from epics

- To remove an issue or story navigate to **Backlog**
- From the Backlog, drag the issue or story onto other Issues without Epic section

Note: You can move around issues by dragging and dropping, but only in the Backlog section or on Kanban boards.



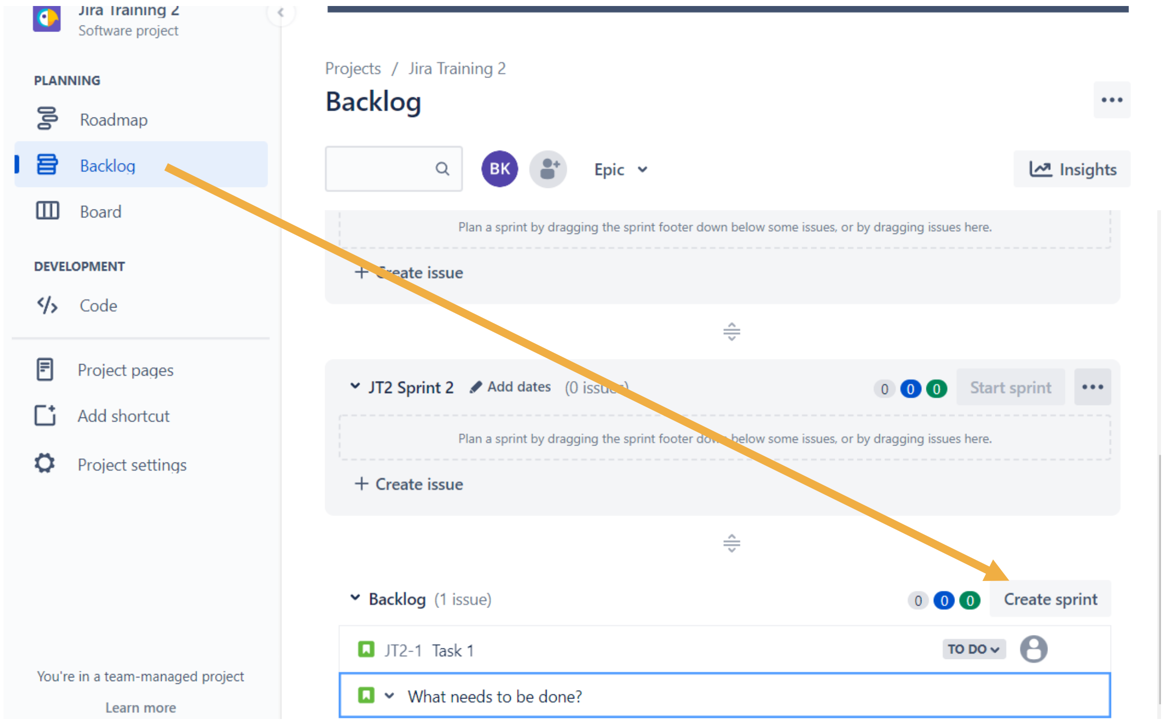
Working with Sprints

A sprint is a fixed time period where teams complete work from their product backlog. Sprints are usually one, two, or four weeks long. See how to create sprints, add issues and edit sprints.

Sprints

Creating sprints

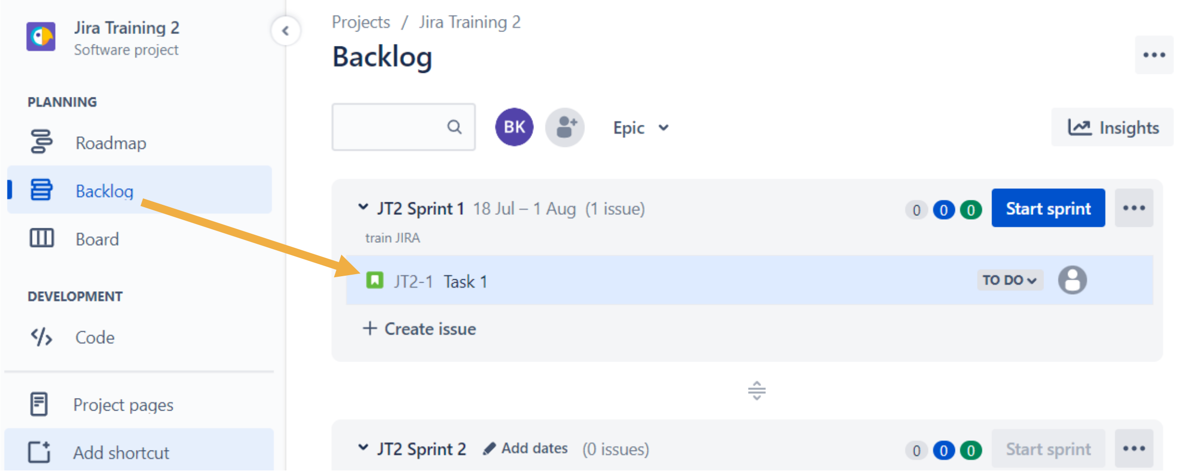
- Go to **Backlog**
- Click the **Create Sprint** button



Adding Issues

Adding issues to sprints

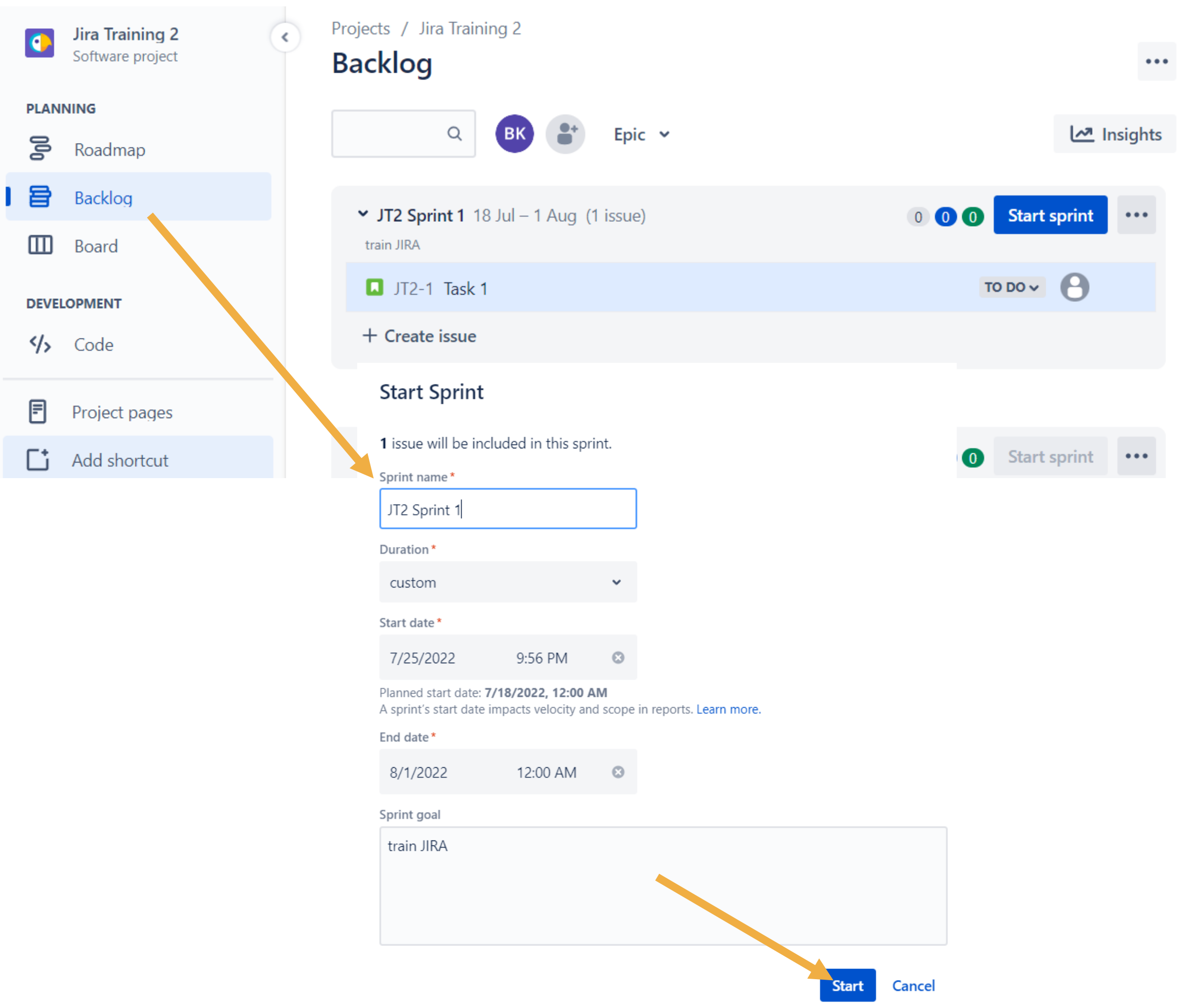
- Navigate back to the **Backlog**
- Drag and drop previously created issue from the Backlog onto the Sprint (when ready for that item to move forward)



Editing Sprints

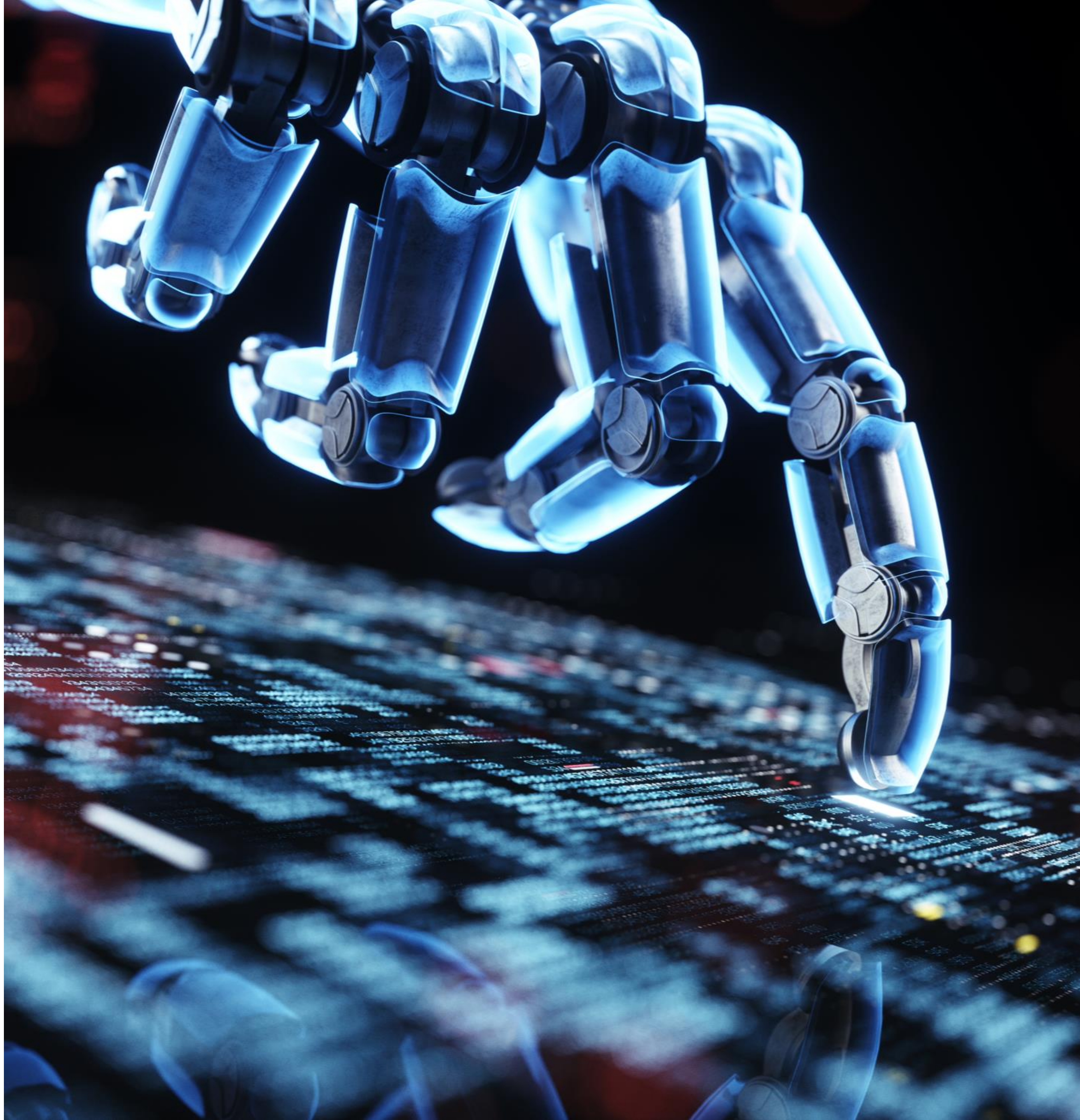
- Find the Sprint and click **Start Sprint**
- Update the Sprint name, add a Sprint goal if required and select the Start Date and End Date for the Sprint
- Select **start**

You now understand how to work with Sprints.



Rank and Flag Issues

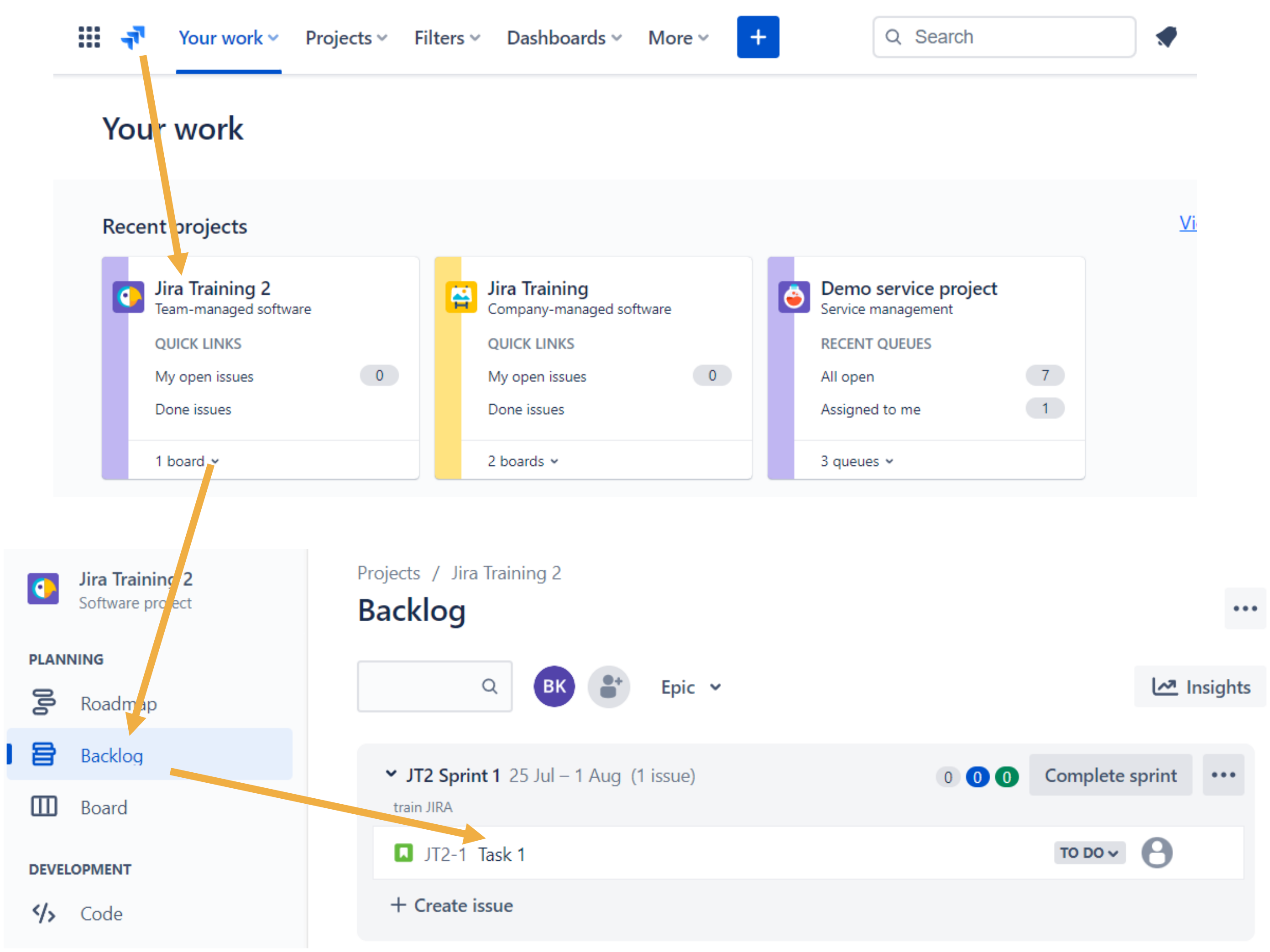
Within your project backlog, your issues can be moved and ranked to prioritize your most important tasks.
You can also flag your issues to help others know which issues to treat first.



Issues

Accessing your project issues

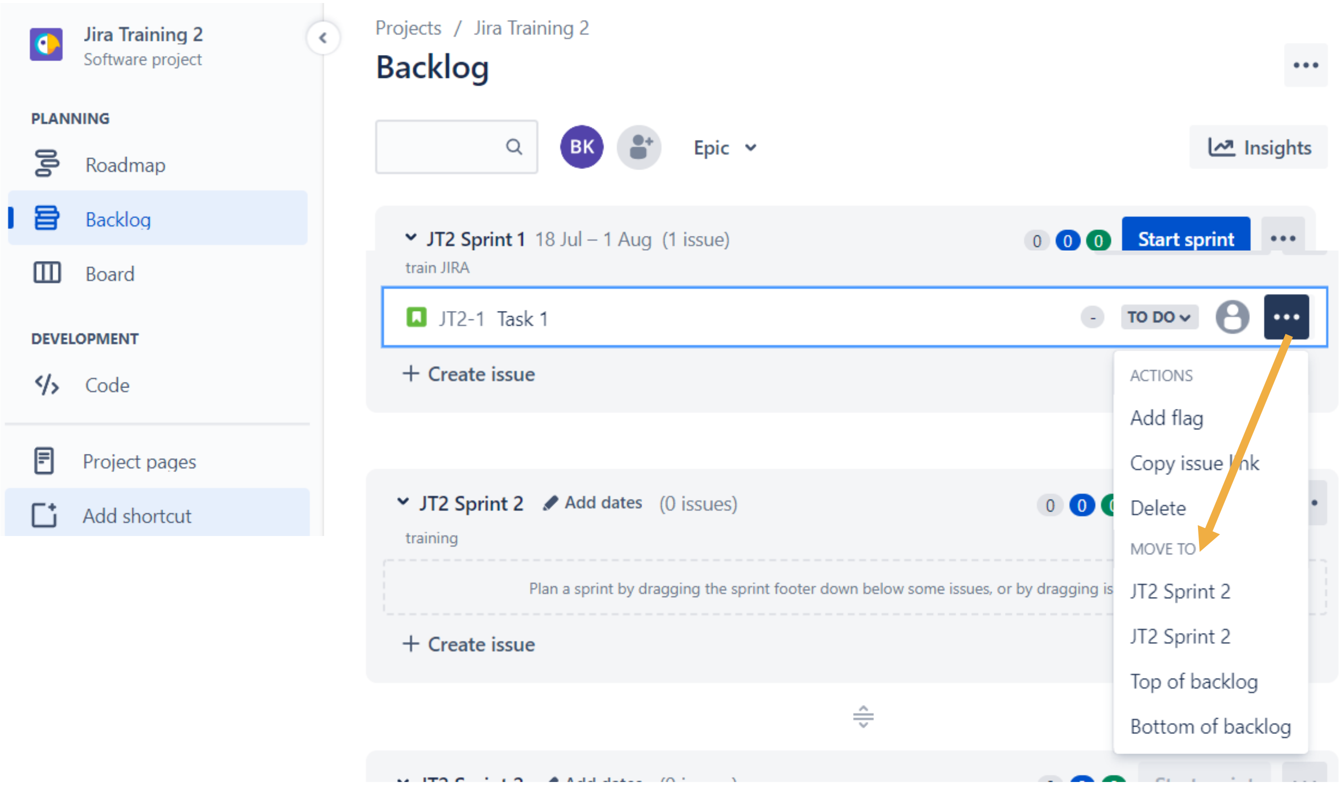
- Click on the Jira **icon**
- Click on **Projects** and select the relevant project
- Navigate to the Project's Scrum Backlog, Active Sprints, Kanban Backlog (if enabled) or Kanban Board



