



# 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**



A close-up photograph showing a person's hands typing on a laptop keyboard. The laptop is open, and the screen is visible in the background, displaying a blurred image of a person's face. The lighting is warm and focused on the hands and the keyboard.

# 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

Backlog

The screenshot shows the Jira Software interface. On the left, there's a sidebar with a search bar, a 'BK' icon, a user profile icon, and a dropdown menu set to 'Epic'. Below that is a section titled 'JT2 Sprint 1' with a date range '18 Jul – 1 Aug (0 issues)' and a 'train JIRA' link. A large orange arrow points from the 'Create issue' button in this section towards the central configuration area. The main content area shows 'Project settings / Issue types'. Under 'Issue types', the 'Epic' option is selected and highlighted with a blue border. Below it are other options: Bug, Story, Task, Subtask, and 'Add issue type'. A second orange arrow points from the 'Save changes' button at the bottom right towards the 'Description fields' section. This section contains 'Summary' and 'Description' fields, both of which are also highlighted with a blue border. At the very bottom are three buttons: 'Give feedback', 'Discard', and a large blue 'Save changes' button.

## 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

The screenshot shows the 'Issue types' section in the 'Project settings' of a Jira project named 'Jira Training 2'. The 'Epic' issue type is selected and highlighted with a yellow border. Other available issue types shown are Bug, Story, Task, Subtask, and Add issue type. The 'Description fields' and 'Context fields' sections are also visible.

Projects / Jira Training 2 / Project settings / Issue types

**Epic** Edit workflow ⌂ ...

Epics track collections of related bugs, stories, and tasks.

**Description fields** ⓘ

- Aa Summary
- ≡ Description >

**Context fields** ⓘ

- Status
- 👤 Assignee
- 🏷 Labels >
- 📅 Start date

## 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

The screenshot shows the Jira Training 2 project's Backlog page. On the left, a sidebar lists project details and navigation options like Planning, Development, and Project pages. The main area displays the backlog under the 'Backlog' tab. A card for 'JT2 Sprint 2' is visible, along with a 'Backlog' section containing one issue: 'JT2-1 Task 1'. An orange arrow points from the text 'From the Backlog, drag the issue or story onto other Issues without Epic section' to the 'JT2-1 Task 1' card.

## 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

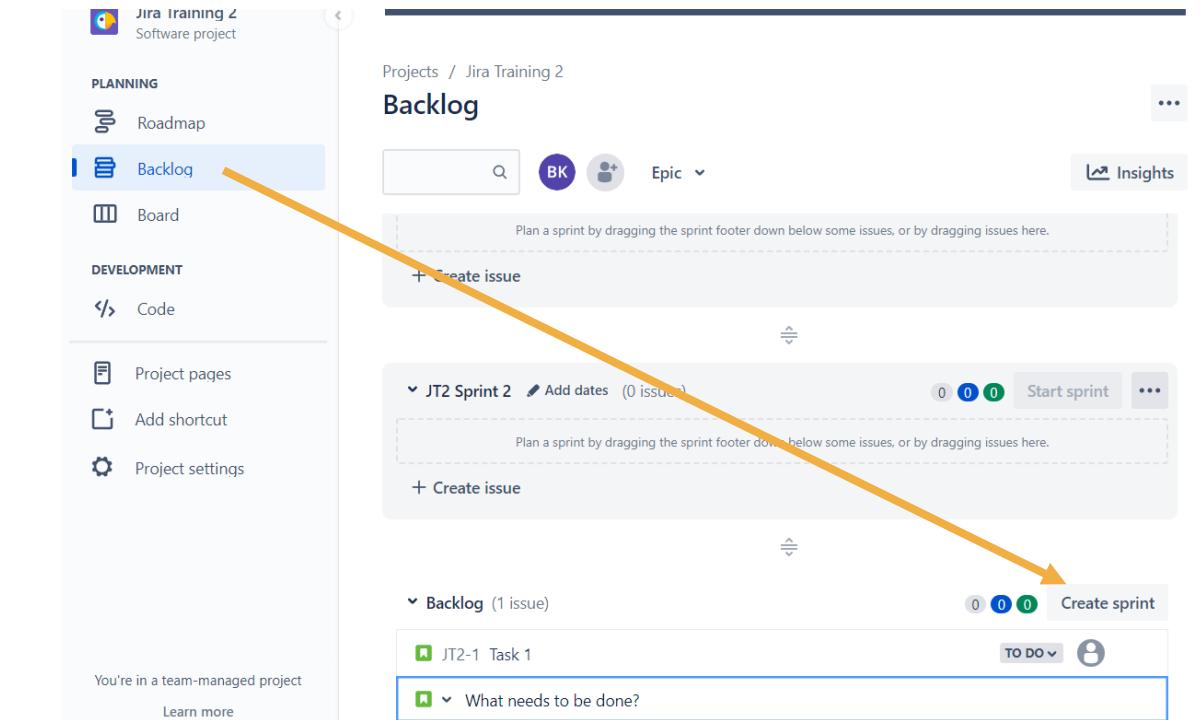
A sprint is a fixed time period where teams complete work from their product backlog. Sprints are usually one, two, or four weeks long. See how to create sprints, add issues and edit sprints.



# Sprints

## Creating sprints

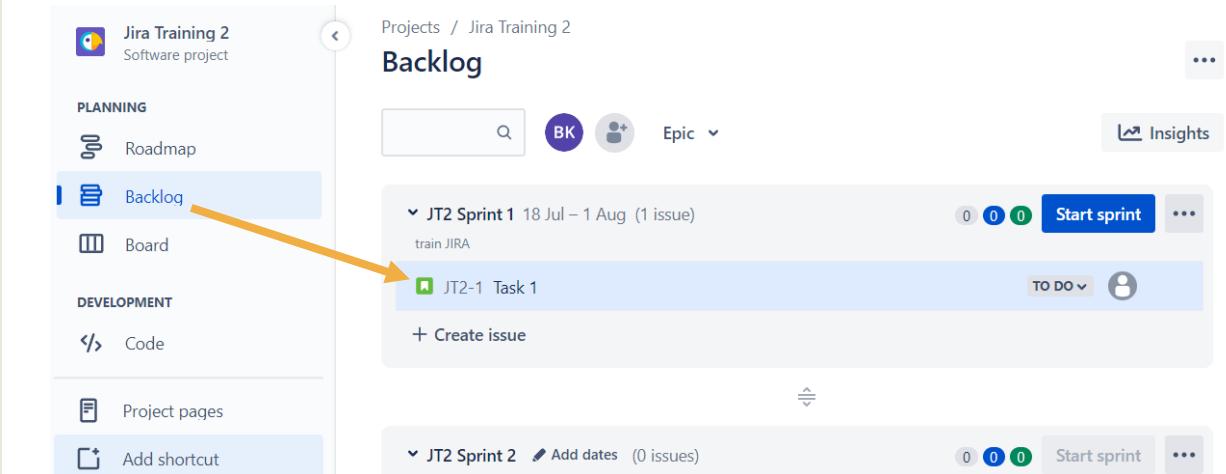
- Go to Backlog
- Click the Create Sprint button