Issues

Ranking issues

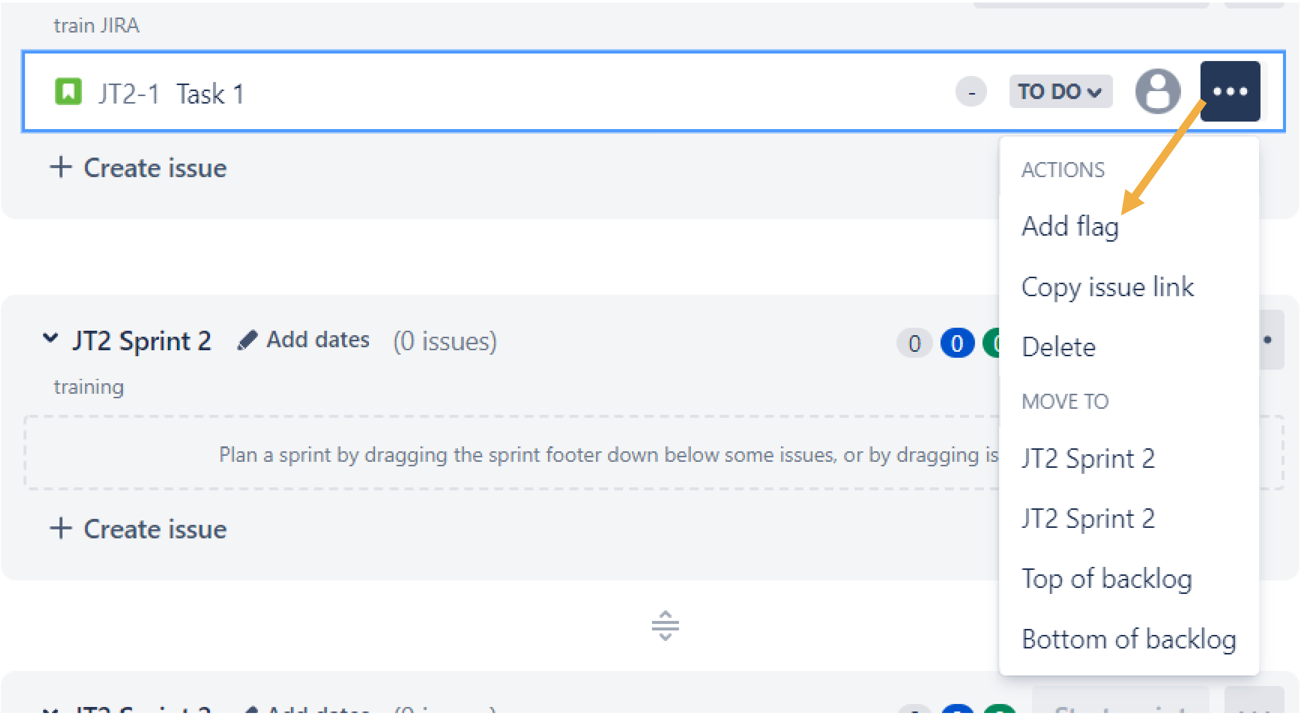
- Rank an issue by dragging and dropping it to a higher or lower position in the Scrum or Kanban Backlog
- Select three dots- move as needed



Issues

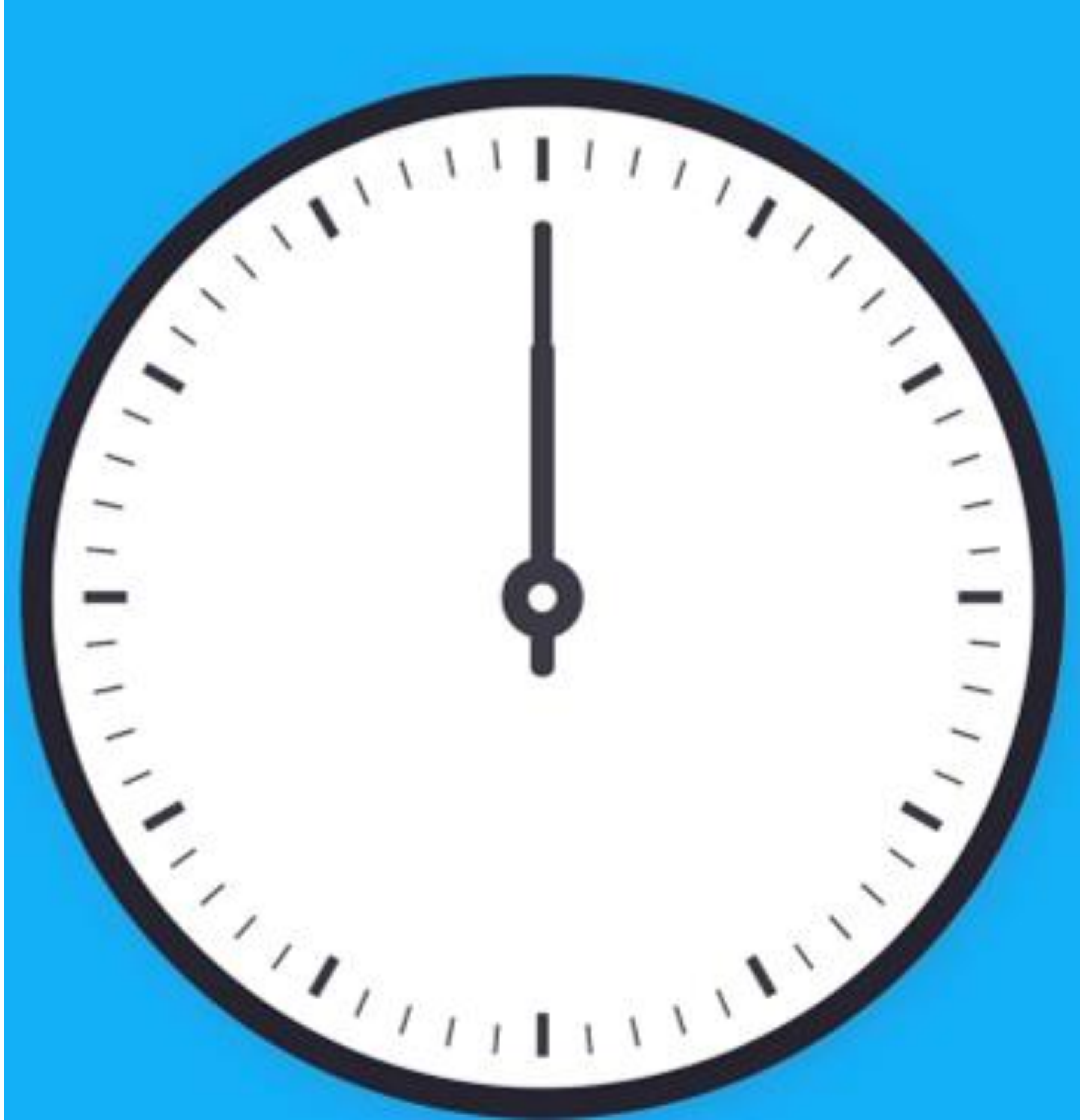
Flagging issues

- Click dots- add flag



Questions?

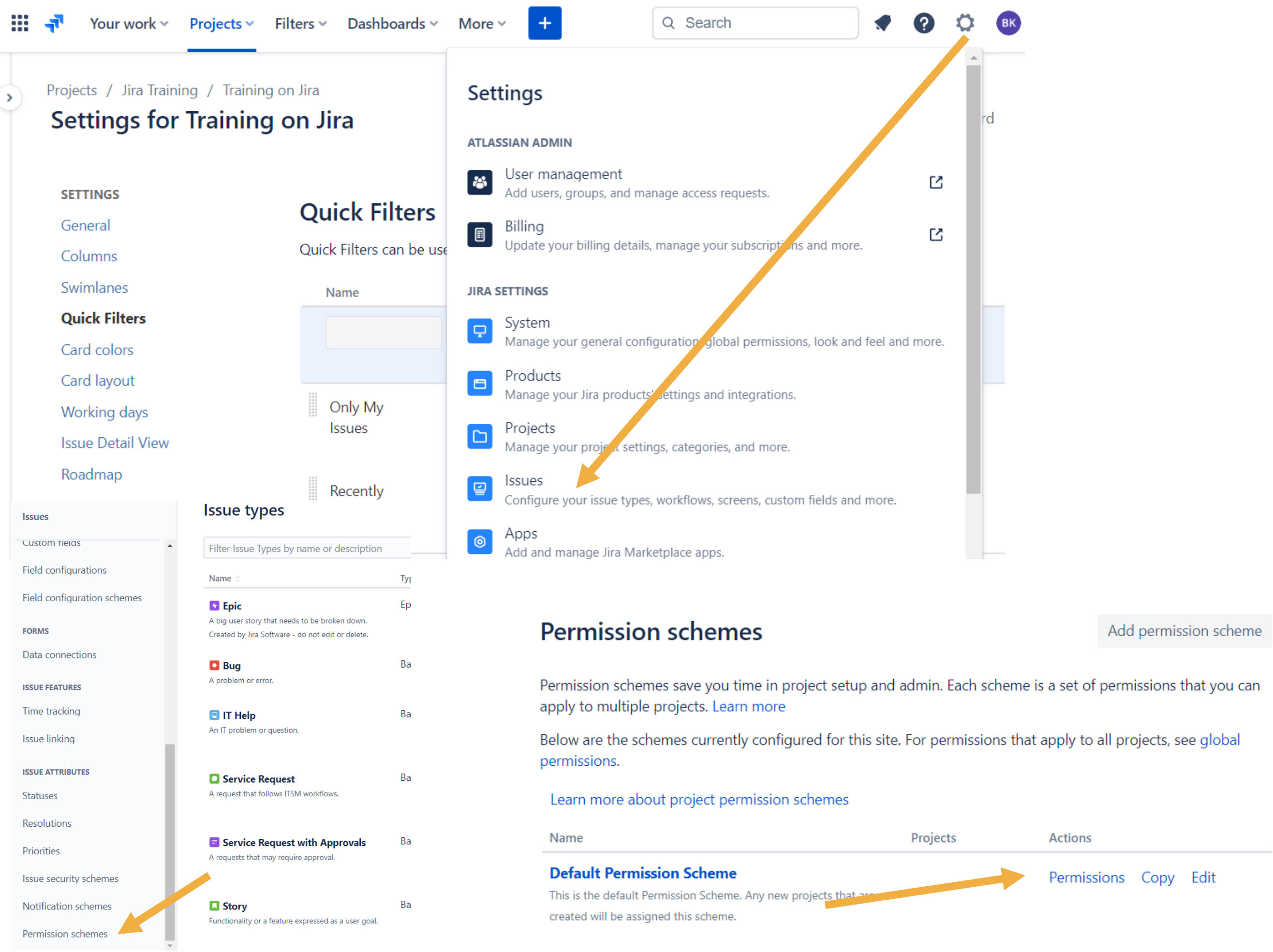
Take a 10-minute Break!



Time Tracking Permissions

In order to use the Time Tracking feature you will need to grant permissions with the permission scheme menu as well as activate the Time Tracking tool in the issues menu.

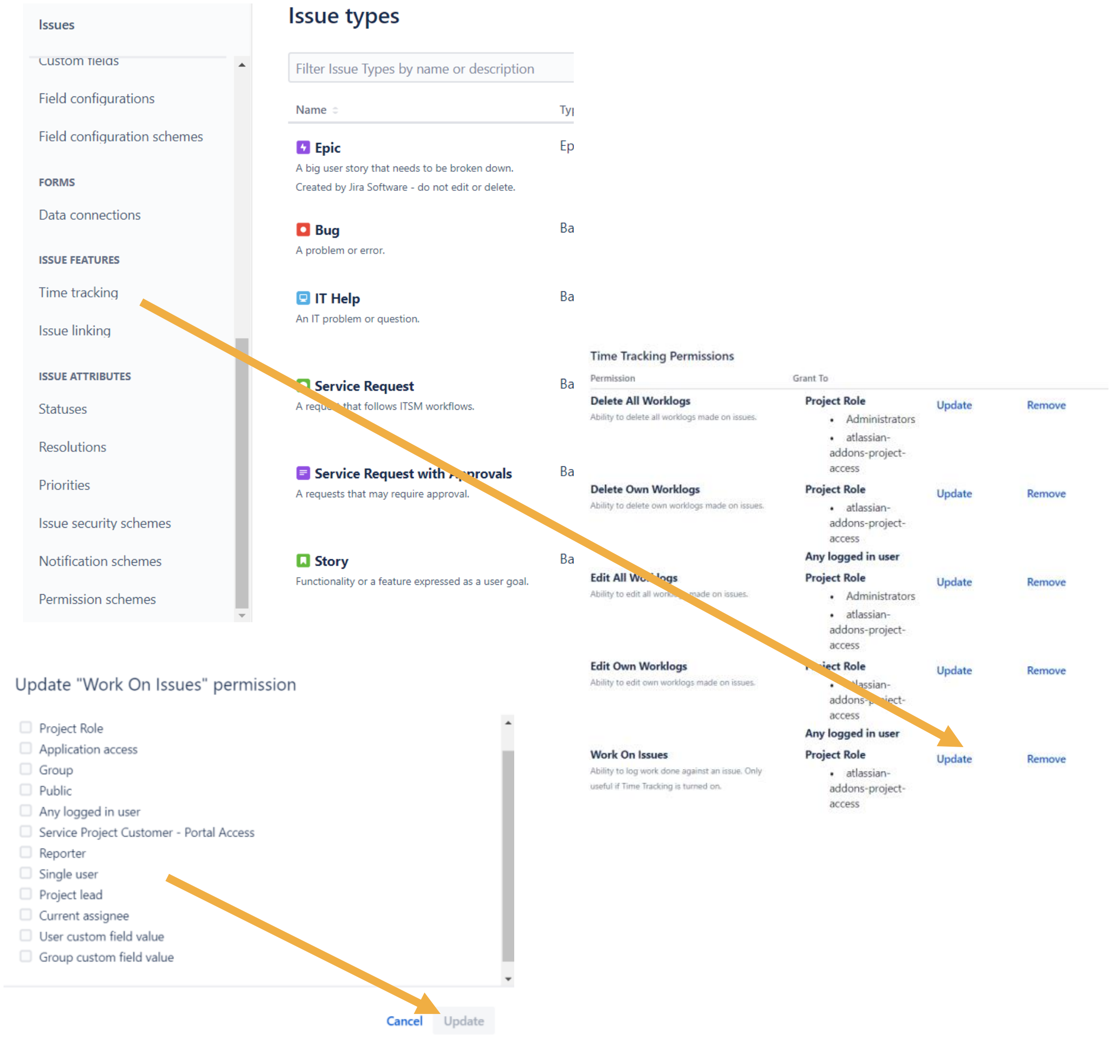
Permission Schemes



Accessing permission schemes

- Click the Jira icon followed by Jira **Settings** and **Issues**
- Click on **Permission Schemes**
- **Click on the Permissions** next to the Permission Scheme to configure

Time Tracking

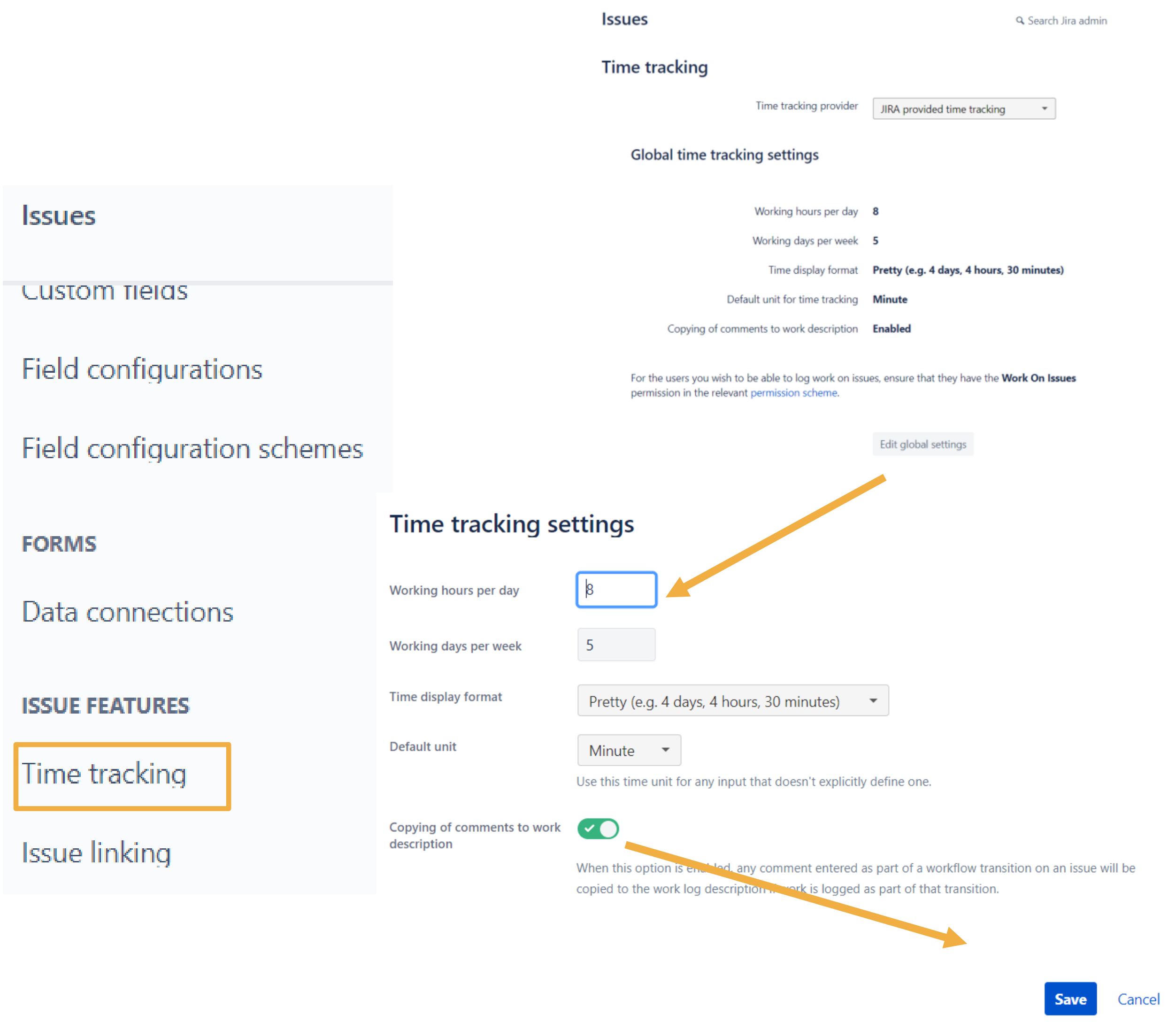


Granting time tracking permissions

In the Time Tracking Permissions section

- Go to Work On Issues Permission and click **Update**
- In the Users, Groups or Project Roles that need to log work on issues and click **Update**

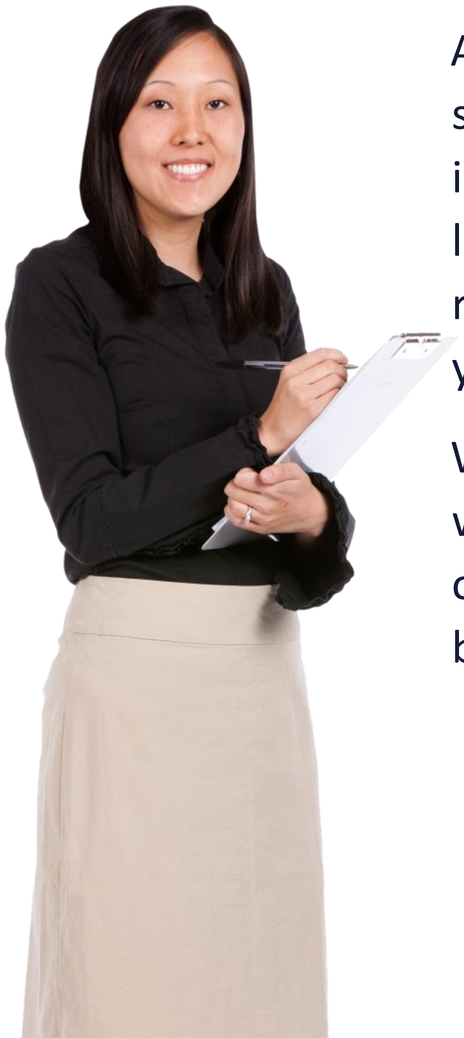
Time Tracking



Enabling and disabling Time Tracking

- To enable or disable, go to the sidebar and under Issue Feature, select **Time Tracking**
- Select **edit Global Settings**
- Edit Time Settings
- Click **Save**