# Adding Issues

## Adding issues to sprints

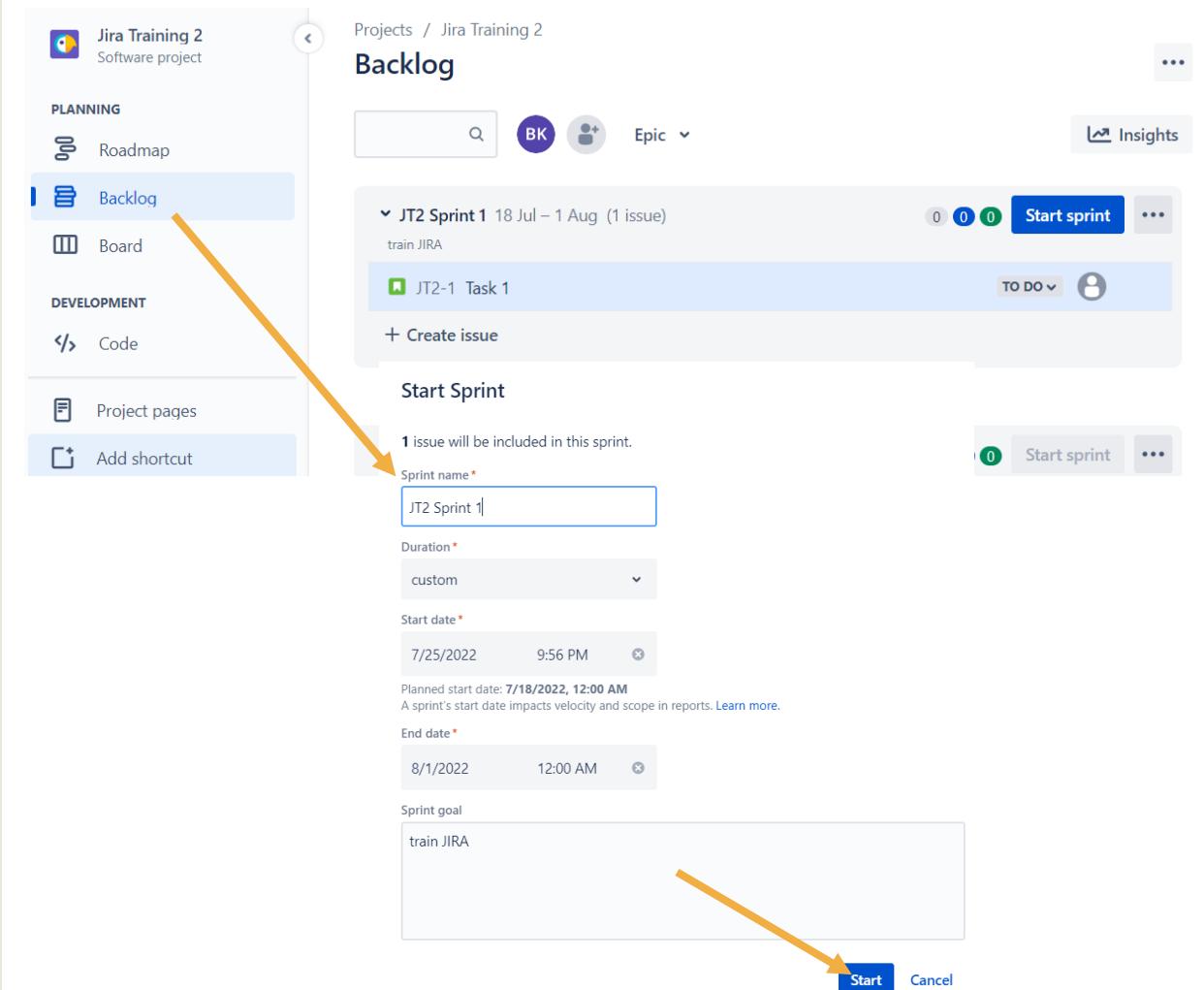
- Navigate back to the **Backlog**
- Drag and drop previously created issue from the Backlog onto the Sprint (when ready for that item to move forward)



# 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**

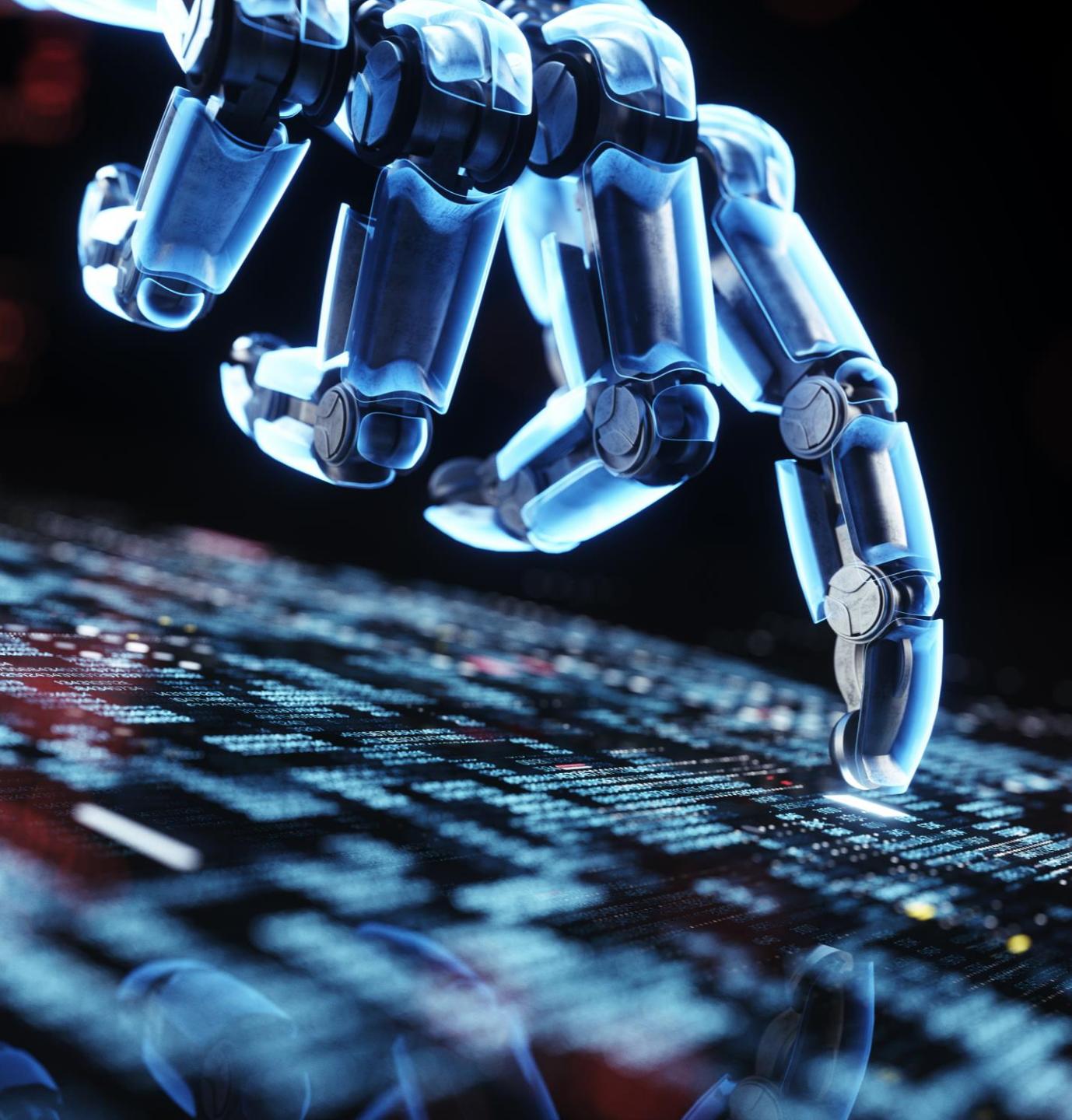
You now understand how to work with Sprints.



# 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

The screenshot illustrates the Jira interface for navigating to project issues. It starts with the 'Your work' dashboard, which lists recent projects: 'Jira Training 2', 'Jira Training', and 'Demo service project'. An orange arrow points from the 'Your work' header to the 'Jira Training 2' project card. Another orange arrow points from the 'Recent projects' section to the 'Backlog' tab in the 'Jira Training 2' sidebar. A third orange arrow points from the 'Backlog' tab to the 'JT2 Sprint 1' sprint backlog in the main content area, where a specific task is highlighted.

# Issues

## Ranking issues

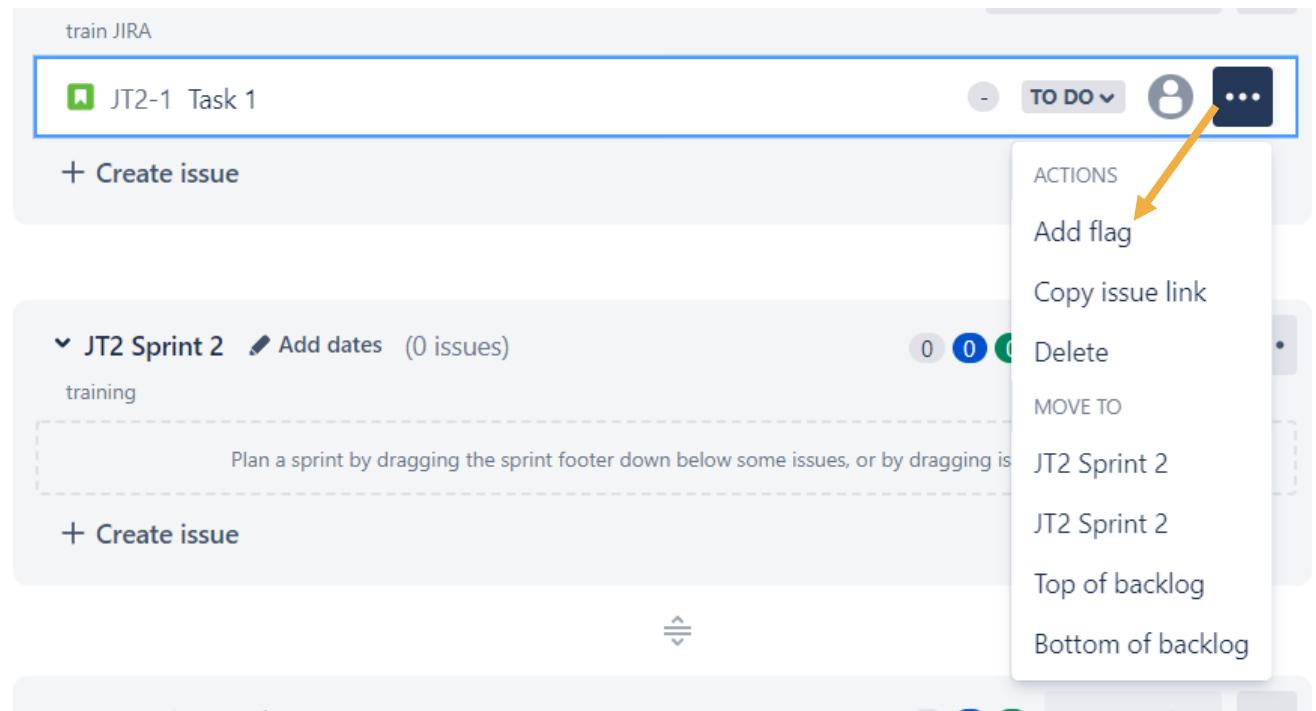
- Rank an issue by dragging and dropping it to a higher or lower position in the Scrum or Kanban Backlog
- Select three dots- move as needed