Managing Workflow



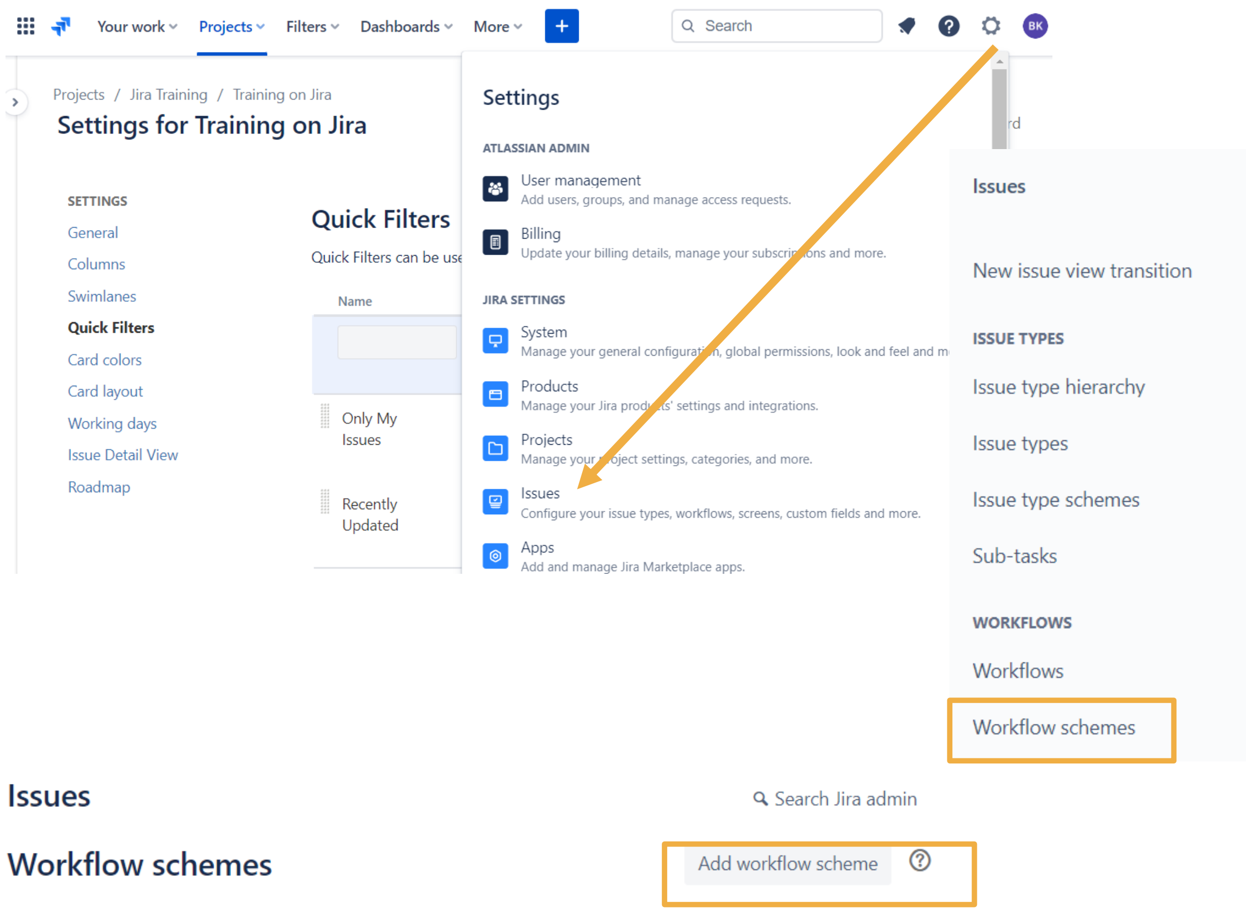
A Jira workflow is a set of statuses and transitions that an issue moves through during its lifecycle, and typically represents a process within your organization.

Workflows can be associated with particular projects and, optionally, specific issue types by using a workflow scheme.

Adding Workflows

Adding a workflow to a scheme

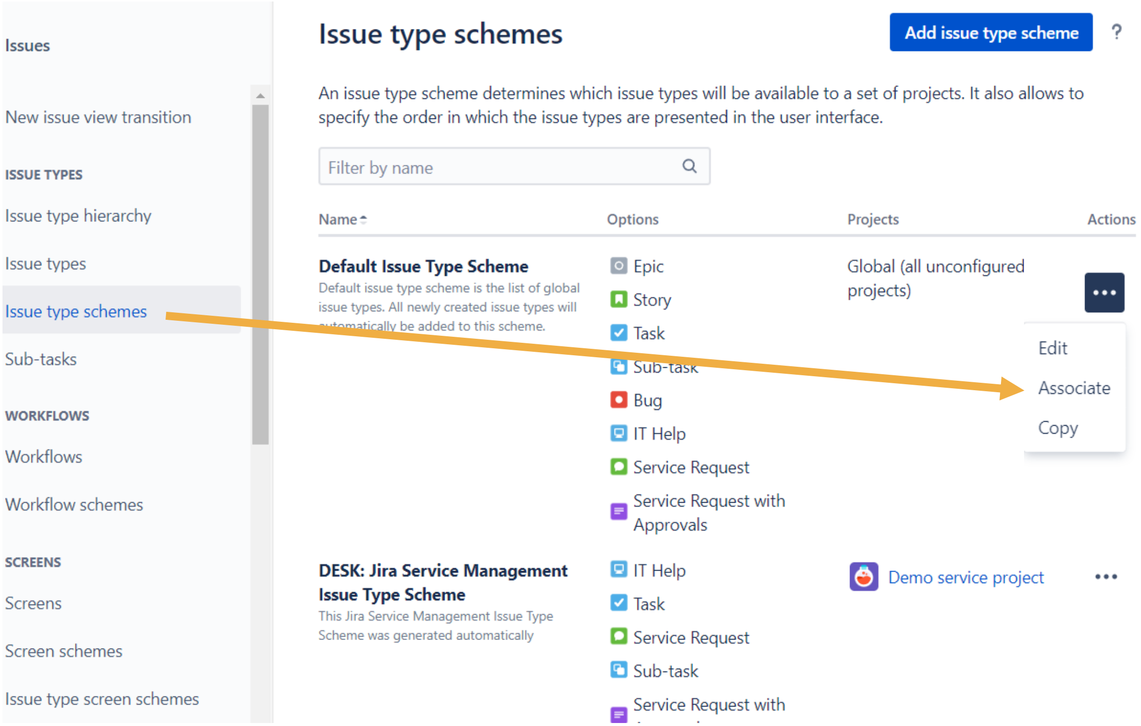
- Click the Jira **icon** followed by Jira **Issues**
- Click on **Workflow Schemes** followed by **Add Workflow Scheme**
- Add **Workflow to the Scheme**



Schemes

Associating schemes

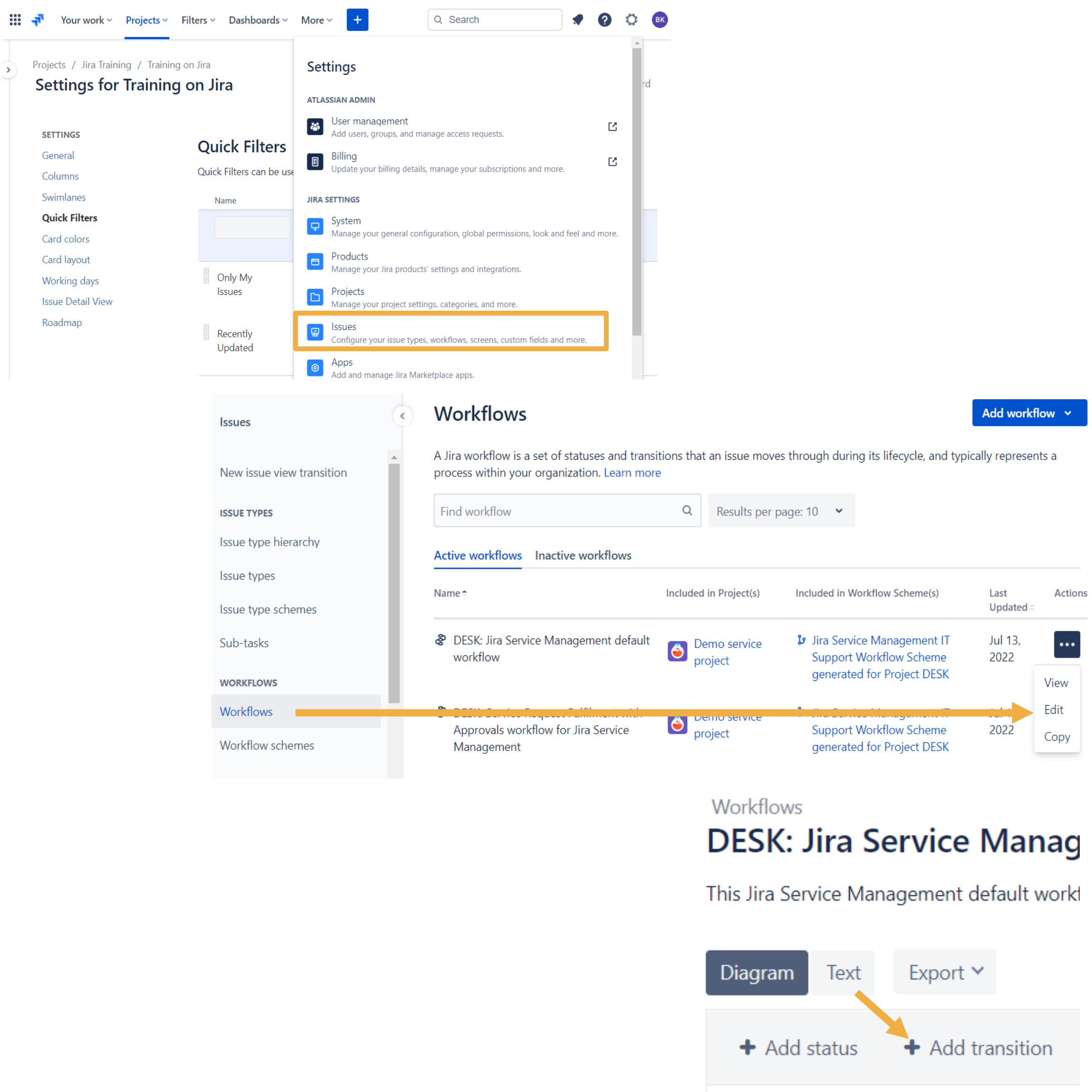
- In the Sidebar, click on the **issue type Scheme**
- Click on **Associate** to begin the migration process



Transitions

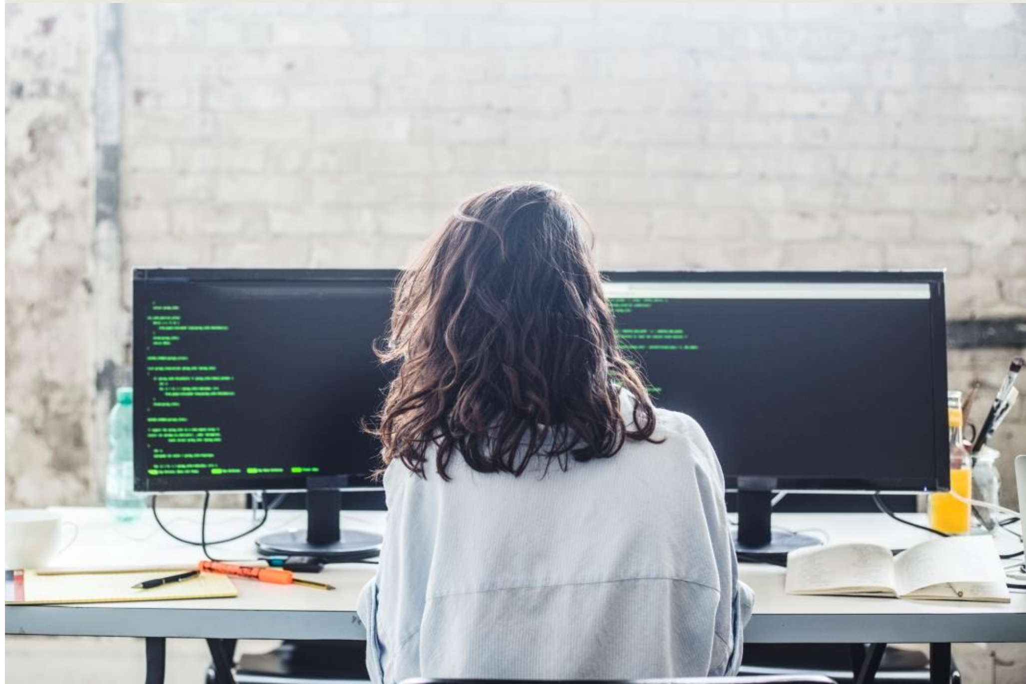
Adding transitions

- To add a Transition, select Jira **Setting** and click on **Issues**
- Click on **Workflows** and **edit** the selected workflow
- Click the **Text** tab followed by **Add Transition** and fill in the required details

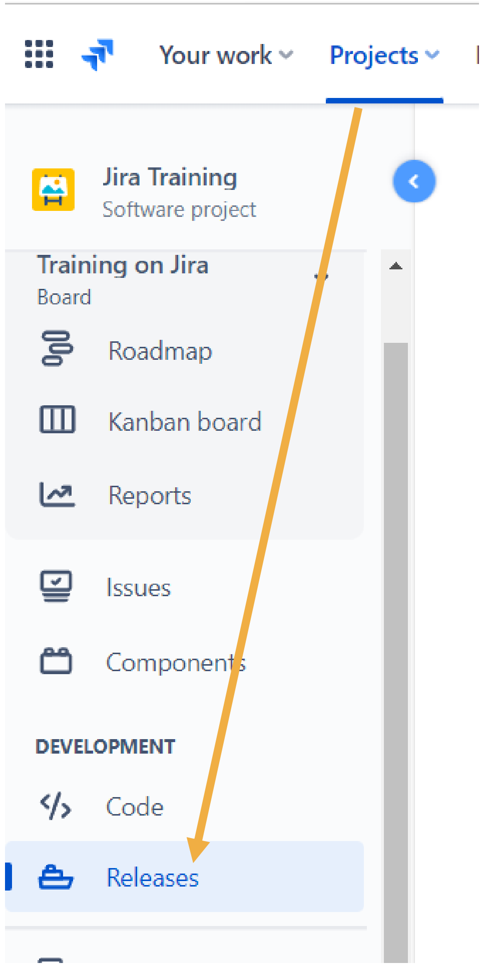


Managing Versions

You can manage versions in your project's settings. You can add, rename and monitor the progress of the versions of your projects in Jira.