The screenshot shows the Jira Software interface for the project "Jira Training 2". On the left, a sidebar menu includes "Roadmap", "Backlog" (which is selected), "Board", "Code", "Project pages", and "Add shortcut". The main area displays the "Backlog" for "JT2 Sprint 1" (18 Jul – 1 Aug). An issue titled "JT2-1 Task 1" is selected and highlighted with a blue border. A context menu is open over this issue, with the "MOVE TO" option highlighted by an orange arrow. Other options in the menu include "TO DO", "Add flag", "Copy issue link", and "Delete". Below the backlog, another sprint section for "JT2 Sprint 2" is visible, along with "Create issue" buttons.

# 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

The screenshot shows the Jira Settings interface. On the left, there's a sidebar with various settings like General, Columns, and Quick Filters. The main area is titled 'Settings for Training on Jira'. It has sections for 'ATLASSIAN ADMIN' (User management, Billing) and 'JIRA SETTINGS' (System, Products, Projects, Issues, Apps). An orange arrow points from the 'Issues' link in the sidebar to the 'Issues' section in the main content. Another orange arrow points from the 'Permission schemes' link in the sidebar to the 'Permission schemes' section in the main content. The 'Permission schemes' section contains a table with one row for 'Default Permission Scheme'.

Name	Projects	Actions
<b>Default Permission Scheme</b>	This is the default Permission Scheme. Any new projects that are created will be assigned this scheme.	Permissions Copy Edit

## 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

The screenshot shows the Jira 'Issues' configuration page. The sidebar on the left lists various settings under 'Issues'. A large orange arrow points from the 'Time tracking' link in the sidebar to the 'Work On Issues' permission row in the main table.

**Issue types**

Filter Issue Types by name or description

Name	Type
Epic	Ep
Bug	Ba
IT Help	Ba
Service Request	Ba
Service Request with Approvals	Ba
Story	Ba

**Time Tracking Permissions**

Permission	Grant To	Update	Remove
Delete All Worklogs	Project Role • Administrators • atlassian-addons-project-access	Update	Remove
Delete Own Worklogs	Project Role • atlassian-addons-project-access	Update	Remove
Any logged in user	Project Role • Administrators • atlassian-addons-project-access	Update	Remove
Edit All Worklogs	Project Role • atlassian-addons-project-access	Update	Remove
Edit Own Worklogs	Project Role • atlassian-addons-project-access	Update	Remove
Work On Issues	Project Role • atlassian-addons-project-access	Update	Remove

Update "Work On Issues" permission

Cancel Update

Legend:

- Project Role
- Application access
- Group
- Public
- Any logged in user
- Service Project Customer - Portal Access
- Reporter
- Single user
- Project lead
- Current assignee
- User custom field value
- Group custom field value

## 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**

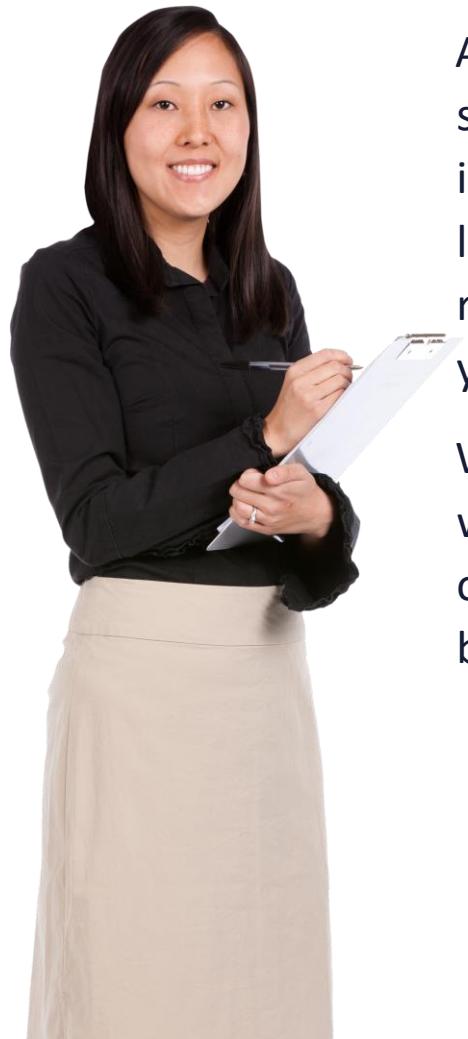
# Time Tracking

The screenshot shows the Jira Global Time Tracking settings page. The sidebar on the left has a highlighted 'Time tracking' section. The main page title is 'Time tracking'. It includes a dropdown for 'Time tracking provider' set to 'JIRA provided time tracking'. Under 'Global time tracking settings', there are fields for 'Working hours per day' (8), 'Working days per week' (5), 'Time display format' (Pretty), 'Default unit for time tracking' (Minute), and 'Copying of comments to work description' (Enabled). A note says: 'For the users you wish to be able to log work on issues, ensure that they have the [Work On Issues](#) permission in the relevant [permission scheme](#)'. Below this is the 'Time tracking settings' section with fields for 'Working hours per day' (8), 'Working days per week' (5), 'Time display format' (Pretty), 'Default unit' (Minute), and 'Copying of comments to work description' (Enabled). A note below the default unit says: 'Use this time unit for any input that doesn't explicitly define one.' At the bottom are 'Save' and 'Cancel' buttons.

## 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

The screenshot shows the Jira Admin interface with the following details:

- Header:** Your work, Projects, Filters, Dashboards, More, +, Search bar, and various icons.
- Breadcrumbs:** Projects / Jira Training / Training on Jira.
- Left sidebar:** Settings (General, Columns, Swimlanes), Quick Filters (Card colors, Card layout, Working days, Issue Detail View, Roadmap), and JIRA SETTINGS (User management, Billing, System, Products, Projects, Apps).
- Central area:** Settings for Training on Jira.
- Right sidebar:** Issues (New issue view transition), ISSUE TYPES (Issue type hierarchy), ISSUE TYPES (Issue types), ISSUE TYPES (Issue type schemes), Sub-tasks, WORKFLOWS (Workflows), and WORKFLOWS (Workflow schemes). A yellow arrow points from the 'Issues' section to the 'Workflow schemes' button.
- Bottom right:** Add workflow scheme button.

# Schemes

## Associating schemes

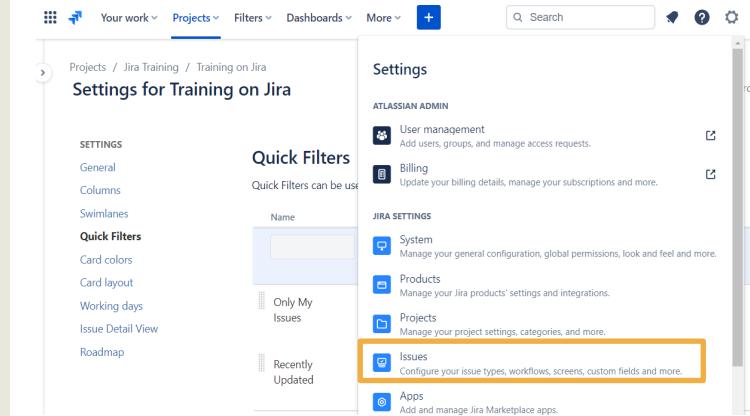
- In the Sidebar, click on the **Issue type Scheme**
- Click on **Associate** to begin the migration process

The screenshot shows the Jira Service Management interface. On the left, a sidebar lists various settings: Issues, New issue view transition, ISSUE TYPES (Issue type hierarchy, Issue types, Issue type schemes), Sub-tasks, WORKFLOWS (Workflows, Workflow schemes), SCREENS (Screens, Screen schemes, Issue type screen schemes). The 'Issue type schemes' option is highlighted with a yellow arrow. The main content area is titled 'Issue type schemes' with a sub-section for 'Default Issue Type Scheme'. It lists global issue types: Epic, Story, Task, Sub-task, Bug, IT Help, Service Request, Service Request with Approvals, IT Help, Task, Service Request, Sub-task, and Service Request with. A secondary section for 'DESK: Jira Service Management Issue Type Scheme' is also visible. At the top right, there are buttons for 'Add issue type scheme', '?', 'Edit', 'Associate', and 'Copy'.

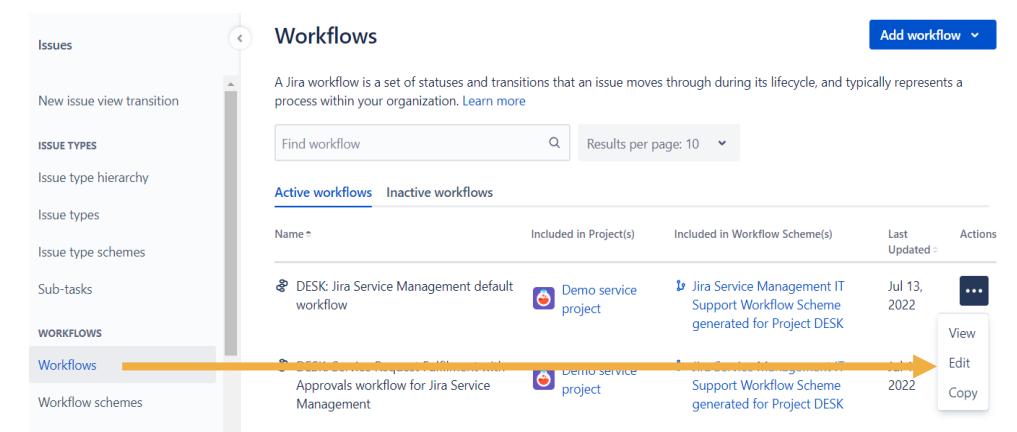
# Transitions

## 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



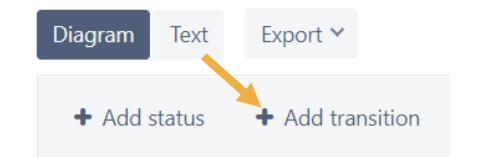
The screenshot shows the Jira Settings page for the 'Training on Jira' project. The 'Issues' section is highlighted with an orange box. The 'Issues' tab is selected under the 'WORKFLOWS' category.



The screenshot shows the Jira Workflows page. It displays two active workflows: 'DESK: Jira Service Management default workflow' and 'Approvals workflow for Jira Service Management'. The 'DESK: Jira Service Management default workflow' is selected. A context menu is open over this workflow, with 'Edit' highlighted and an orange arrow pointing to it.

**DESK: Jira Service Management default workflow**

This Jira Service Management default work

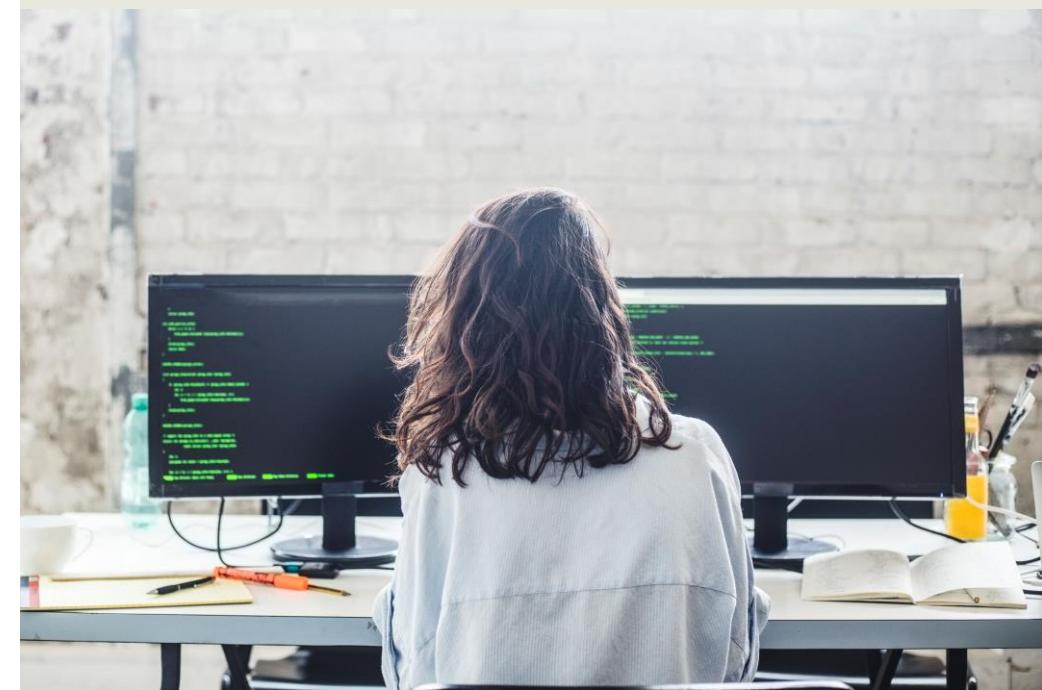


The screenshot shows the 'Text' tab in the Jira Workflows editor. At the bottom, there are two buttons: '+ Add status' and '+ Add transition'. An orange arrow points to the '+ Add transition' button.

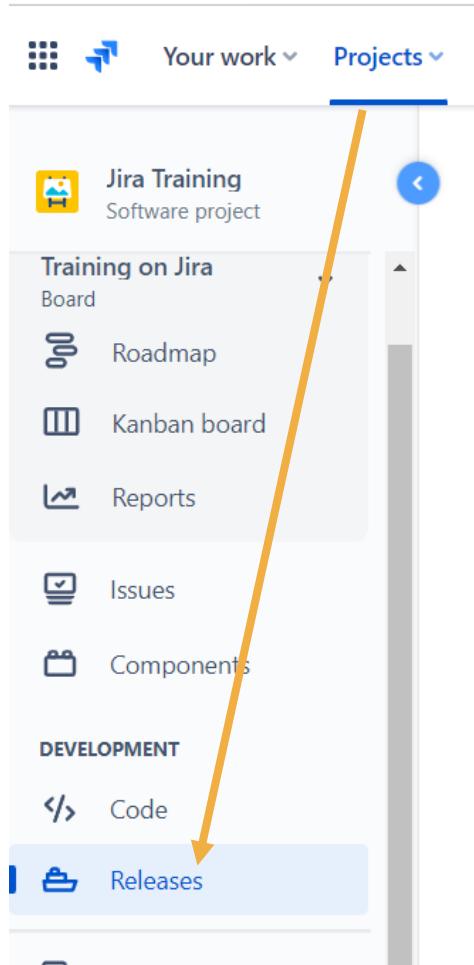
# Managing Versions



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

Projects / Jira Training

## Releases

The screenshot shows the Jira Releases interface. At the top right, there is a blue button labeled "Create version" with a lightning bolt icon. Below it, a context menu is open with options: Release, Archive, Edit, and Delete. A large orange arrow points from the "Create version" button down to the "Name\*" input field in the dialog box. The dialog box has the title "Create version". It contains a "Name\*" input field with a red asterisk, a "Start Date" field showing "2/18/1993" with a calendar icon, a "Release date" field showing "2/18/1993" with a calendar icon, and a "Description" input field. At the bottom of the dialog are "Save" and "Cancel" buttons.

## Adding names to versions

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

# Viewing Progress

The screenshot shows the Jira Software project interface for 'Jira Training'. The left sidebar includes links for 'Training on Jira Board', 'Roadmap', 'Kanban board', 'Reports', 'Issues', 'Components', 'Code', and 'Releases'. A yellow arrow points from the 'Releases' link in the sidebar to the 'Releases' button in the main header. The main area displays the 'Releases' screen with a search bar, a dropdown menu set to 'Released, Unreleased', and a list of releases including 'Training Jira Part One'.

## 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**

The screenshot shows the Jira Settings interface for a project named "Training on Jira". The left sidebar lists various settings categories: General, Columns, Swimlanes, Quick Filters, Card colors, Issues, Custom fields, Field configurations, Field configuration schemes, Data connections, Time tracking, and Issue linking. A large orange arrow points from the bottom right towards the "Issue linking" option. The right panel displays sections for ATLASSIAN ADMIN (User management, Billing) and JIRA SETTINGS (System, Products, Projects, Issues, Apps). The "Issues" section is highlighted with an orange box.

Projects / Jira Training / Training on Jira

### Settings for Training on Jira

**SETTINGS**

- General
- Columns
- Swimlanes
- Quick Filters**
- Card colors

**Issues**

Custom fields

Field configurations

Field configuration schemes

**FORMS**

Data connections

**ISSUE FEATURES**

Time tracking

Issue linking

**Quick Filters**

Quick Filters can be used to filter issues in your project.

**ATLASSIAN ADMIN**

- User management Add users, groups, and manage access requests.
- Billing Update your billing details, manage your subscriptions and more.

**JIRA SETTINGS**

- System Manage your general configuration, global permissions, look and feel and more.
- Products Manage your Jira products' settings and integrations.
- Projects Manage your project settings, categories, and more.
- Issues** Configure your issue types, workflows, screens, custom fields and more.
- Apps Add and manage Jira Marketplace apps.