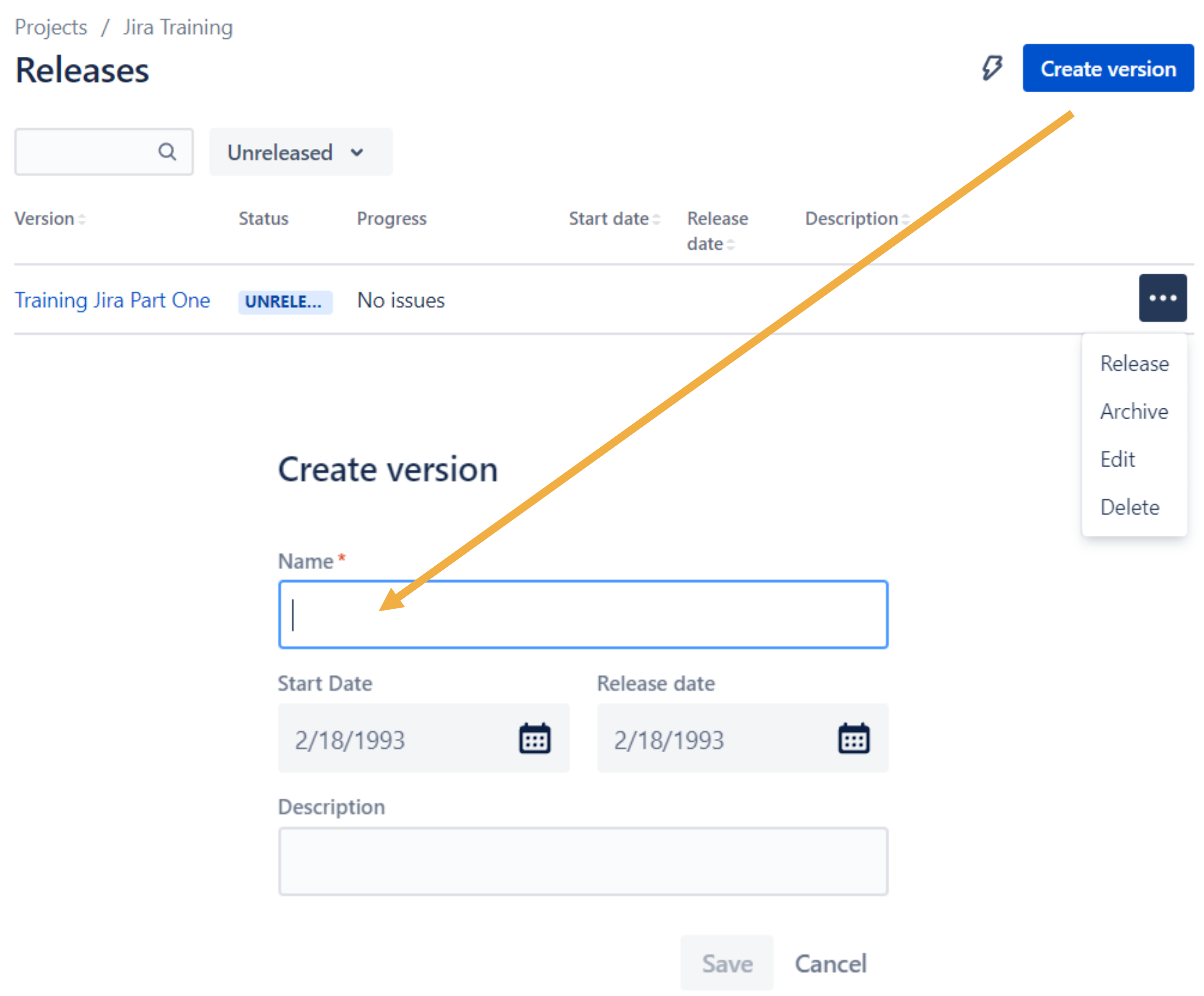
Release Function



Accessing the Release function

- Navigate to a Project
- In the Project menu, click on **Releases**

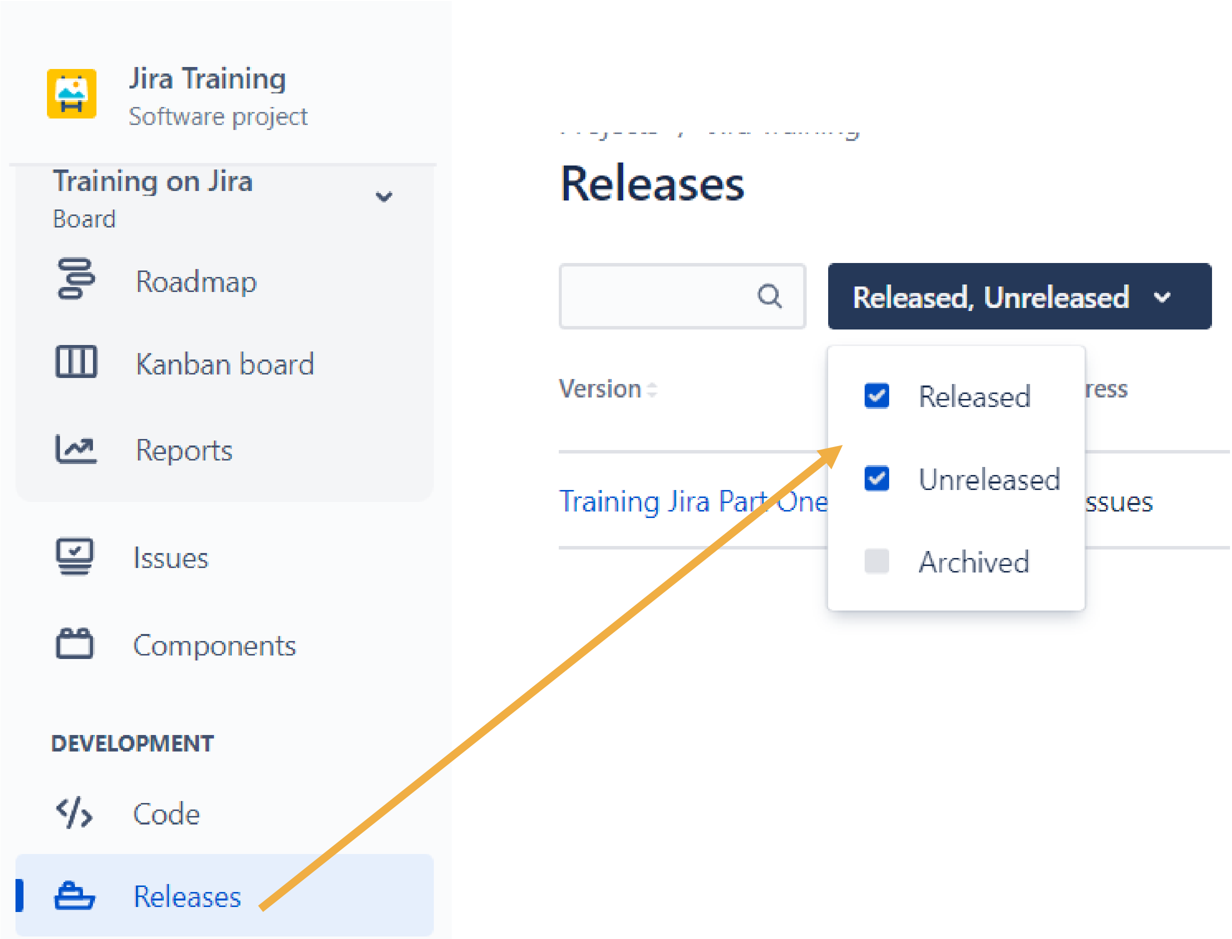
Names



Adding names to versions

- Select the **Create Version** box, specify a name and click **Save**

Viewing Progress

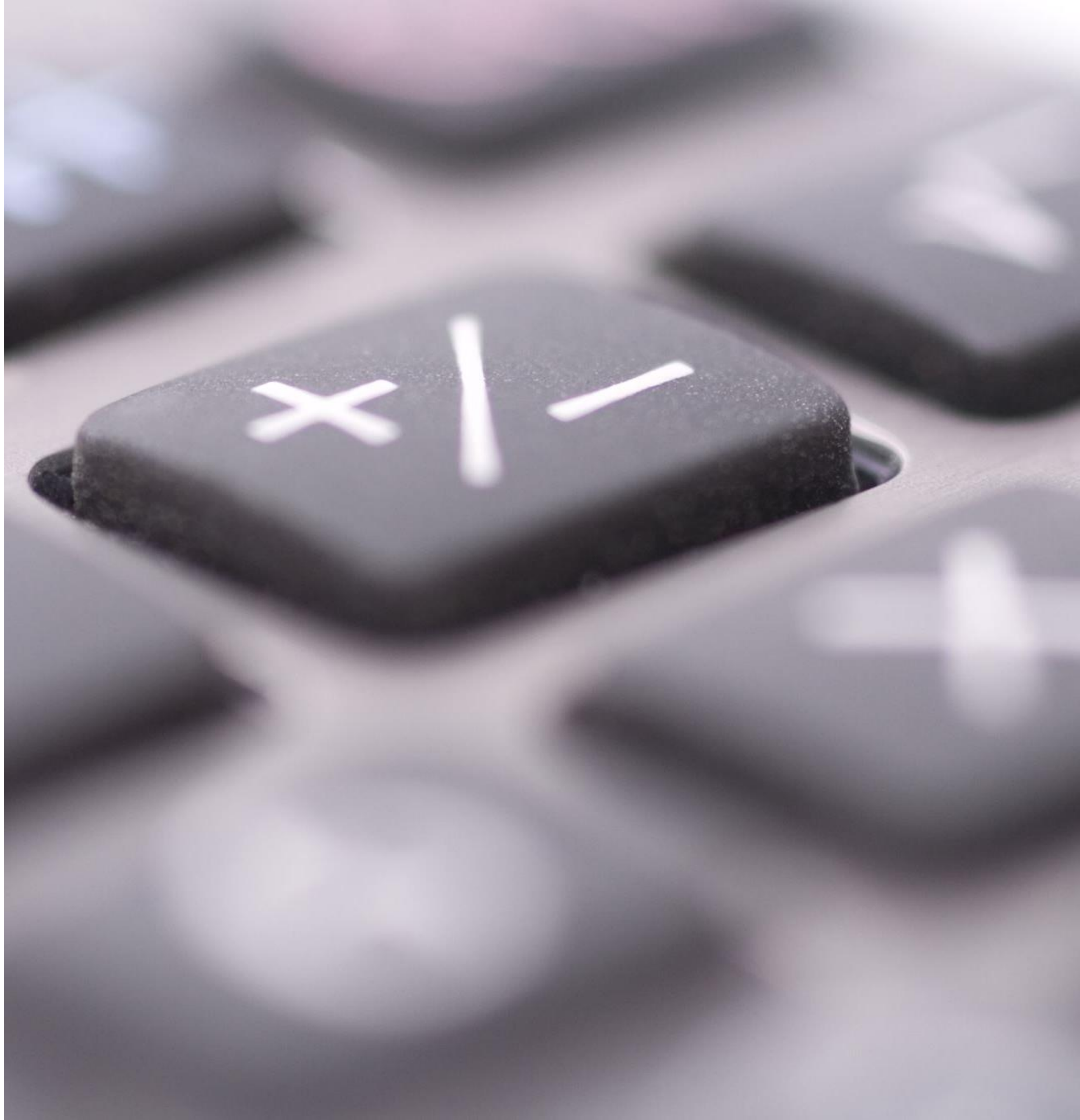


Viewing progress

- In the Project menu, select **Releases**
- View Released, Unreleased, and Archived

Managing Issue Linking

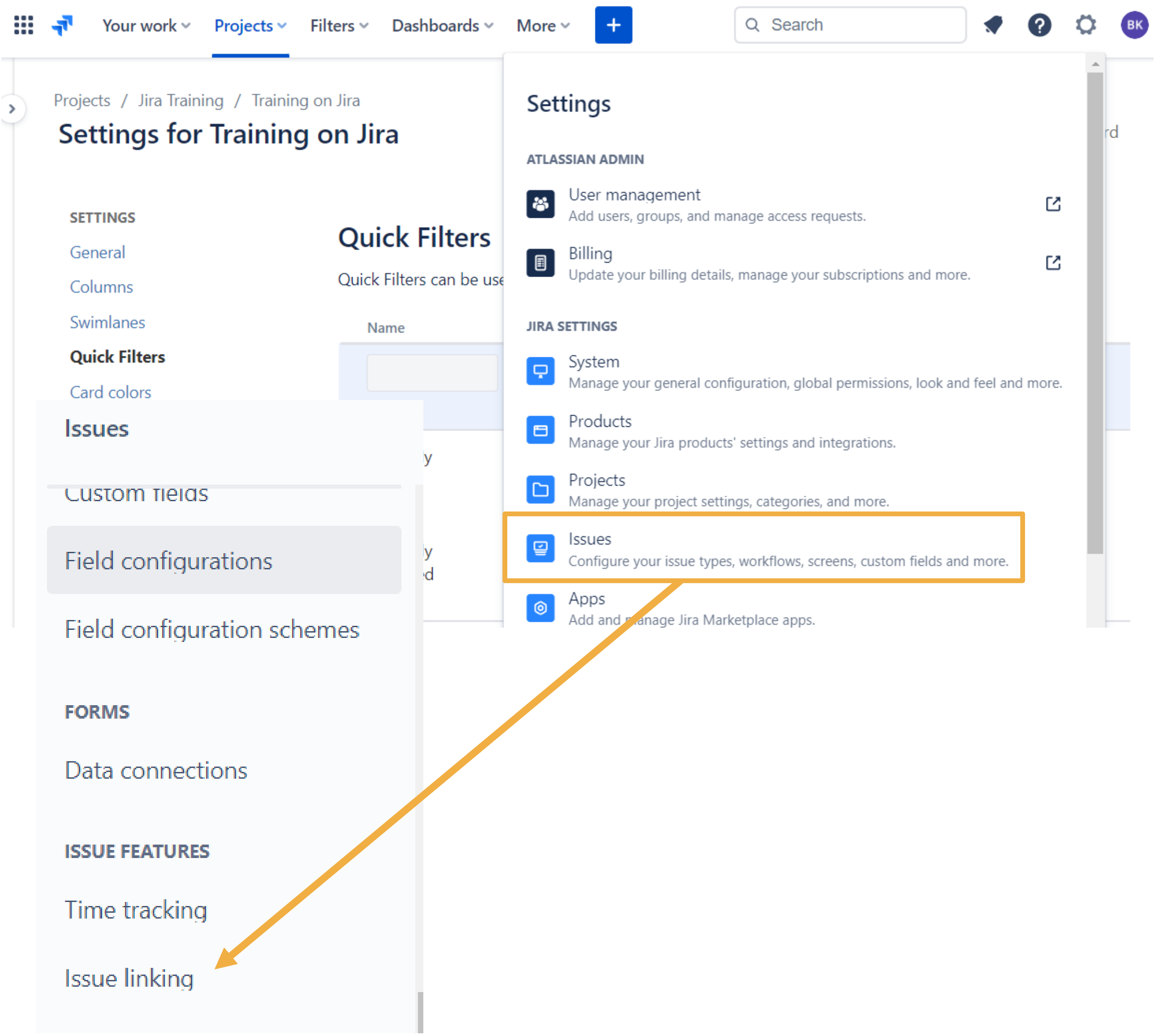
You can link issues to keep track of duplicate or related work. Make sure you have the link issues project permission before getting started.



Linking Setting

Accessing the linking settings

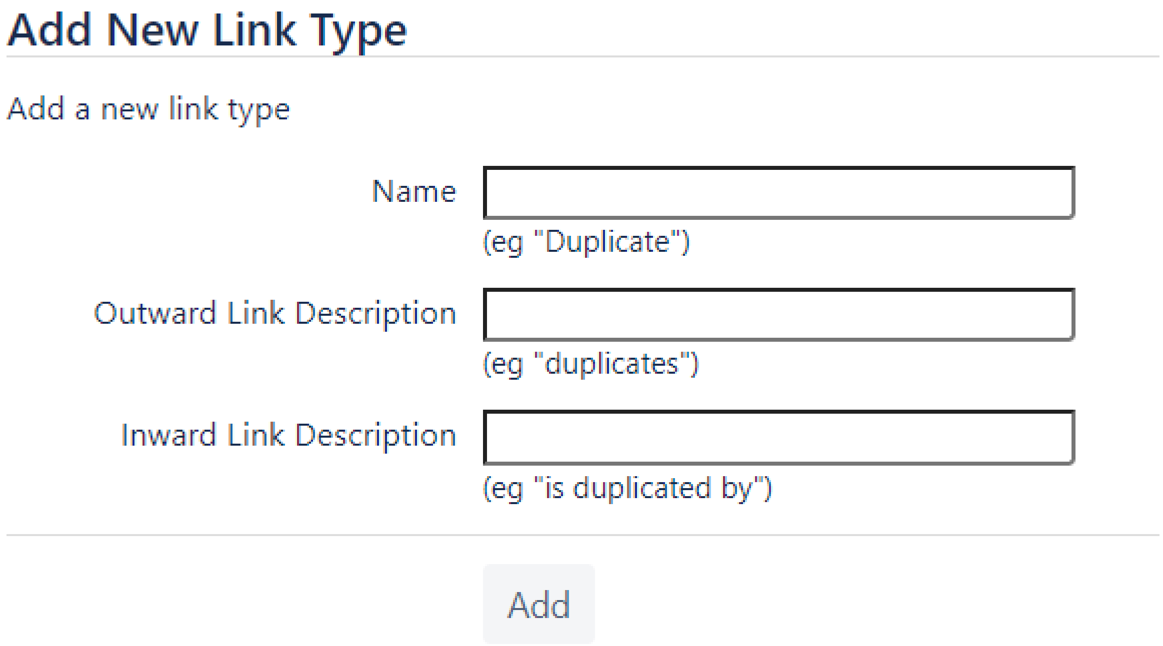
- Click the Jira **icon** followed by **Jira Issues**
- Click on **Issue Linking**



Details

Adding details

- Specify the Name, Outward Description and Inward Description
- Click **Add**



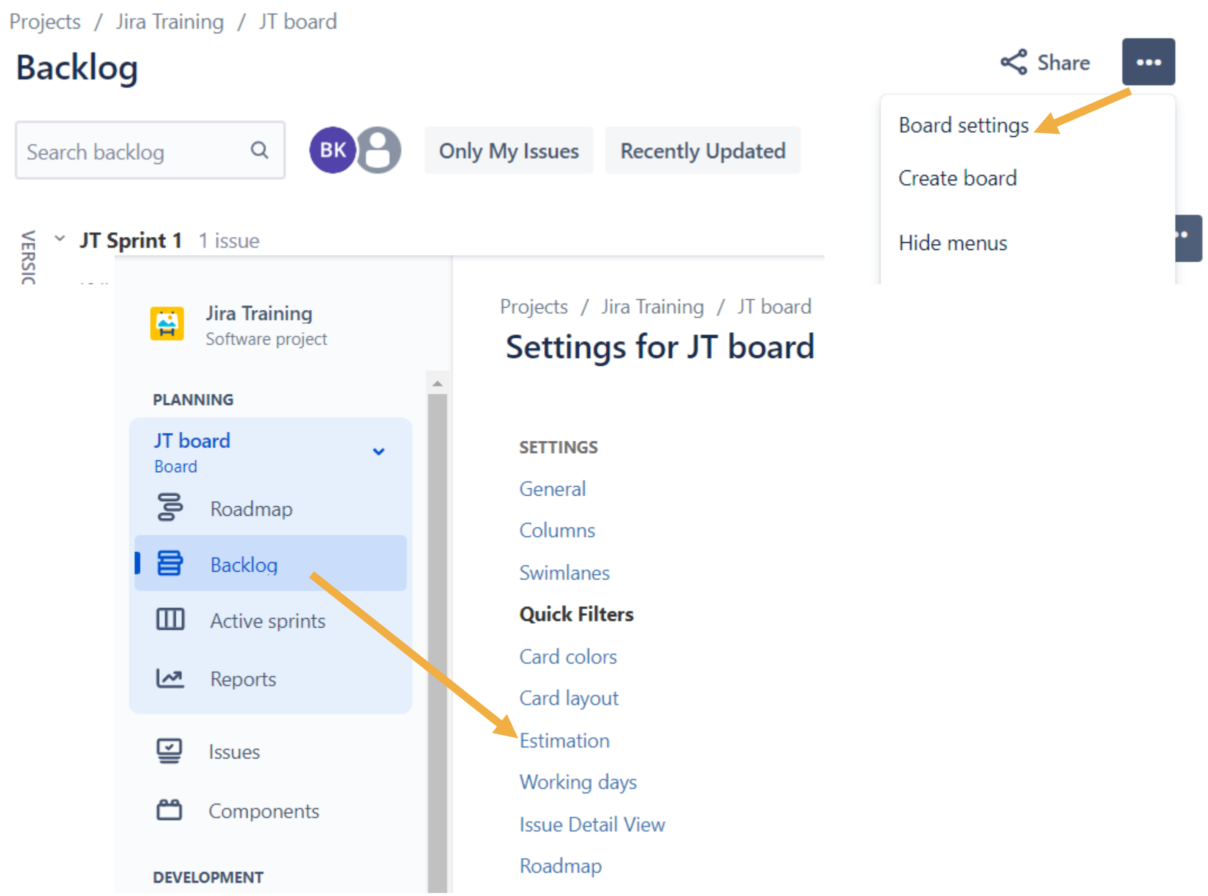
Monitoring Sprints

As you work on issues during the sprint, you can log time and adjust the remaining time estimate if necessary. Logging time provides valuable info you can use for reporting in Jira.

Estimation Menu

Accessing the estimation menu

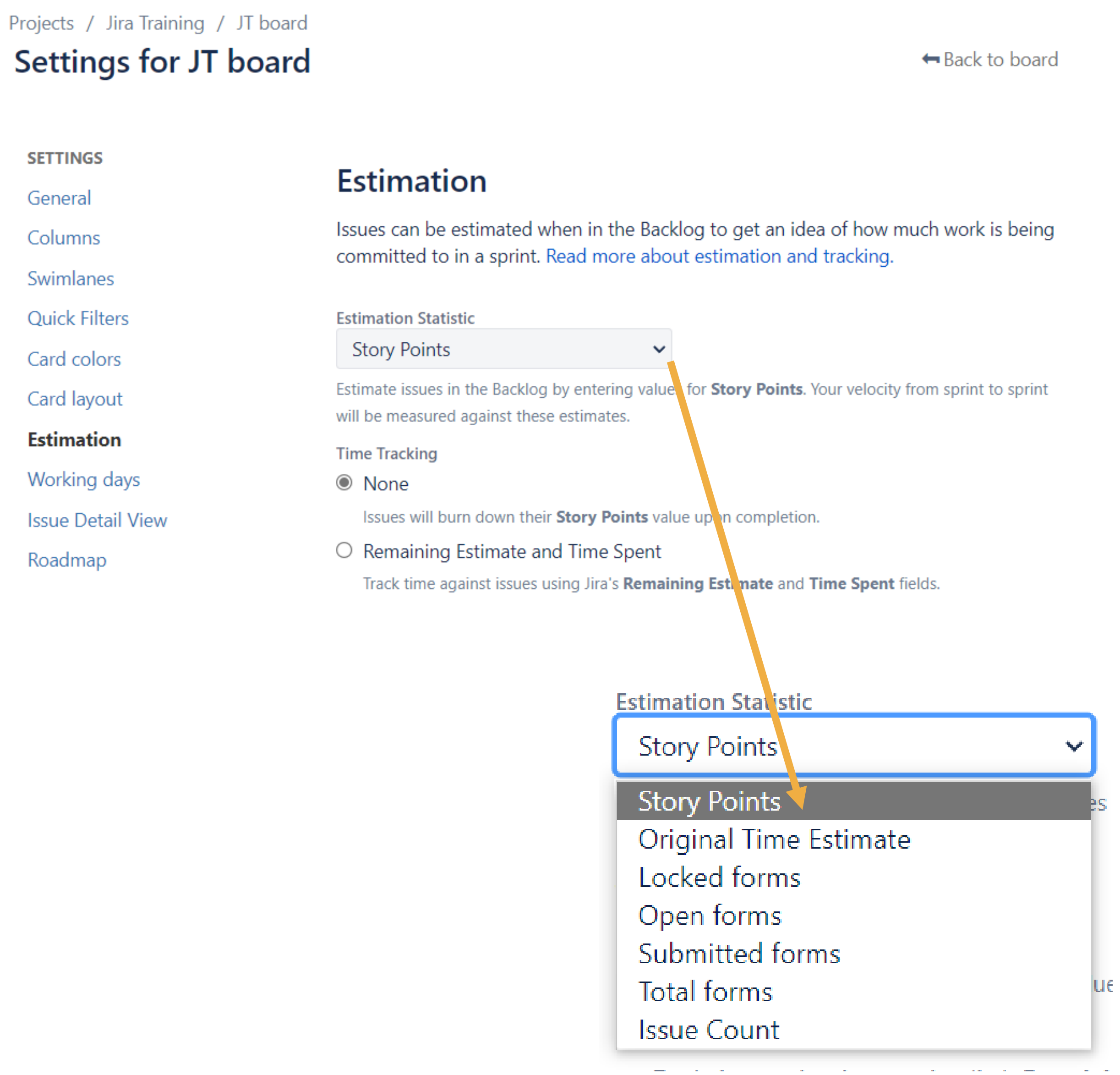
- Navigate to the Board or Backlog, click the ••• icon followed by **Board Settings**
- Click **Estimation**



Add Estimation

Adding an estimation to an issue

- Set up Estimate for an Issue by selecting a **statistic**



In Summary:

You are now able to:

1. Use EPICS and SPRINTS in Jira
2. Rank and Flag Issues
3. Use estimation statistics and time tracking
4. Grant Permissions
5. Managing workflows, issues, and issue linking
6. Manage and monitor sprints

Thank you for taking this course.