# Details

## Adding details

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

### Add New Link Type

Add a new link type

Name   
(eg "Duplicate")

Outward Link Description   
(eg "duplicates")

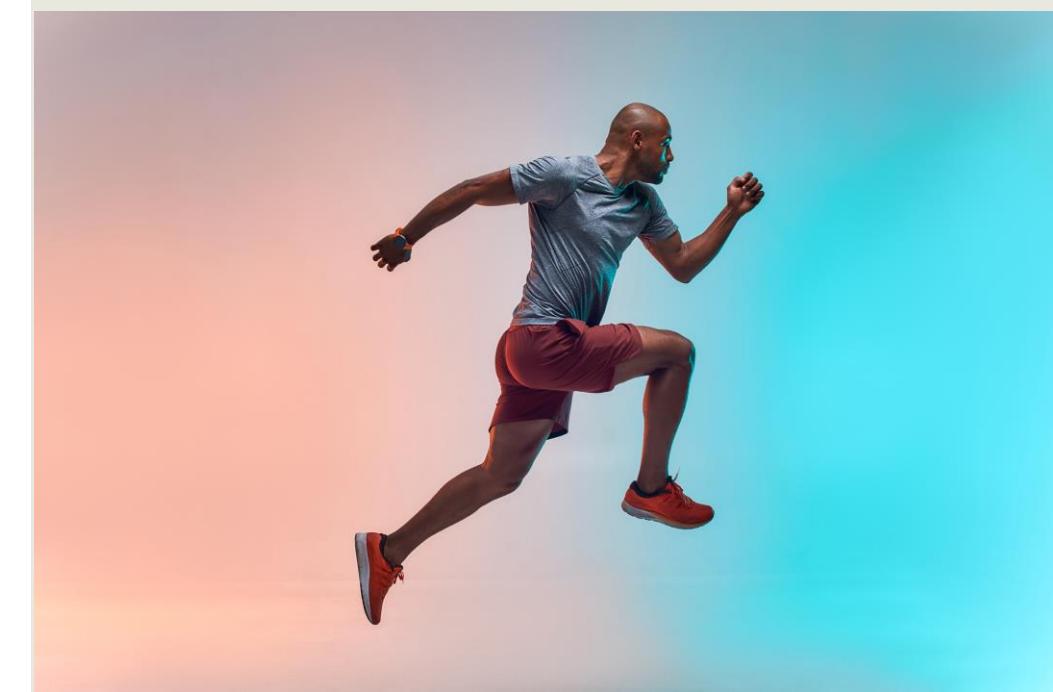
Inward Link Description   
(eg "is duplicated by")

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**

The screenshot shows the Jira interface for the 'JT board' under the 'Jira Training' project. The top navigation bar includes 'Projects / Jira Training / JT board', a 'Share' button, and a three-dot menu. Below the header is a 'Backlog' section with a search bar, user filters ('Only My Issues', 'Recently Updated'), and a dropdown for 'JT Sprint 1'. The main area displays a board with columns: 'PLANNING' (containing 'Roadmap', 'Backlog' - which is highlighted with a blue background, 'Active sprints', and 'Reports'), 'DEVELOPMENT' (containing 'Issues' and 'Components'), and 'SETTINGS' (containing 'General', 'Columns', 'Swimlanes', 'Quick Filters' (with 'Card colors', 'Card layout', 'Estimation', 'Working days', 'Issue Detail View', and 'Roadmap')). A yellow arrow points from the 'Board settings' link in the top right to the 'Estimation' option in the 'Quick Filters' sidebar.

# Add Estimation

## Adding an estimation to an issue

- Set up Estimate for an Issue by selecting a statistic

Projects / Jira Training / JT board

### Settings for JT board

[Back to board](#)

#### SETTINGS

General  
Columns  
Swimlanes  
Quick Filters  
Card colors  
Card layout  
**Estimation**  
Working days  
Issue Detail View  
Roadmap

### Estimation

Issues can be estimated when in the Backlog to get an idea of how much work is being committed to in a sprint. Read more about estimation and tracking.

#### Estimation Statistic

Story Points

Estimate issues in the Backlog by entering values for **Story Points**. Your velocity from sprint to sprint will be measured against these estimates.

#### Time Tracking

None

Issues will burn down their **Story Points** value upon completion.

Remaining Estimate and Time Spent

Track time against issues using Jira's **Remaining Estimate** and **Time Spent** fields.

#### Estimation Statistic

Story Points

- Story Points
- Original Time Estimate
- Locked forms
- Open forms
- Submitted forms
- Total forms
- Issue Count

[Edit](#) [Delete](#) [Move](#) [Copy](#) [Import](#) [Export](#) [Share](#)

# 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

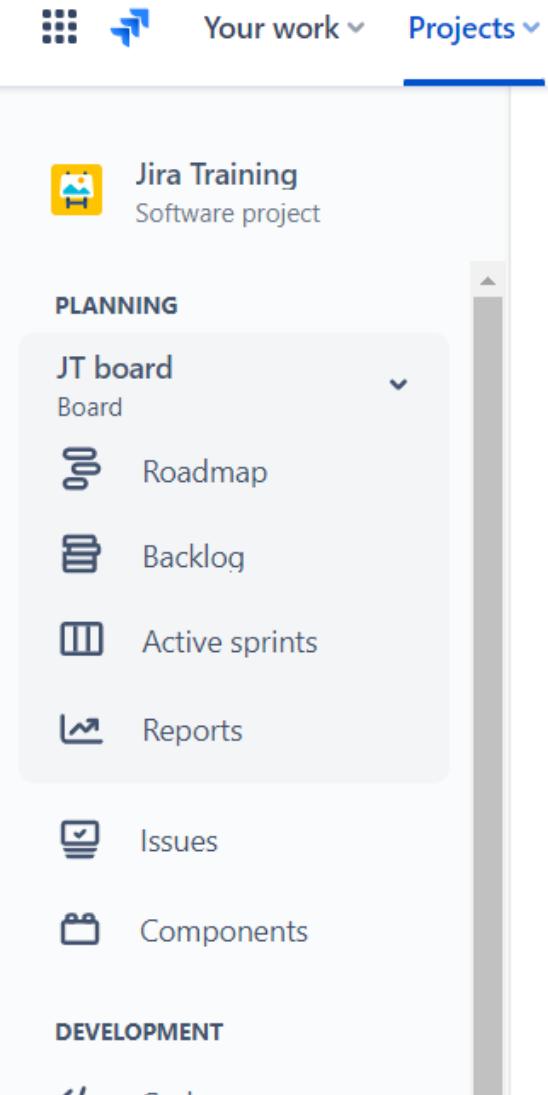
The Velocity Chart displays the amount of value delivered in each sprint, allowing you to predict the amount of work the team can get done in future sprints. Let's locate and generate Velocity charts in Jira.



# Creating a Velocity Chart

## Accessing the reporting tool

- Click Reports



# Creating a Velocity Chart

- Select Velocity Chart

Jira Training  
Software project

Back to project

Reports

All reports

AGILE

JT board  
Board

Burndown Chart

Burnup Chart

Sprint Report

Velocity Chart

Cumulative Flow Diagram

Projects / Jira Training

All reports

### Agile

**Burndown Chart**

Track the total work remaining and project the likelihood of achieving the sprint goal. This helps your team manage its progress and respond accordingly.

**Burnup Chart**

Track the total scope independently from the total work done. This helps your team manage its progress and better understand the effect of scope change.

# Creating a Velocity Chart

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

Projects / Jira Training / JT board / Reports

## Velocity Chart

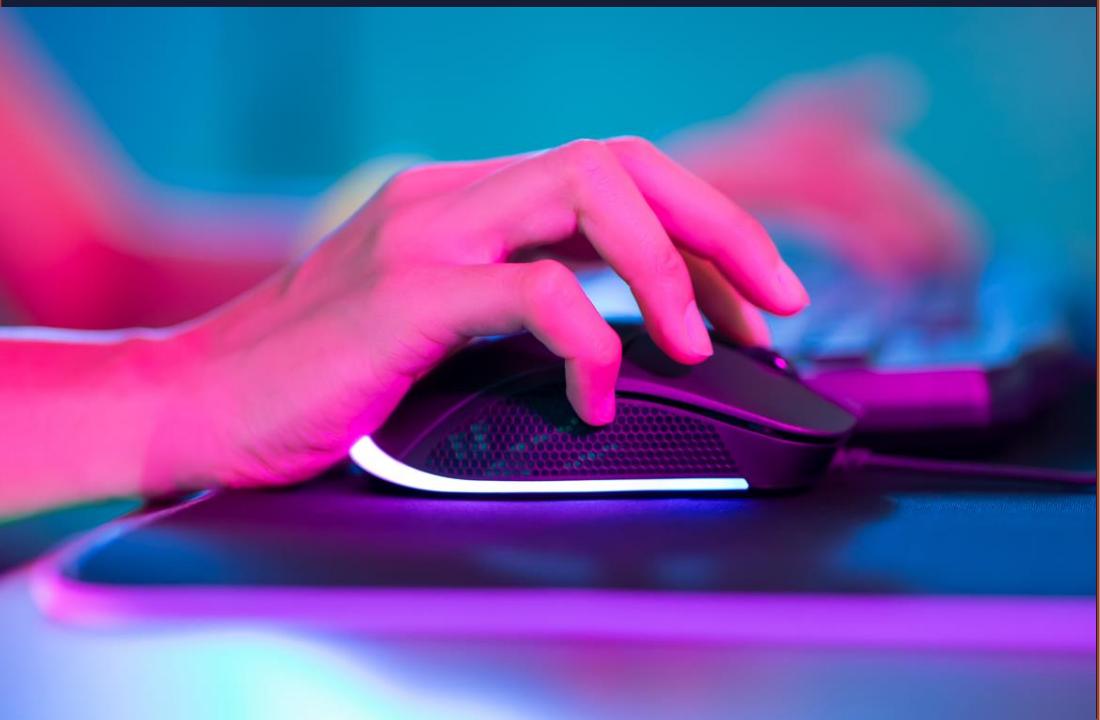
### ⓘ How to read this chart

Track the amount of work completed from sprint to sprint. This helps you determine your team's velocity and estimate the work your team can realistically achieve in future sprints.

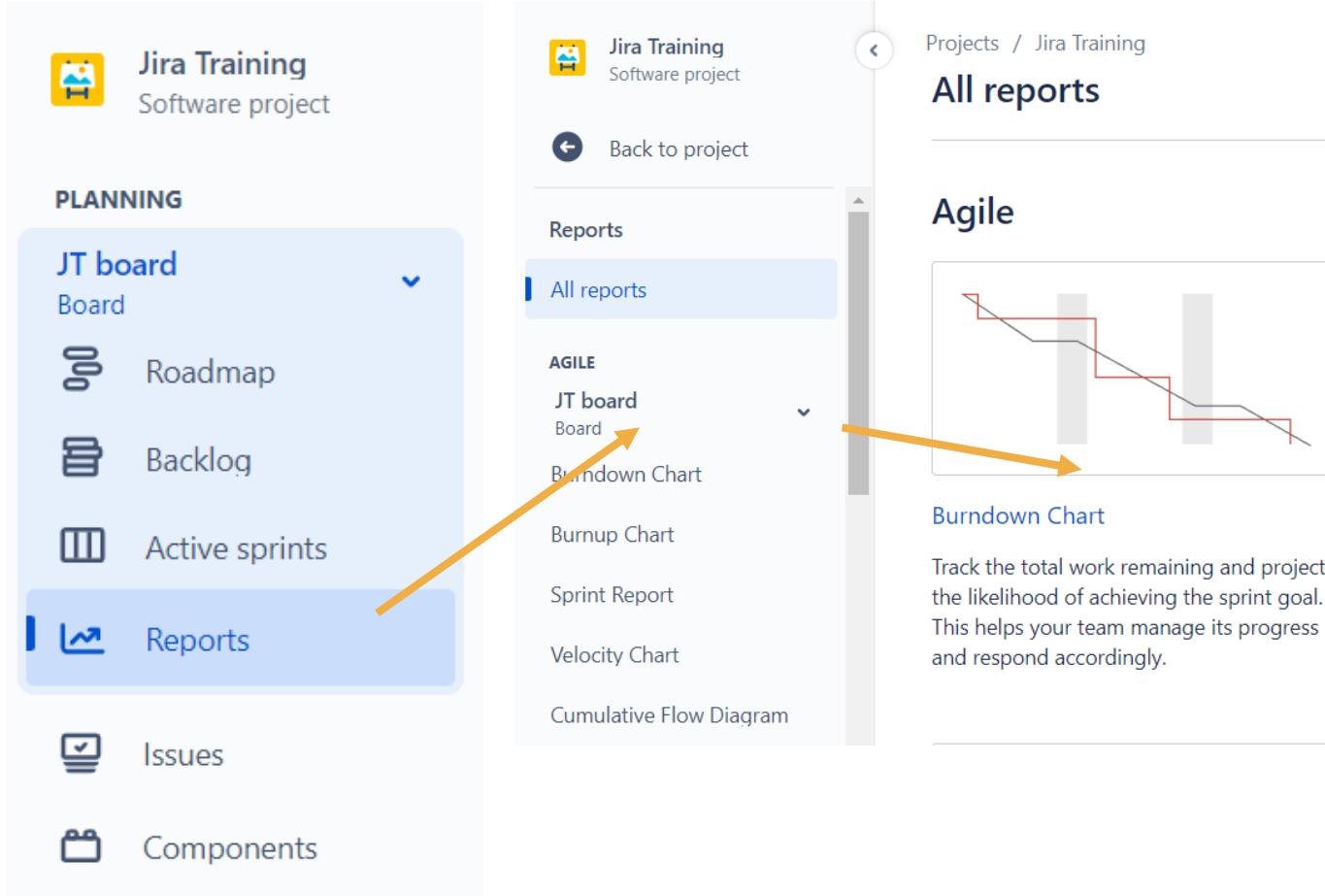
[Hide this information](#)

# 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



The screenshot shows the Jira Software interface. On the left, there's a sidebar with project navigation. In the center, the main content area shows a project named "Jira Training" (Software project). A vertical sidebar on the right lists various report types under the "Reports" category. One specific item, "Burndown Chart", is highlighted with a blue selection bar at the top of its list item. An orange arrow points from the "Reports" button in the sidebar to the "Burndown Chart" option in the list.

Jira Training  
Software project

PLANNING

- JT board Board
- Roadmap
- Backlog
- Active sprints
- Reports**
- Issues
- Components

Jira Training  
Software project

Back to project

Reports

All reports

AGILE

- Burndown Chart**
- Burnup Chart
- Sprint Report
- Velocity Chart
- Cumulative Flow Diagram

Projects / Jira Training

## All reports

### Agile

Burndown Chart

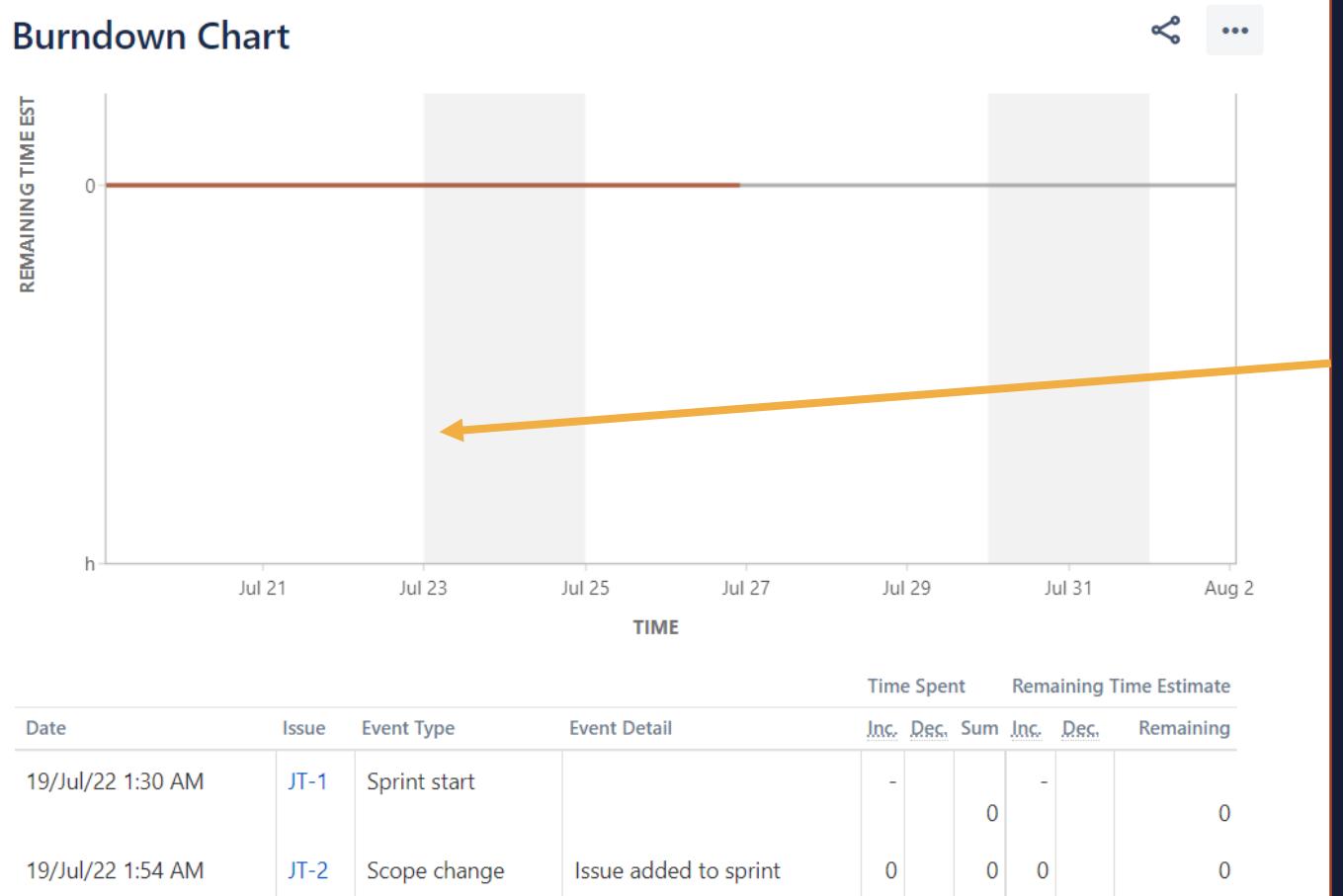
Track the total work remaining and project the likelihood of achieving the sprint goal. This helps your team manage its progress and respond accordingly.