Jira Cloud

Reporting in JIRA Software

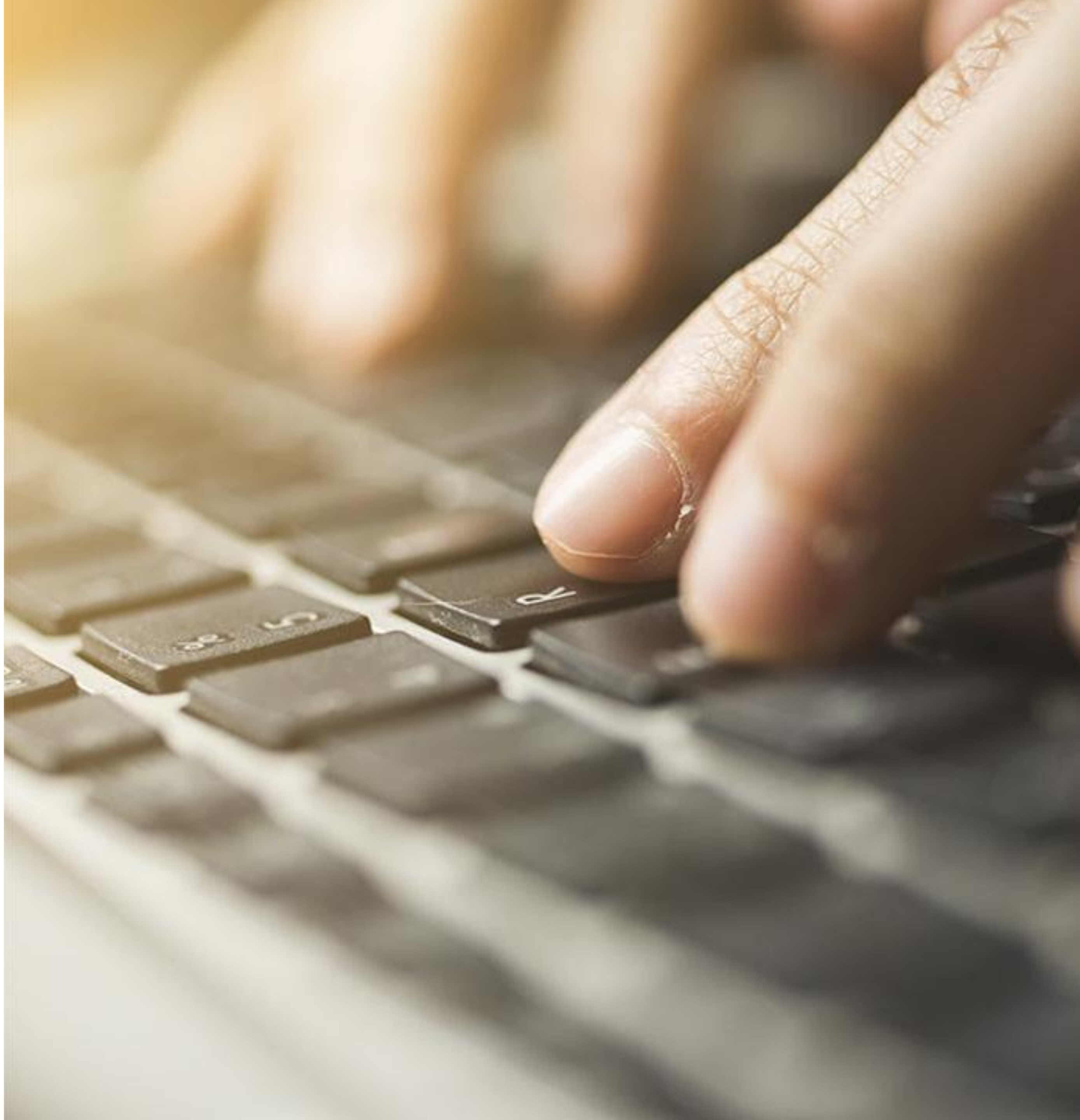
Overview

To keep an eye on how your project is performing, you can generate reports. Reports give you a visual representation of your project issues.

You can create Jira reports for sprints, versions, created issues as well as resolved issues. See how to access the reports feature and choose the report you need to analyze your projects data quickly and clearly.

By the end of this course, you will be able to:

- Create Velocity and Burndown Charts
- Generate and use Sprint, Version, Epic and Release Burndown, Pie Chart reports
- Compare created issues and resolved issue reports
- Generate a time resolution report



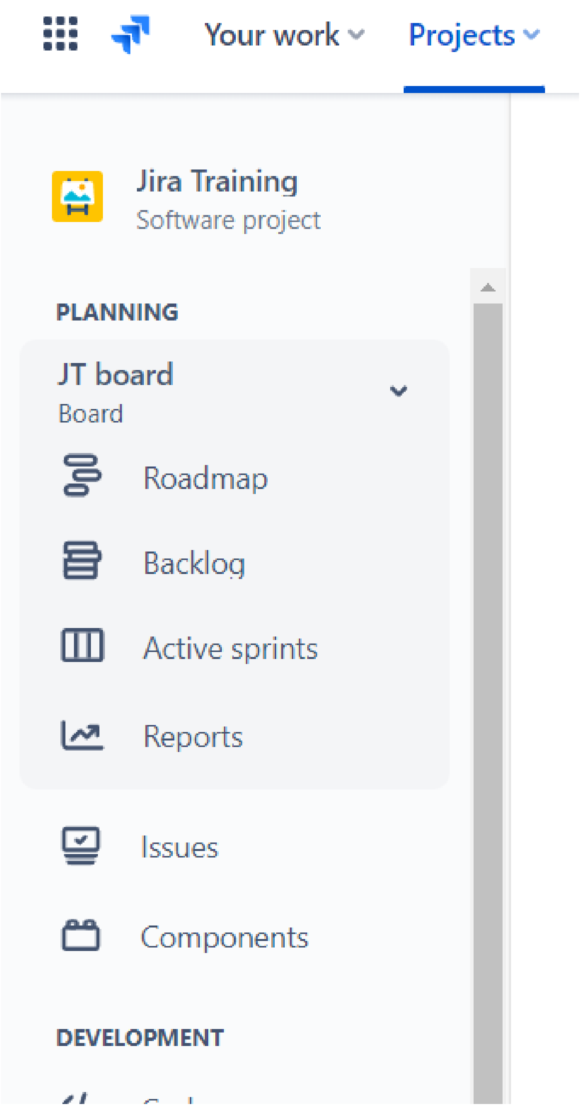
Creating a Velocity Chart

The Velocity Chart displays the amount of value delivered in each sprint, allowing you to predict the amount of work the team can get done in future sprints. Let’s locate and generate Velocity charts in Jira.

Creating a Velocity Chart

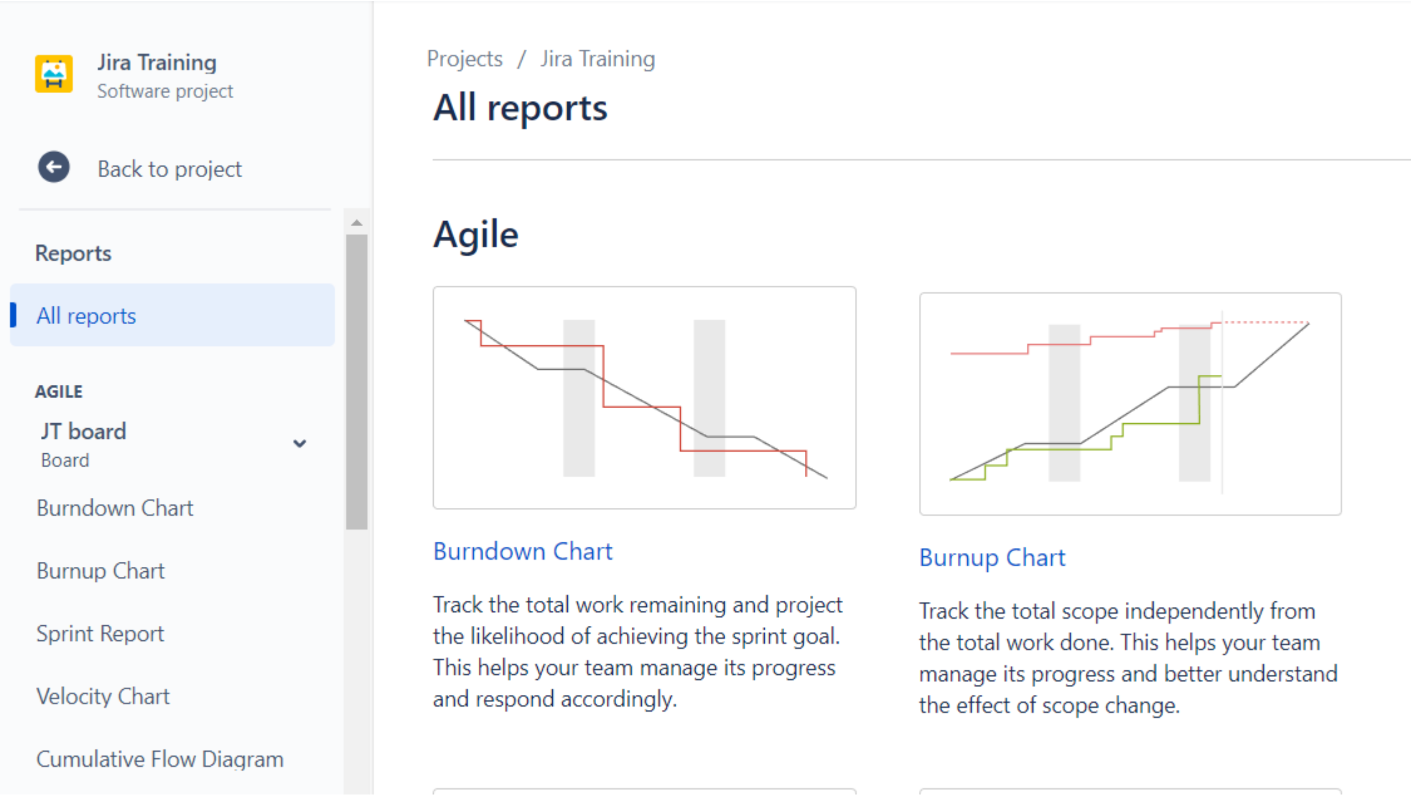
Accessing the reporting tool

- Click **Reports**



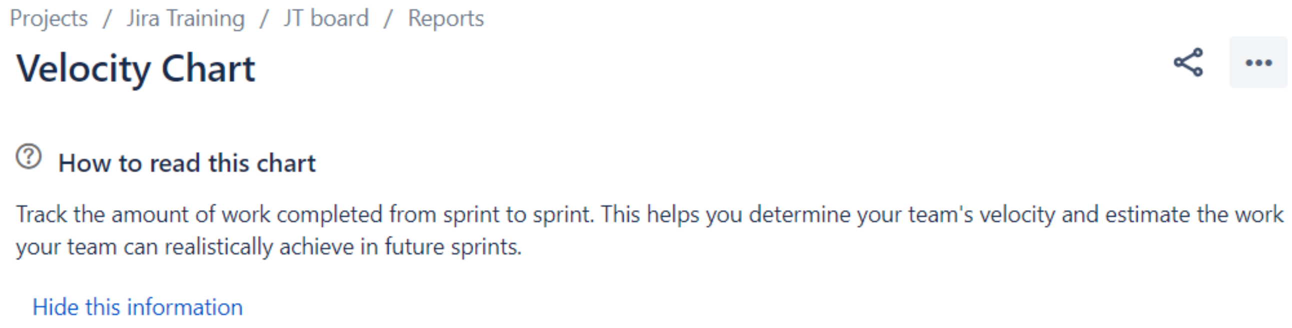
Creating a Velocity Chart

- Select **Velocity Chart**



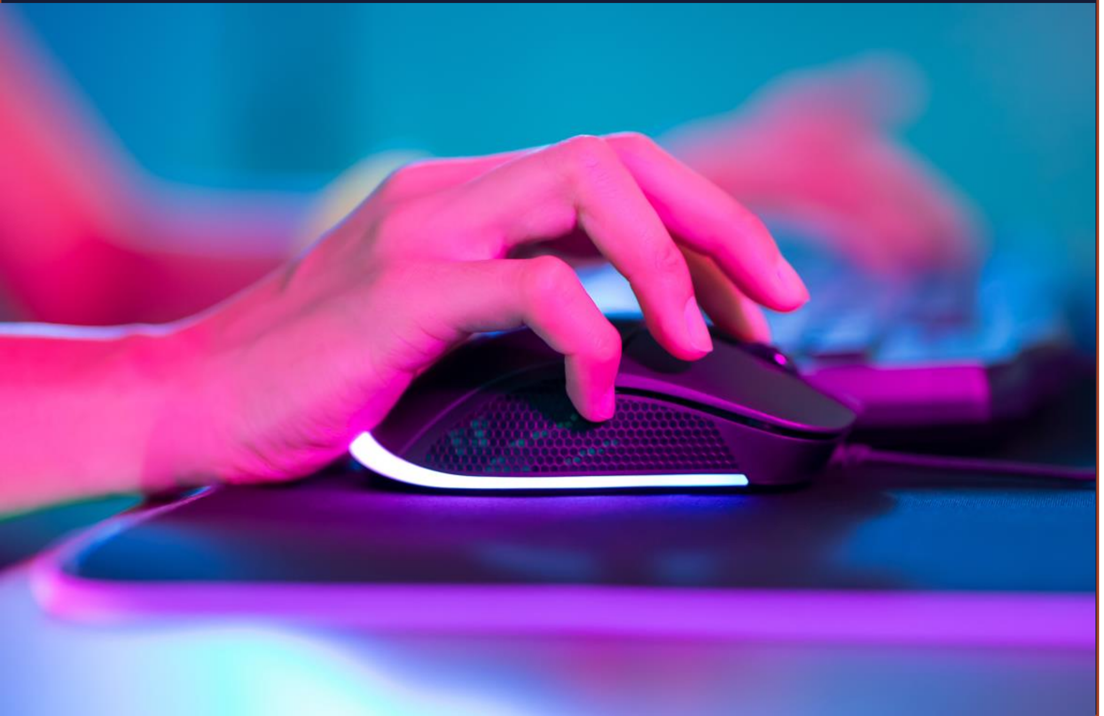
Creating a Velocity Chart

Analyze the displayed Velocity Chart which shows the last seven completed Sprints

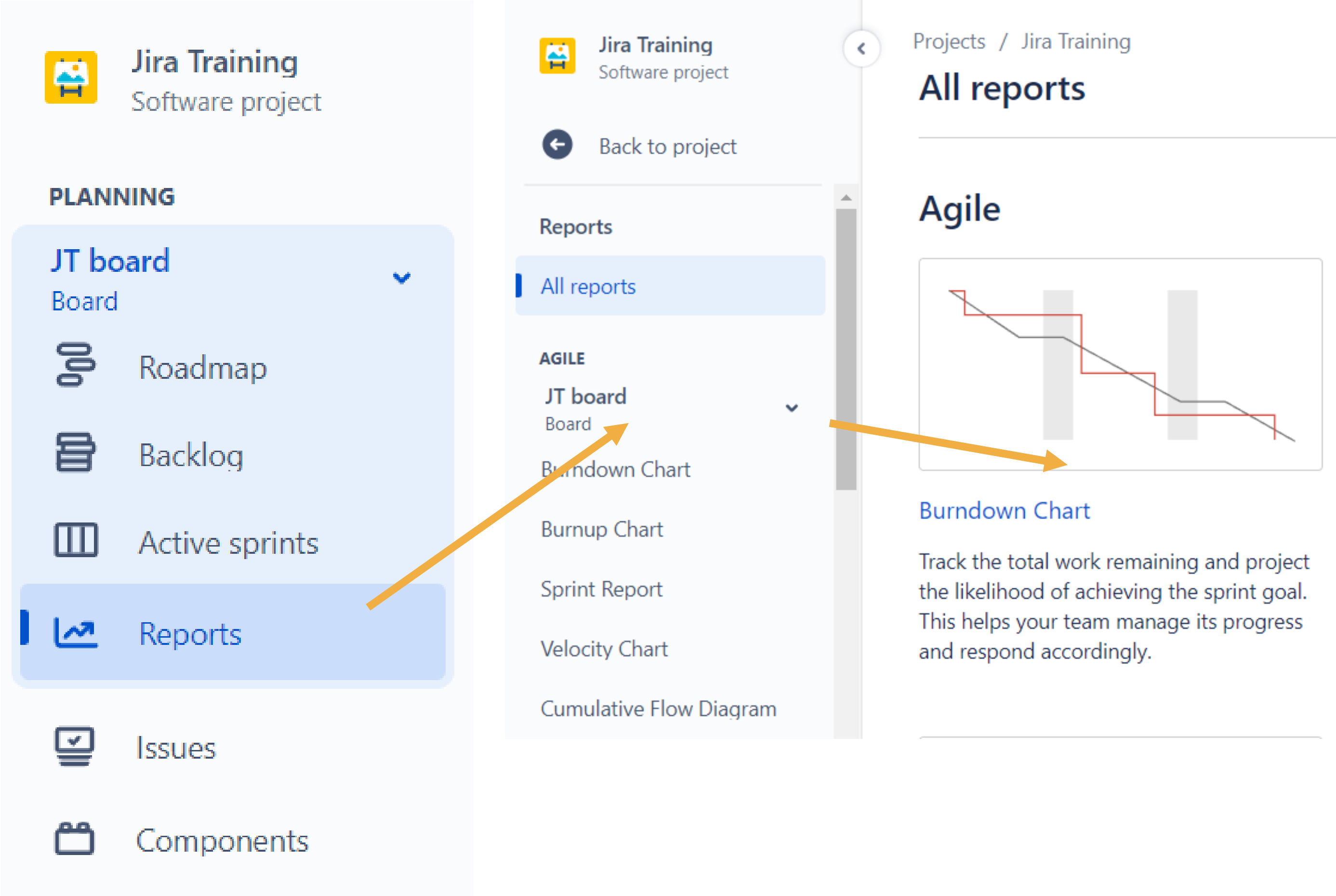


Creating a Burndown chart

Use a Burndown chart to track the total work remaining, and to project the likelihood of achieving the sprint goal. By tracking the remaining work throughout the iteration, a team can manage its progress, and respond to trends accordingly.



Generating Reports

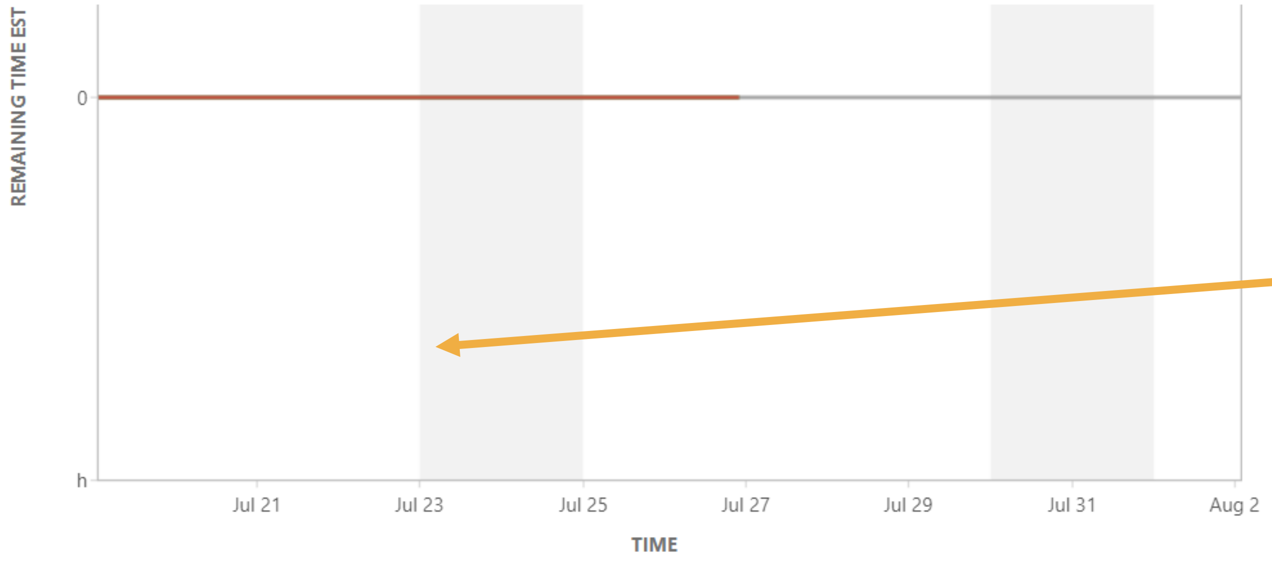


- Navigate to the Scrum project
- Click **Reports** and then select **Burndown Chart**

Creating a Burn Down Chart

Projects / Jira Training / JT board / Reports

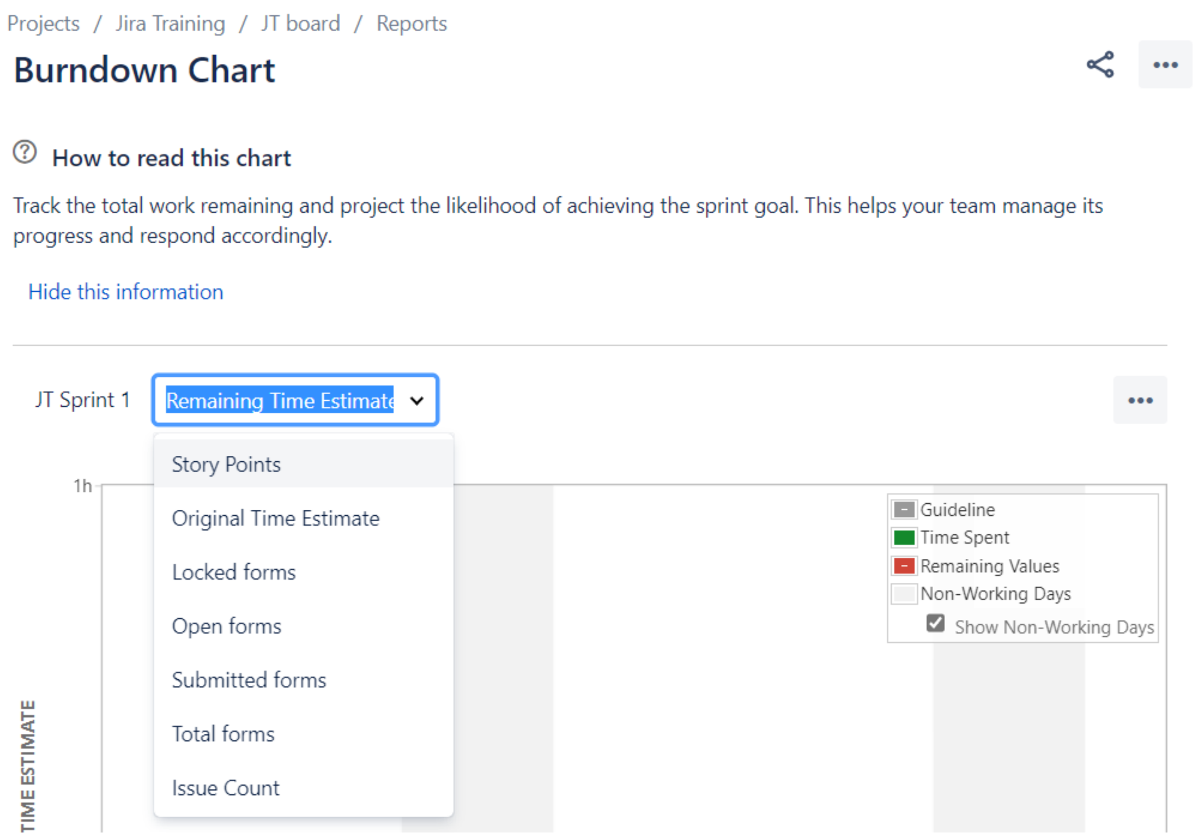
Burndown Chart



				Time Spent			Remaining Time Estimate		
Date	Issue	Event Type	Event Detail	Inc.	Dec.	Sum	Inc.	Dec.	Remaining
19/Jul/22 1:30 AM	JT-1	Sprint start		-		0	-		0
19/Jul/22 1:54 AM	JT-2	Scope change	Issue added to sprint	0		0	0		0

- Select Burndown Chart
- Choose any Sprint to visualize by clicking the Sprint issue

Creating a Burn Down Chart

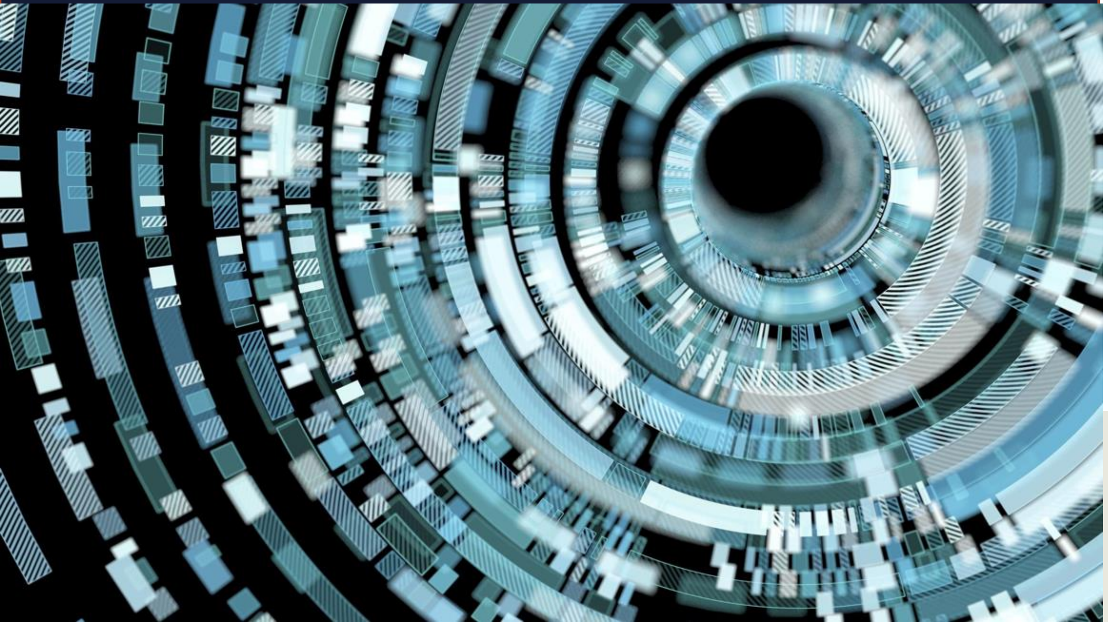


Adjusting the burndown chart

- Change the JT Sprint 1 and visualize the Chart

Using Sprint Reports

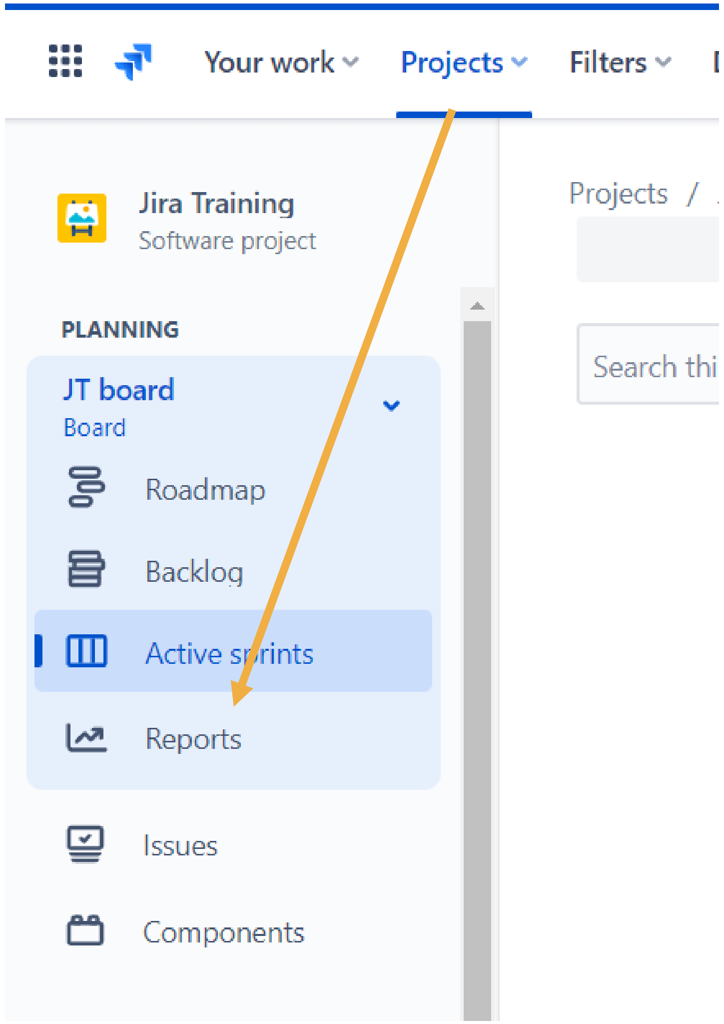
The Sprint report shows the list of issues in each sprint. It is useful for your Sprint retrospective meetings, and also for mid-sprint progress checks.



Using Sprint Reports

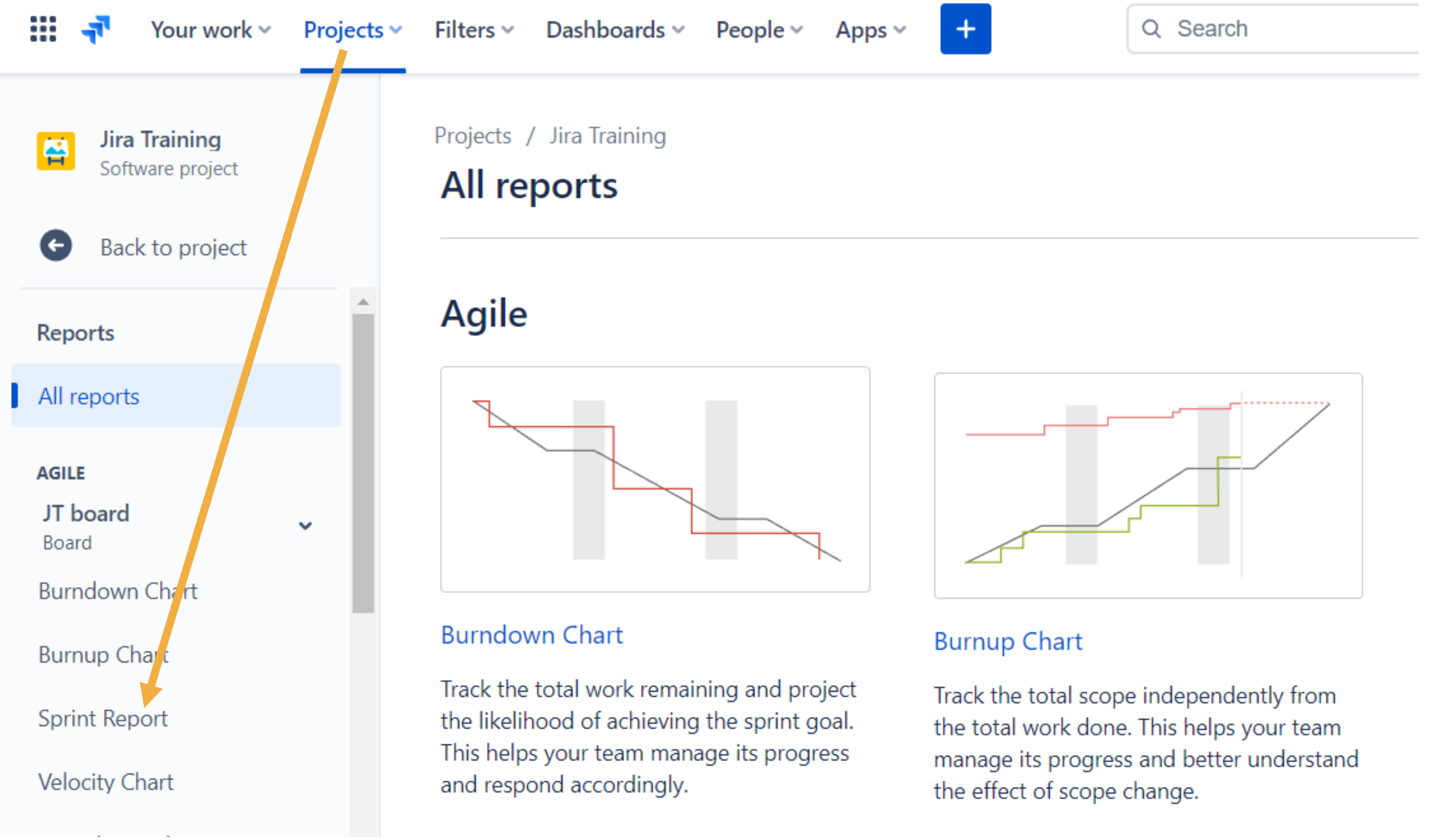
Accessing the reporting tool

- Click **Projects**
- Click Reports



Using Sprint Reports

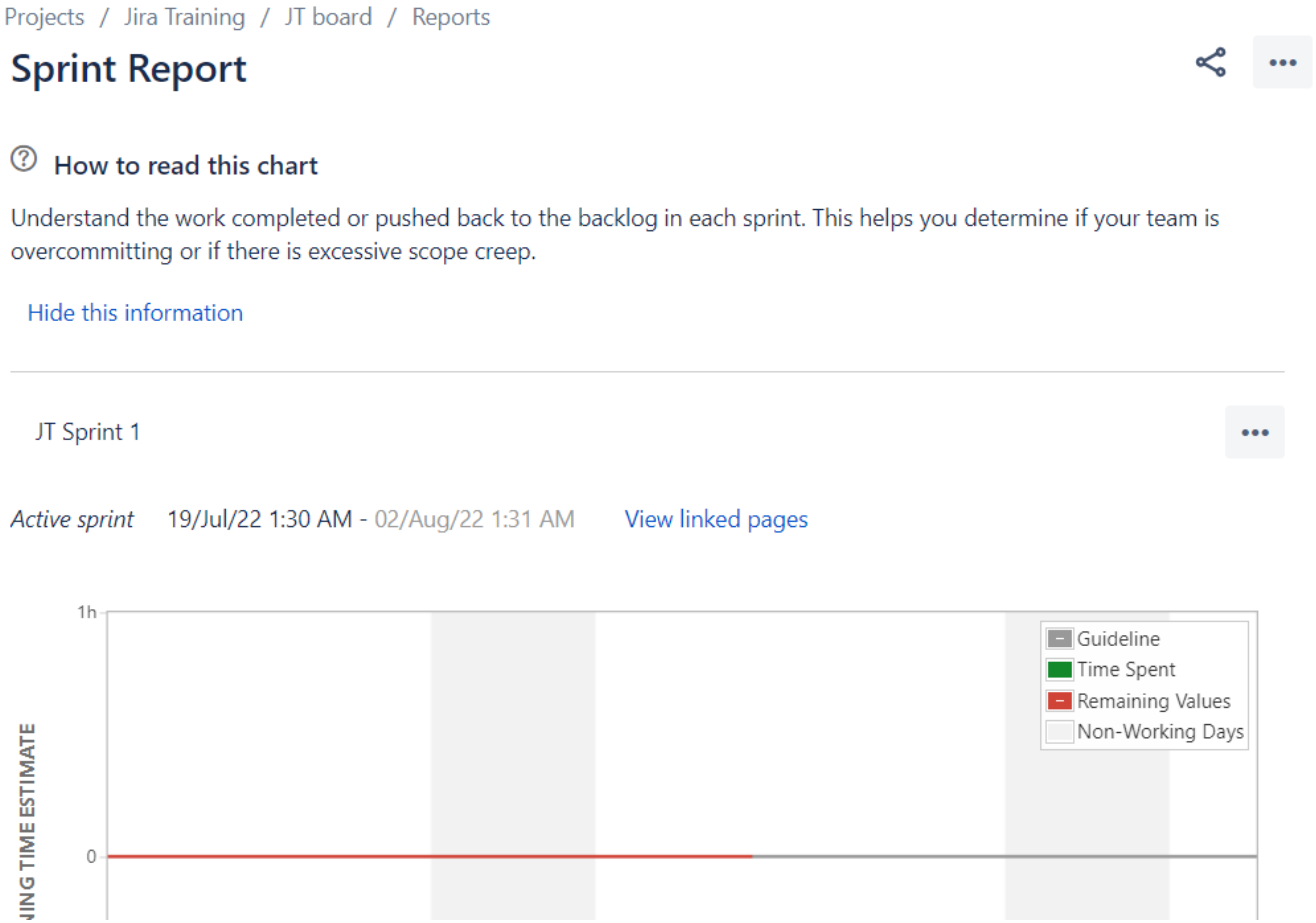
- Select **Sprint Report**
- Choose the relevant Sprint



Using Sprint Reports

Analyzing a Sprint report

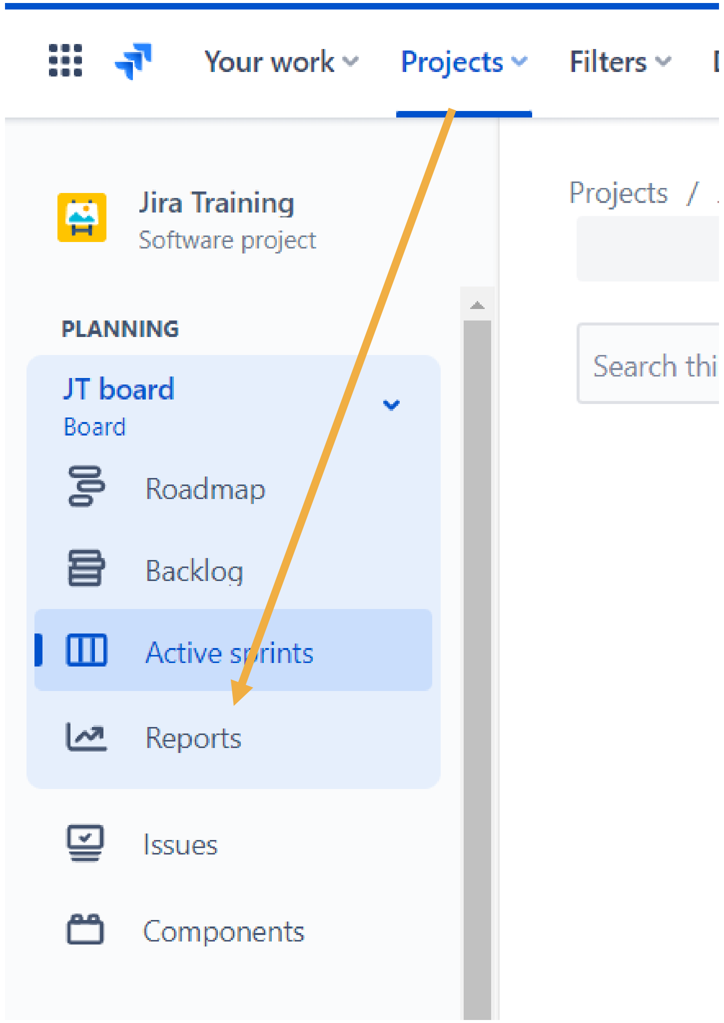
Explain what the report indicates



Generating Version Reports

The Version Report shows your team's progress towards the completion of a version. The Version Report also shows you the predicted Release Date, based on your team's average rate of progress (velocity) since the start of the version, and the estimated amount of work remaining.