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

# Creating a Burn Down Chart

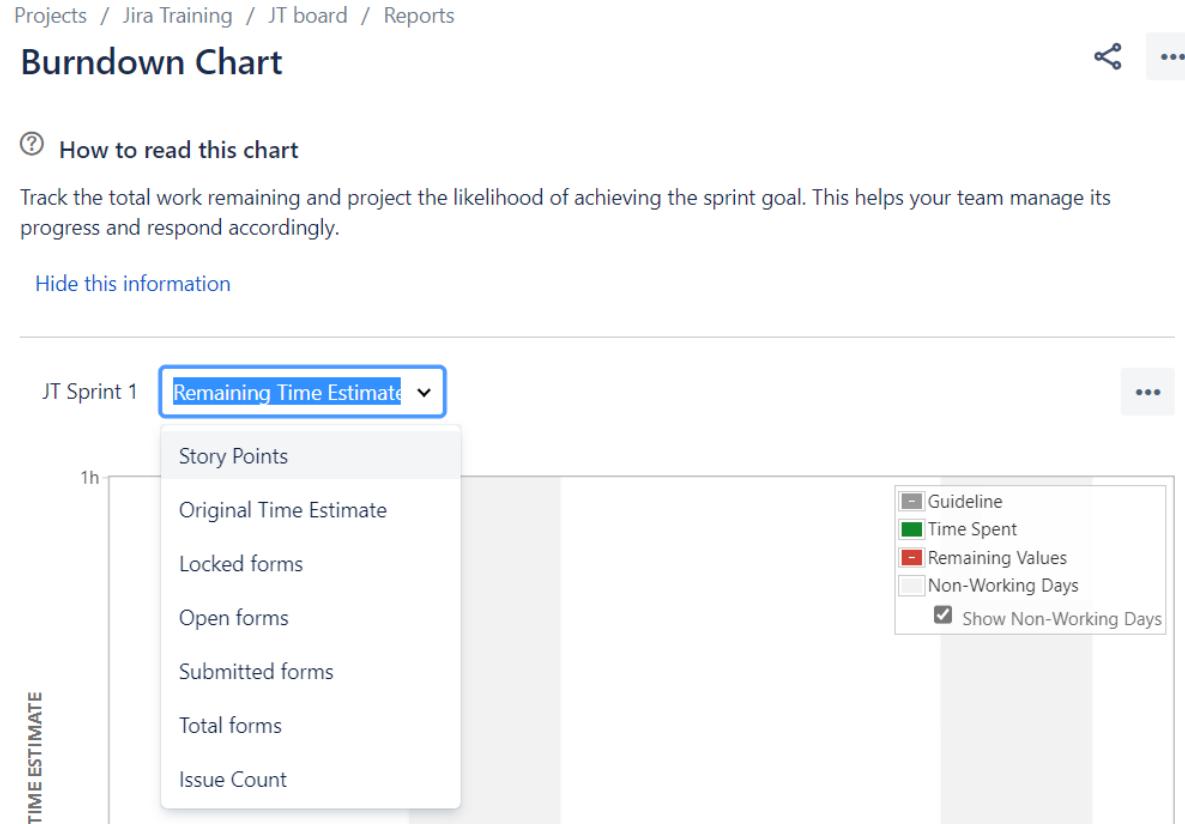
Projects / Jira Training / JT board / Reports

## Burndown Chart



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

# Creating a Burn Down Chart

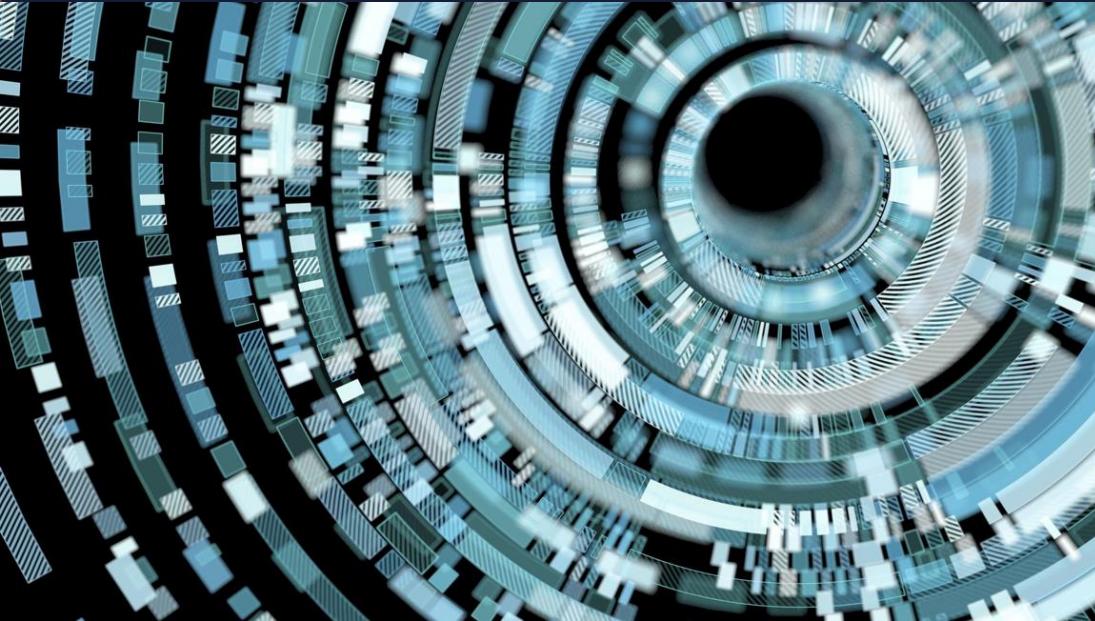


## Adjusting the burndown chart

- Change the JT Sprint 1 and visualize the Chart

# Using Sprint Reports

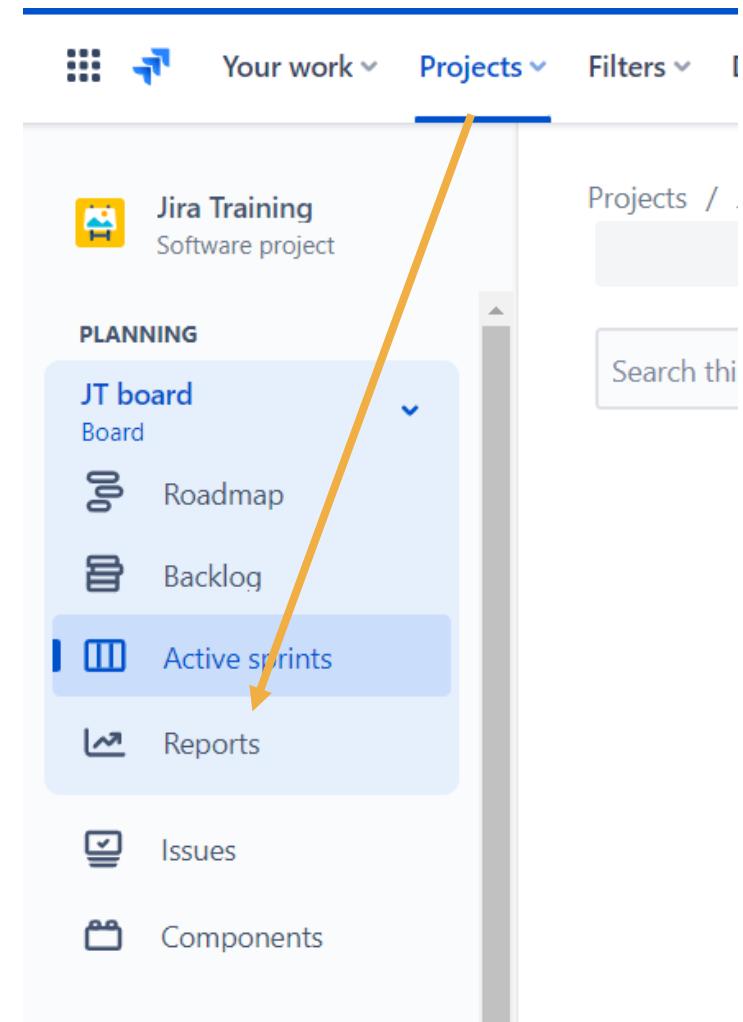
The Sprint report shows the list of issues in each sprint. It is useful for your Sprint retrospective meetings, and also for mid-sprint progress checks.