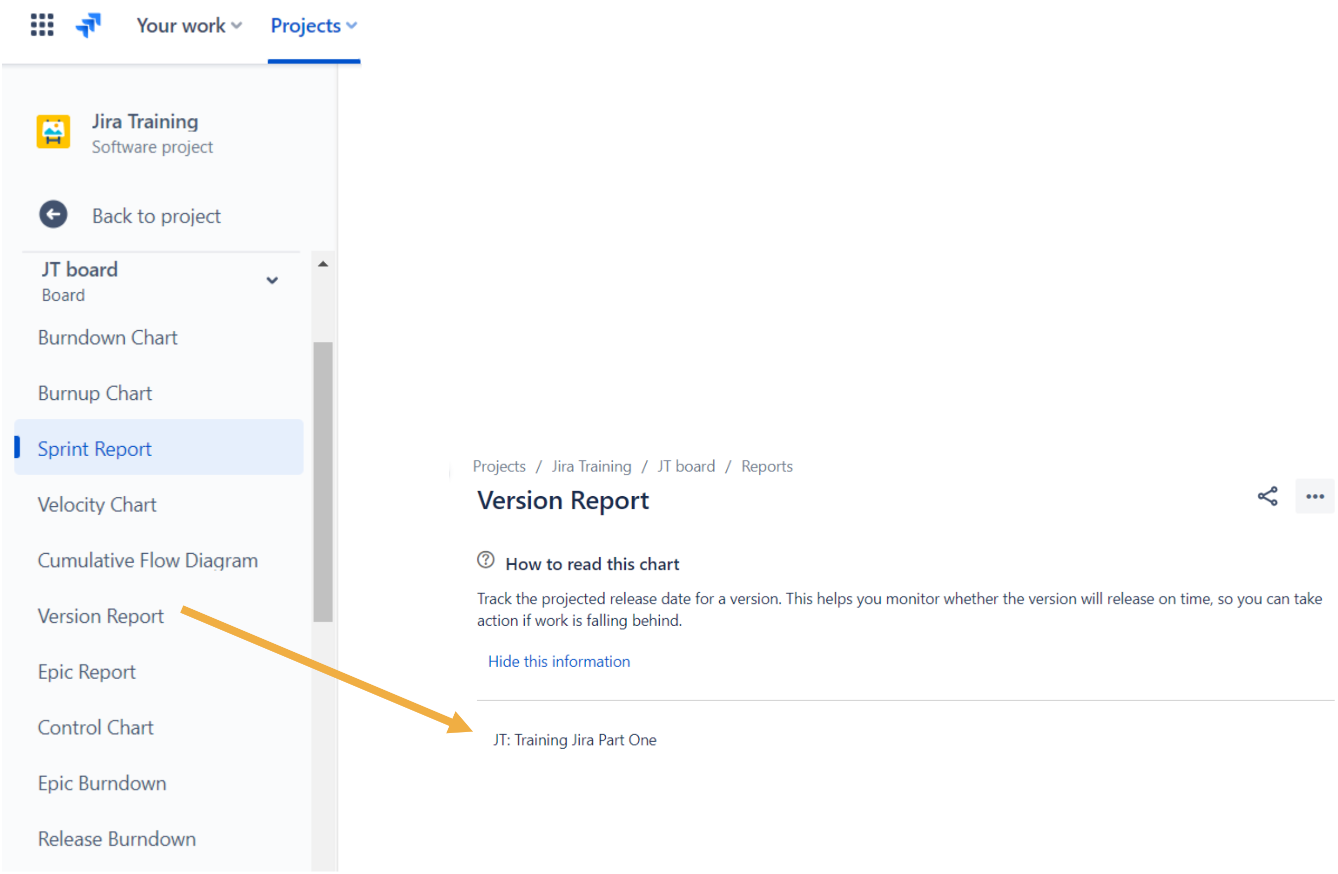
Generating Version Reports



Accessing the reporting tool

- Click **Projects**
- Click **Reports**

Generating Version Reports

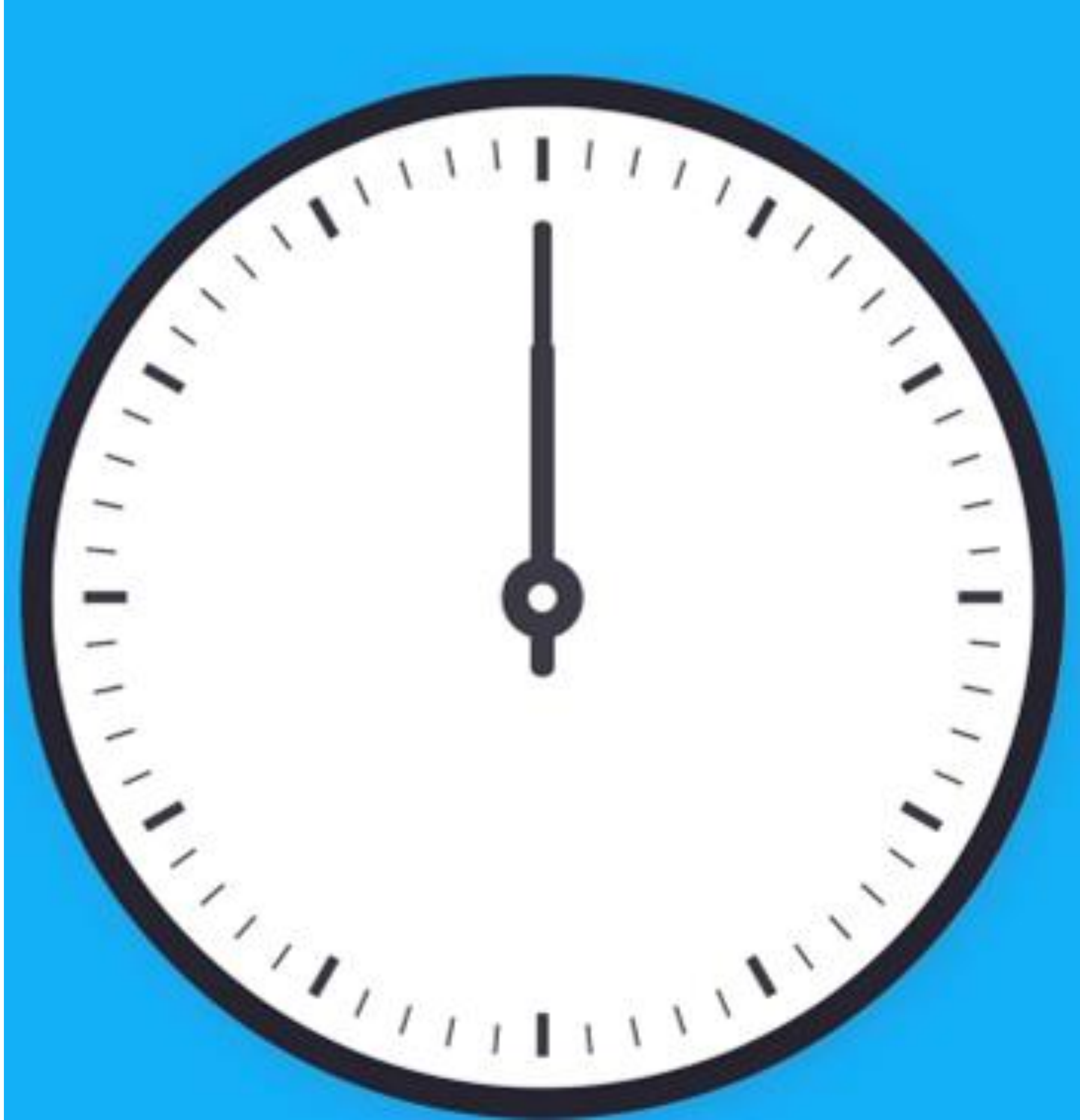


Creating a Version report

- **Select Version report**
- Choose the relevant Version from the Version drop-down

Questions?

Take a 10-minute Break!



Creating an Epic Burndown Report

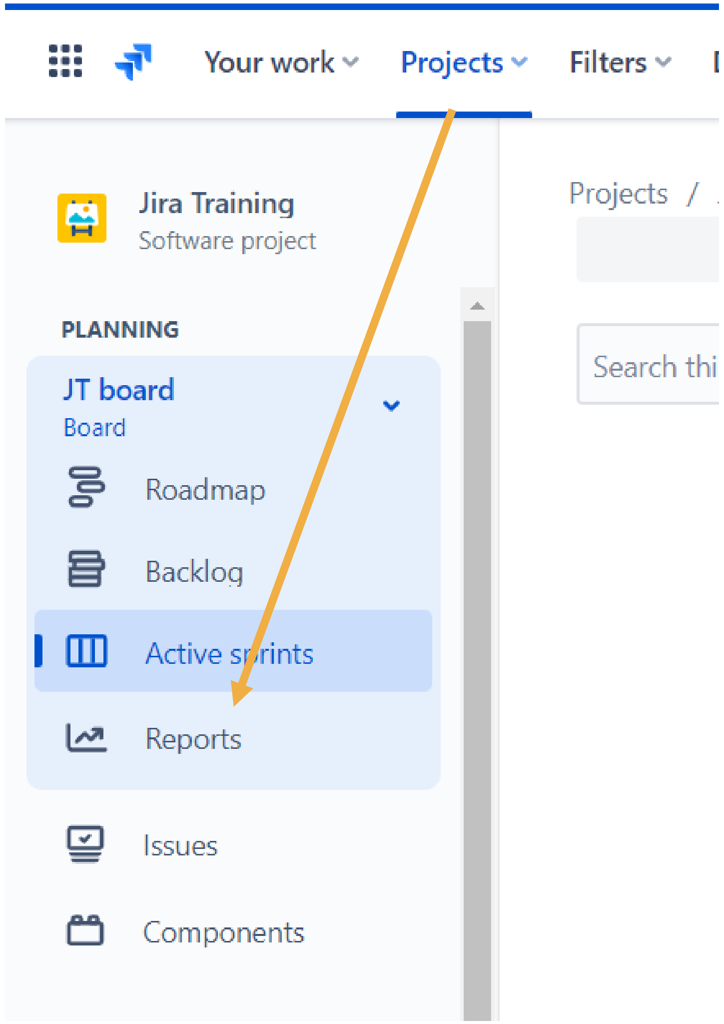
The Epic Burndown report shows you how your team is progressing against the work for an epic. An epic is a large user story that can be broken down into a number of smaller stories.

Creating an Epic Burndown Report

Accessing the reporting tool

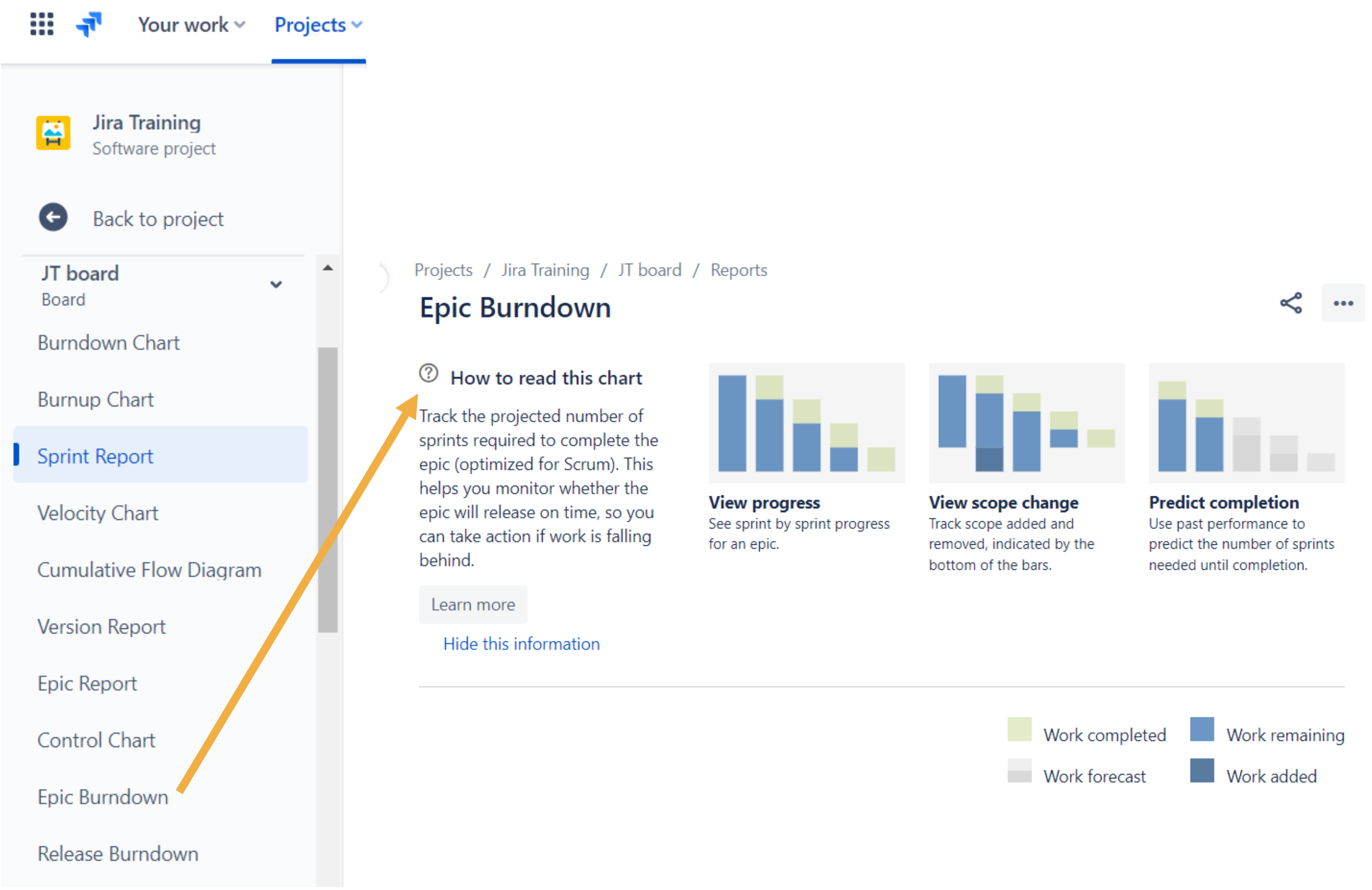
Prerequisite: Scrum or Kanban Board with at least 10 Epics and multiple Issues per Story and Sprints

- Click **Projects**
- Click **Reports**



Creating an Epic Burndown

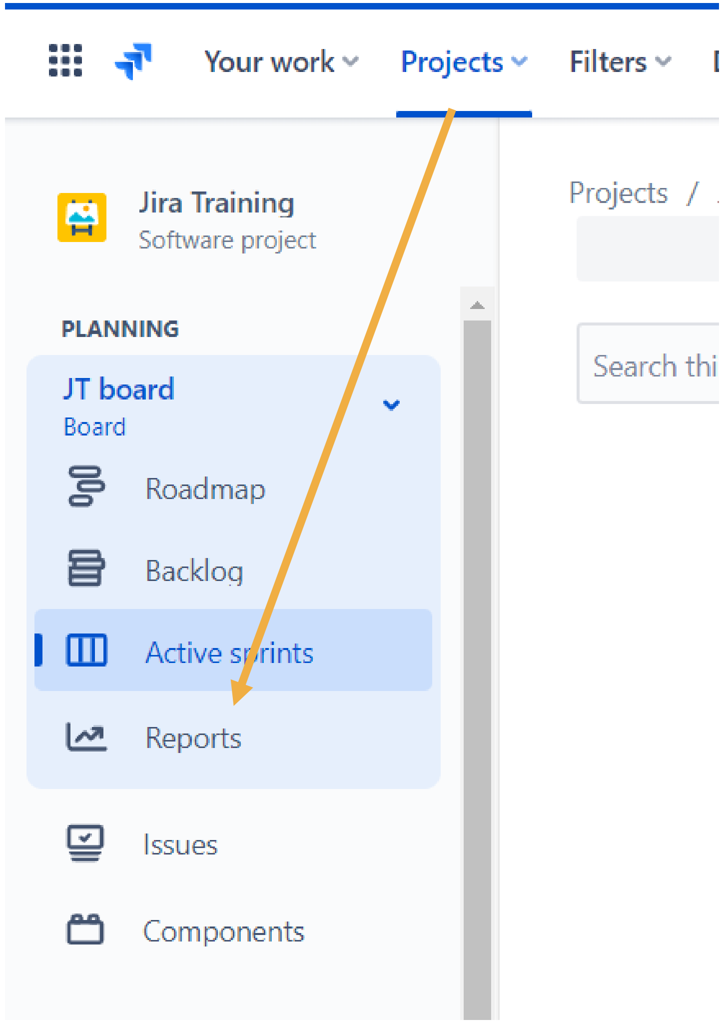
- Select **Epic Burndown**
- Select the relevant Epic from the Epic drop-down
- Review report



Generating a Release Burn Down Report

The Release Burndown report shows you how your team is progressing against the work for a release. The Release Burndown report is optimized for scrum teams that work in sprints — which makes tracking much easier.

Generating a Release Burn Down Report

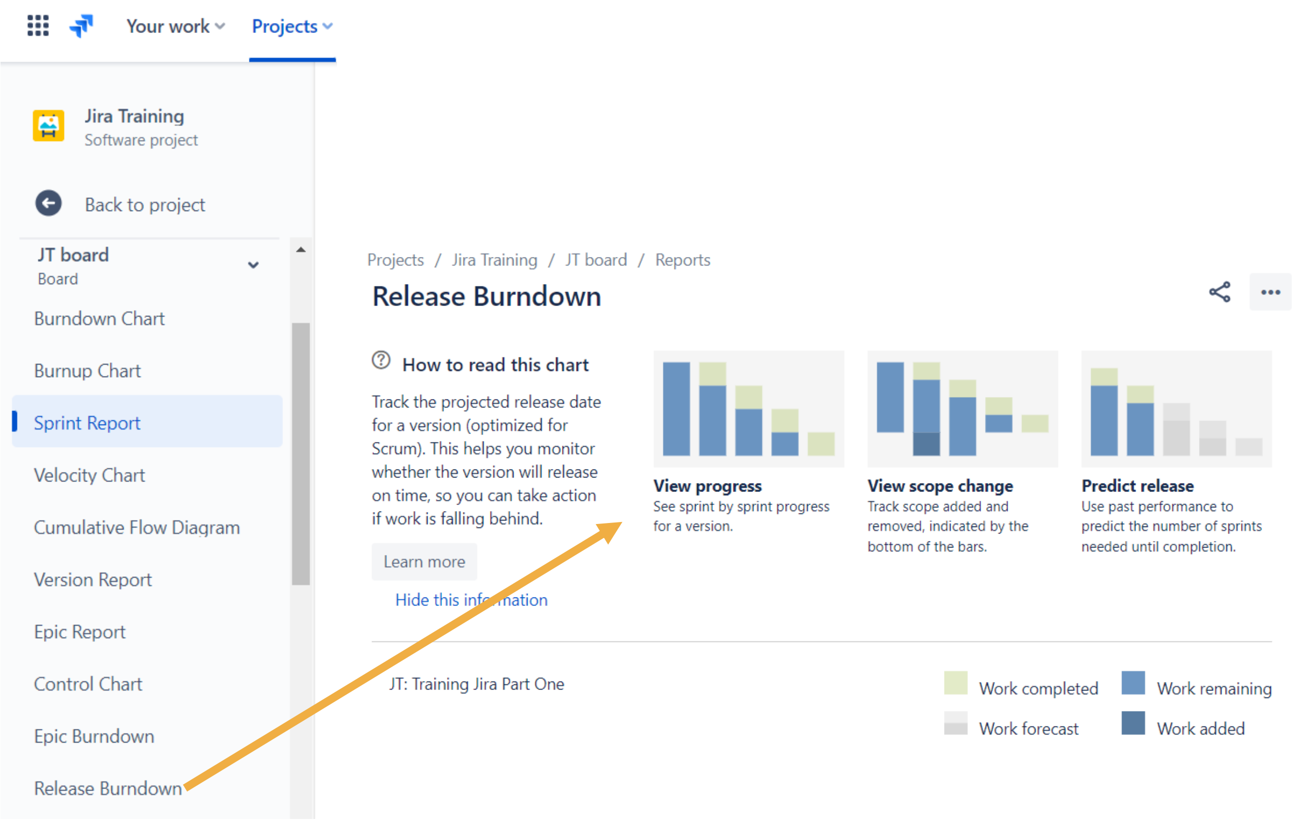


Accessing the reporting tool

Prerequisite: Scrum Board with multiple Versions and Releases

- Click **Projects**
- Click **Reports**

Generating a Release Burn Down Report



Creating a Release Burndown Report

- Select **Release Burndown** Report
- Select the relevant Release from the Release drop-down
- Review report

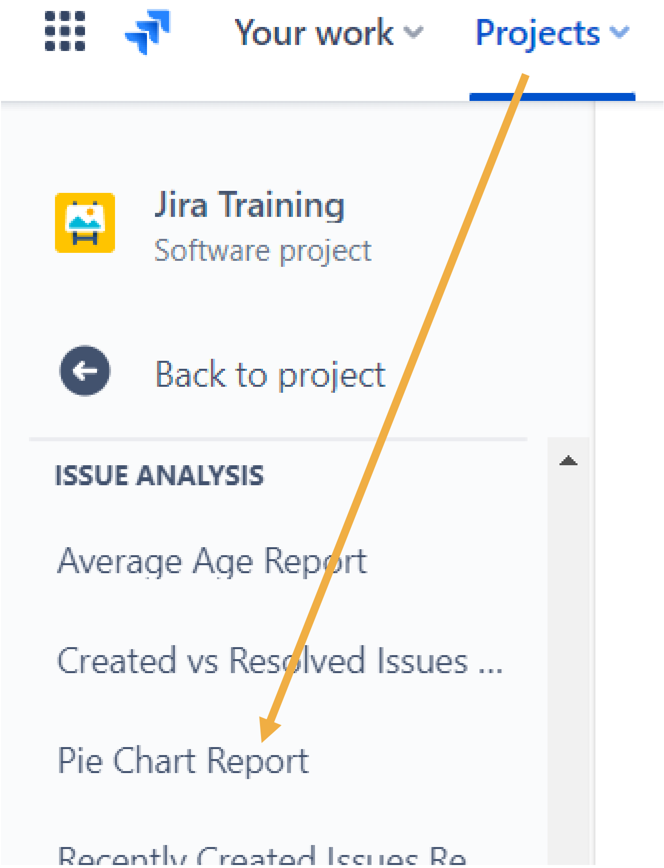
Creating a Pie Chart Report

The Pie Chart report displays issues returned from a specified project or issue filter, grouped by a specified field. For example, an issue filter can be created to retrieve all open issues for a particular version of a particular project.

Creating a Pie Chart

Accessing the reporting tool

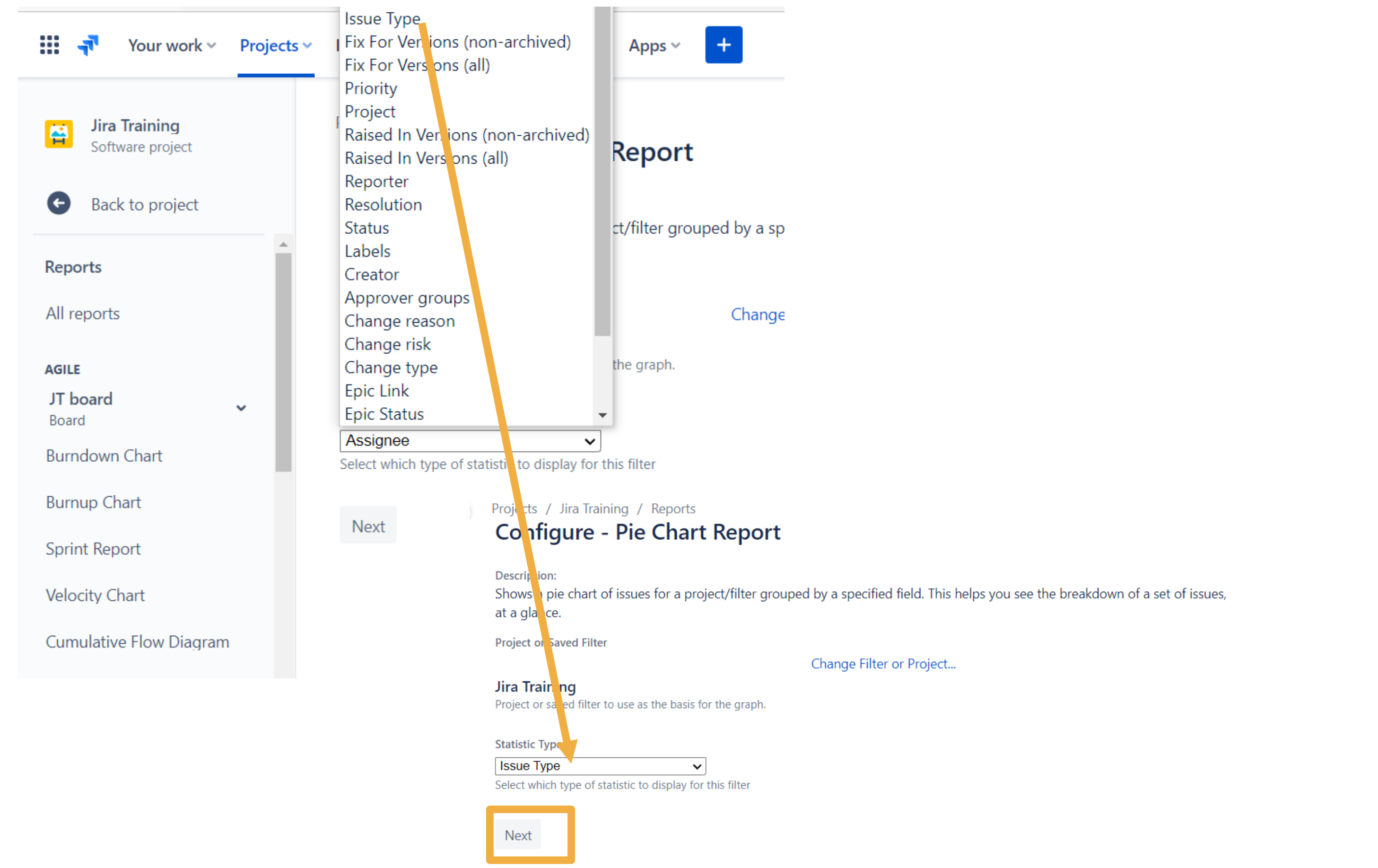
- Click **Projects**
- Select **Pie Chart Report**

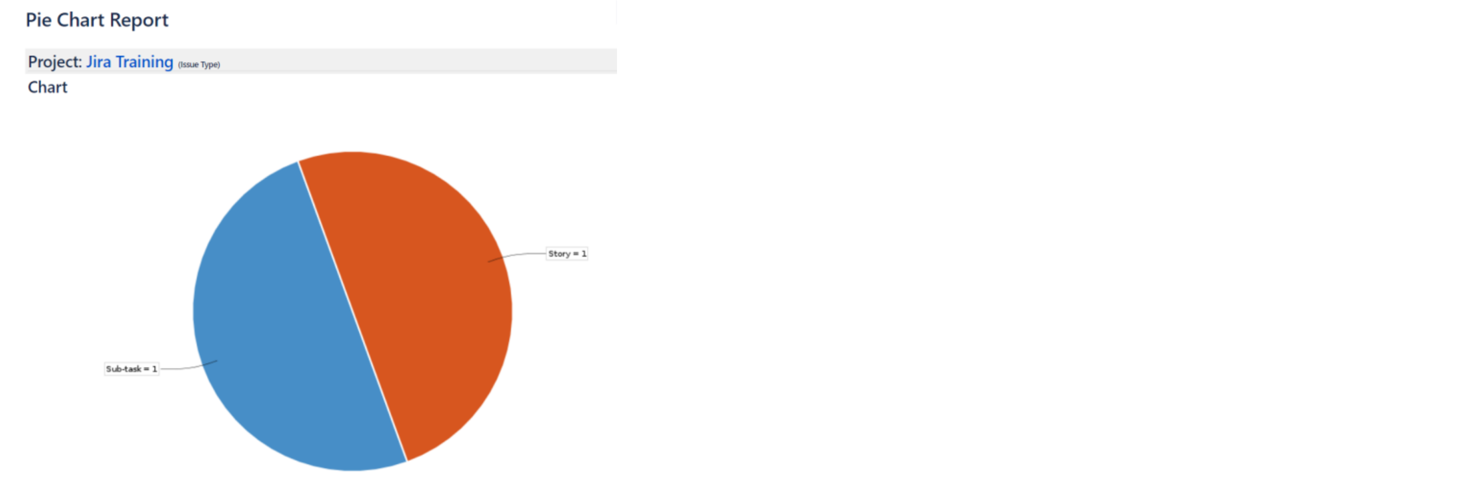


Creating a Pie Chart

Creating a pie chart report

- Select the Project to generate the report
- In Statistic Type select the issue type
- Click **Next** to generate the report

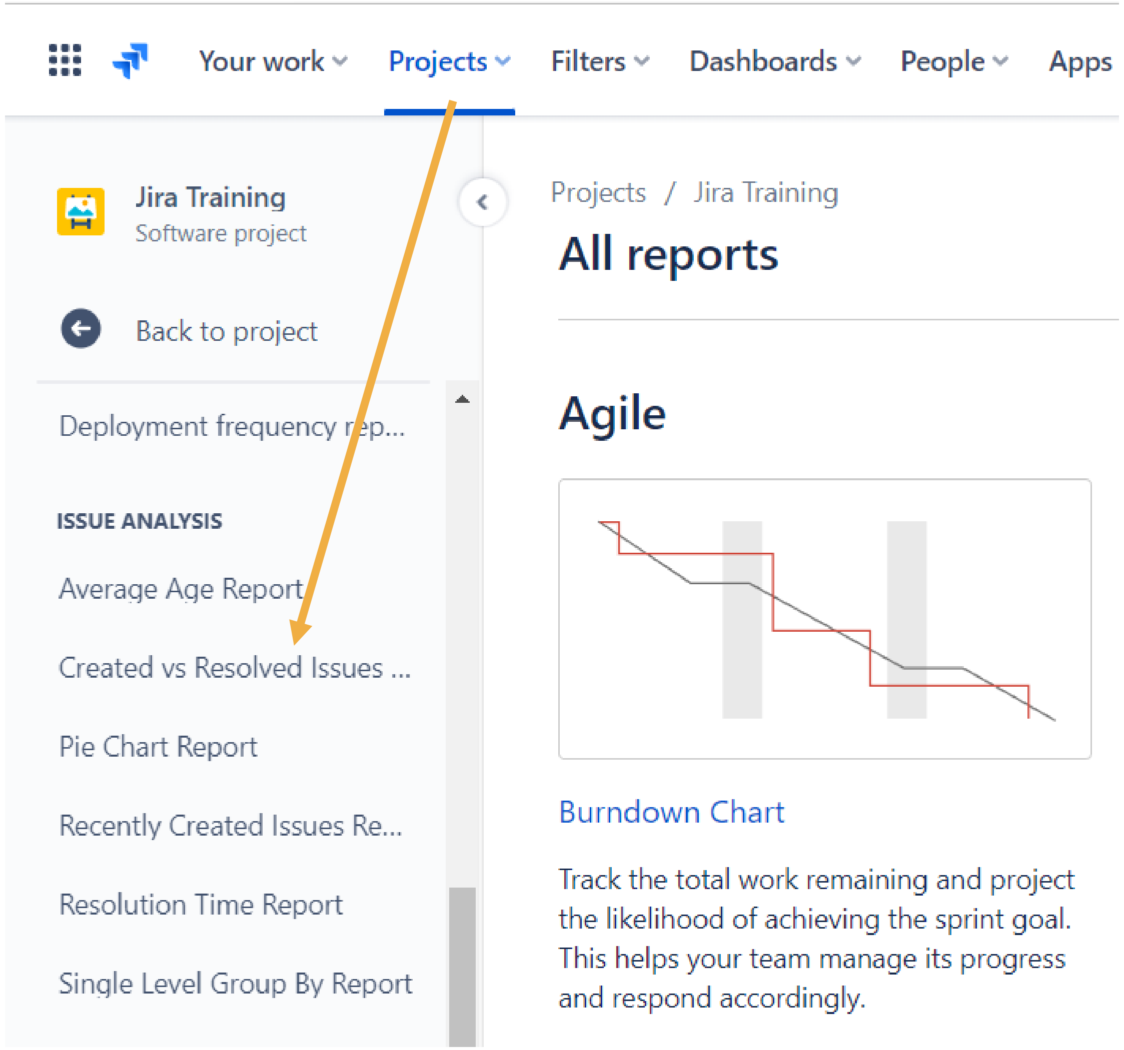




Comparing Created issues and resolve issues report

The Created vs Resolved Issues report displays the number of issues created and resolved over a given period of time. This report is based on the project or issue filter that the user chooses and the chart can be either cumulative or not.

Comparison



Accessing the reporting tool

- Click **Projects**
- Click the Report icon
- Select **Created Vs Resolved** Issues Report

Comparison

Creating a created issues & resolved issues report

- Select the Time Field to report as Daily, Weekly, Monthly, Quarterly, Annually etc.
- Click **Next** to generate the report

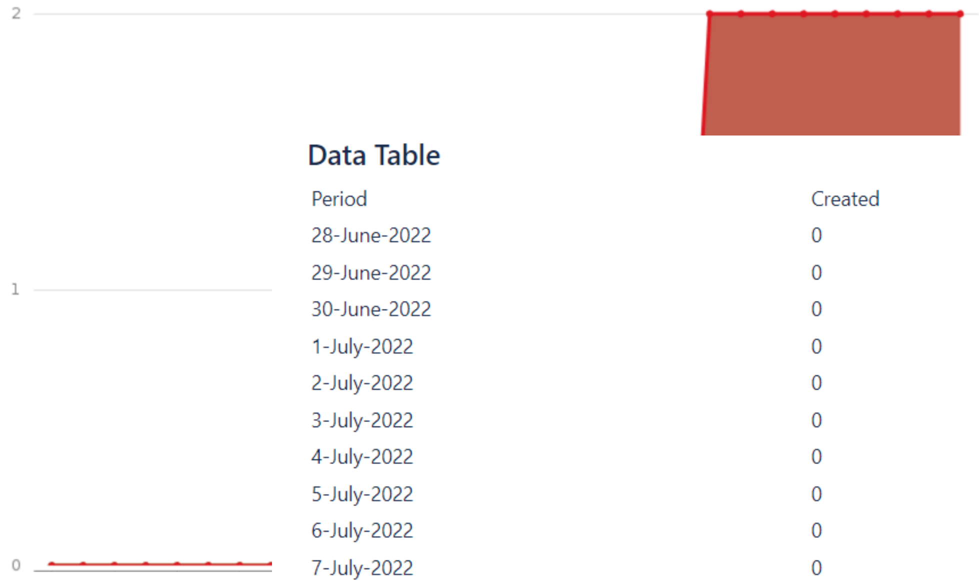
Comparison

Created vs. Resolved Issues Report

Project: Jira Training

Chart

This chart shows the number of issues **created** vs. the number of issues **resolved** in the last **30** days.



Data Table

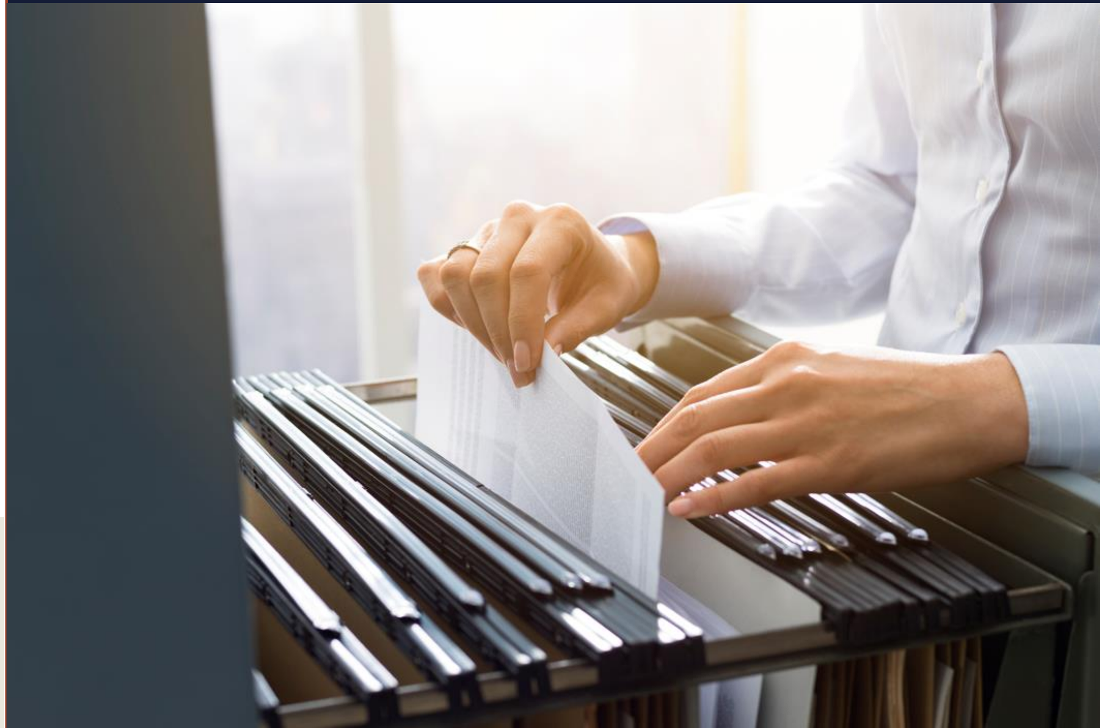
Period	Created	Resolved
28-June-2022	0	0
29-June-2022	0	0
30-June-2022	0	0
1-July-2022	0	0
2-July-2022	0	0
3-July-2022	0	0
4-July-2022	0	0
5-July-2022	0	0
6-July-2022	0	0
7-July-2022	0	0
8-July-2022	0	0
9-July-2022	0	0
10-July-2022	0	0
11-July-2022	0	0

Analyzing a created issues & resolved issues report

- Review report.

Generating a Resolution Time Report

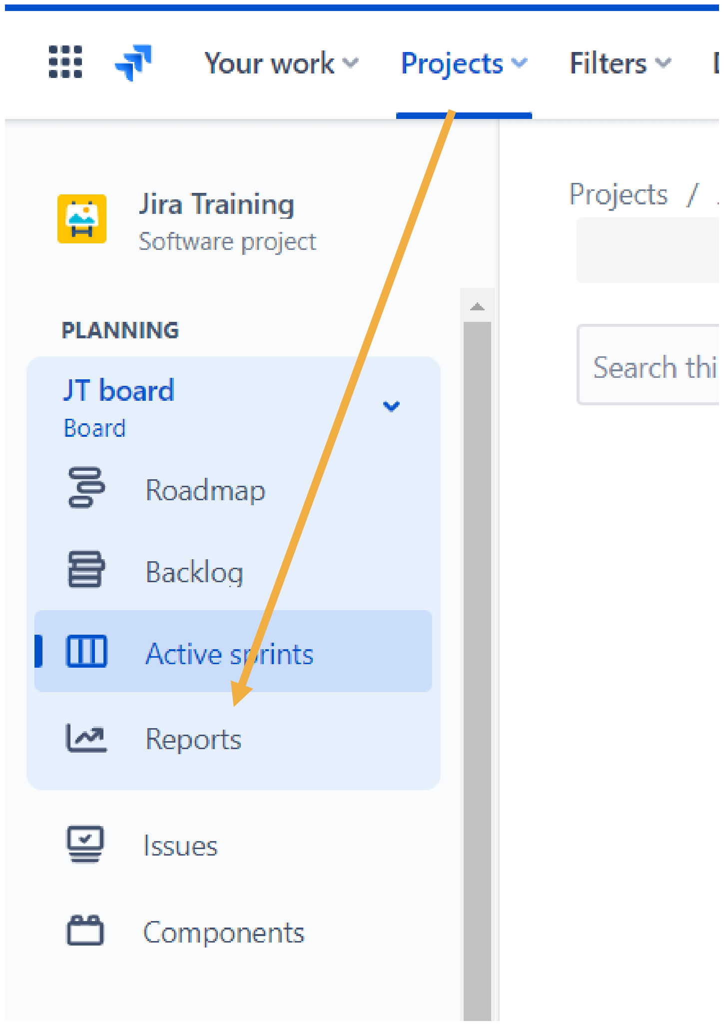
The Resolution Time report shows the length of time taken to resolve a set of issues for a project/filter. This helps you identify trends and incidents that you can investigate further.



Generating a Resolution Time Report

Accessing the reporting tool

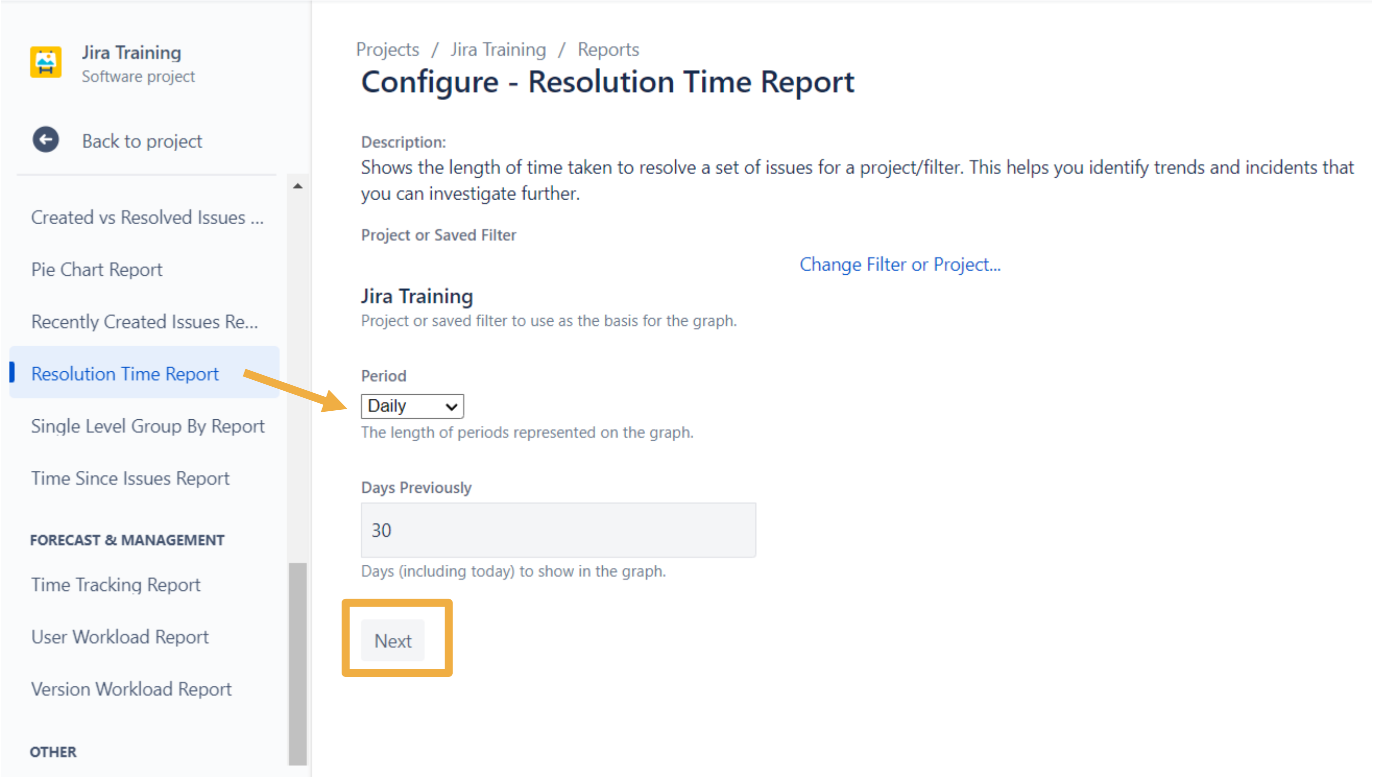
- Click **Projects**
- Click **Reports**



Generating a Resolution Time Report

Creating a Resolution Time report

- Select **Resolution Time Report**
- Select drop down to change **Period**
- Click **Next**
- Review report



Questions?

In Summary:

You are now able to:

- Create Velocity and Burndown Charts
- Generate and use Sprint, Version, Epic and Release Burndown, Pie Chart reports
- Compare created issues and resolved issue reports
- Generate a time resolution report

Thank you for taking this course.