# Using Sprint Reports

## Accessing the reporting tool

- Click Projects
- Click Reports



# Using Sprint Reports

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

The screenshot shows the Jira Software interface. At the top, there is a navigation bar with icons for 'Your work', 'Projects', 'Filters', 'Dashboards', 'People', 'Apps', and a search bar. Below this, the 'Projects' dropdown is open, showing 'Jira Training' (Software project) and a 'Back to project' link. On the left, a sidebar titled 'Reports' lists several options: 'All reports' (selected and highlighted in blue), 'AGILE', 'JT board', 'Board', 'Burndown Chart', 'Burnup Chart', 'Sprint Report' (with a yellow arrow pointing to it), and 'Velocity Chart'. The main content area is titled 'All reports' under 'Agile'. It contains two charts: a 'Burndown Chart' and a 'Burnup Chart'. The 'Burndown Chart' is described as tracking total work remaining and likelihood of achieving a sprint goal. The 'Burnup Chart' is described as tracking total scope independently from total work done, helping teams manage progress and understand scope changes.

Projects / Jira Training

## All reports

### Agile

Burndown Chart

Track the total work remaining and project the likelihood of achieving the sprint goal. This helps your team manage its progress and respond accordingly.

Burnup Chart

Track the total scope independently from the total work done. This helps your team manage its progress and better understand the effect of scope change.

# Using Sprint Reports

## Analyzing a Sprint report

Explain what the report indicates

Projects / Jira Training / JT board / Reports

### Sprint Report

② How to read this chart

Understand the work completed or pushed back to the backlog in each sprint. This helps you determine if your team is overcommitting or if there is excessive scope creep.

[Hide this information](#)

JT Sprint 1

Active sprint 19/Jul/22 1:30 AM - 02/Aug/22 1:31 AM [View linked pages](#)

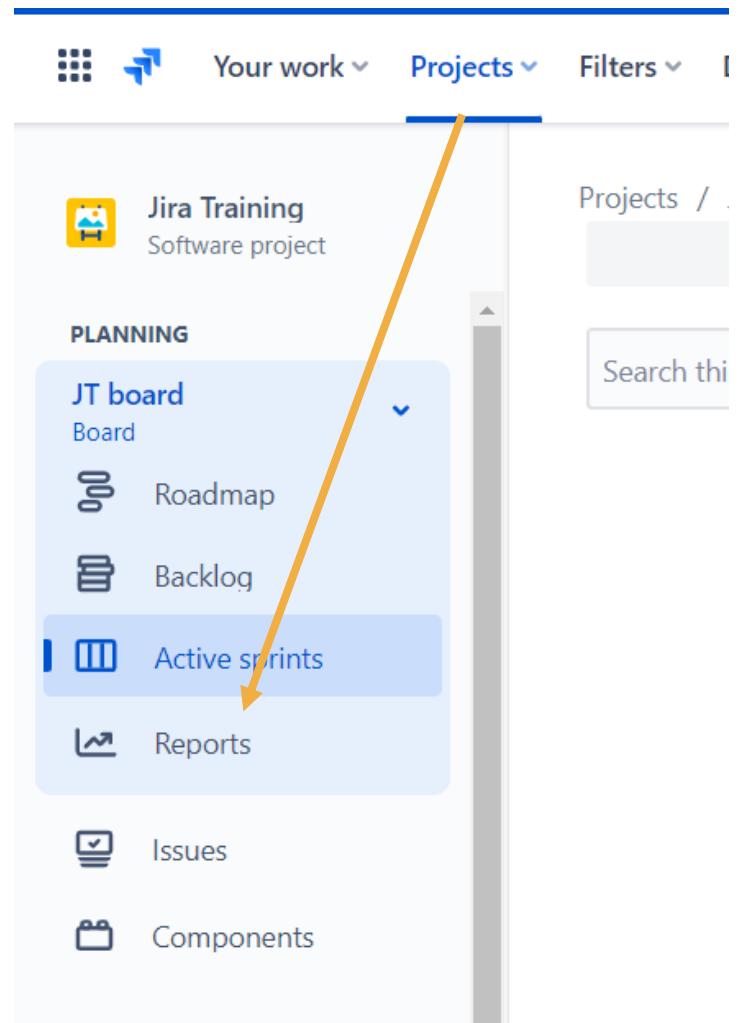


# Generating Version Reports

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.



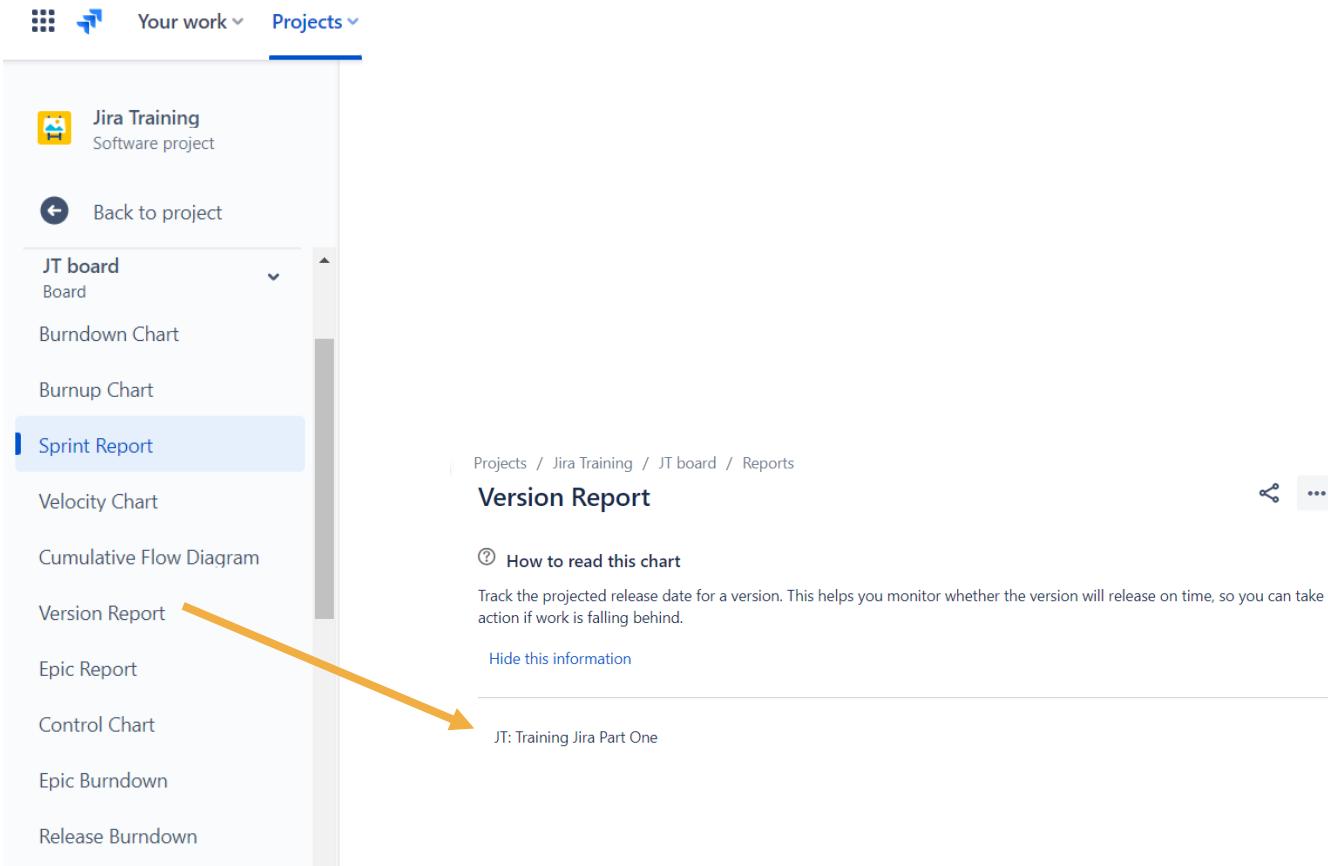
# Generating Version Reports



## Accessing the reporting tool

- Click Projects
- Click Reports

# Generating Version Reports



The screenshot shows the Jira interface with the 'Projects' tab selected. In the left sidebar, under the 'Reports' section, the 'Sprint Report' is currently selected. A yellow arrow points from the 'Version Report' link in the sidebar to the 'Version Report' section in the main content area. The main content area displays the 'Version Report' for the 'JT board' in the 'Jira Training' project. It includes sections for 'How to read this chart', a description of tracking projected release dates, and a link to 'Hide this information'. At the bottom, it shows the report title 'JT: Training Jira Part One'.

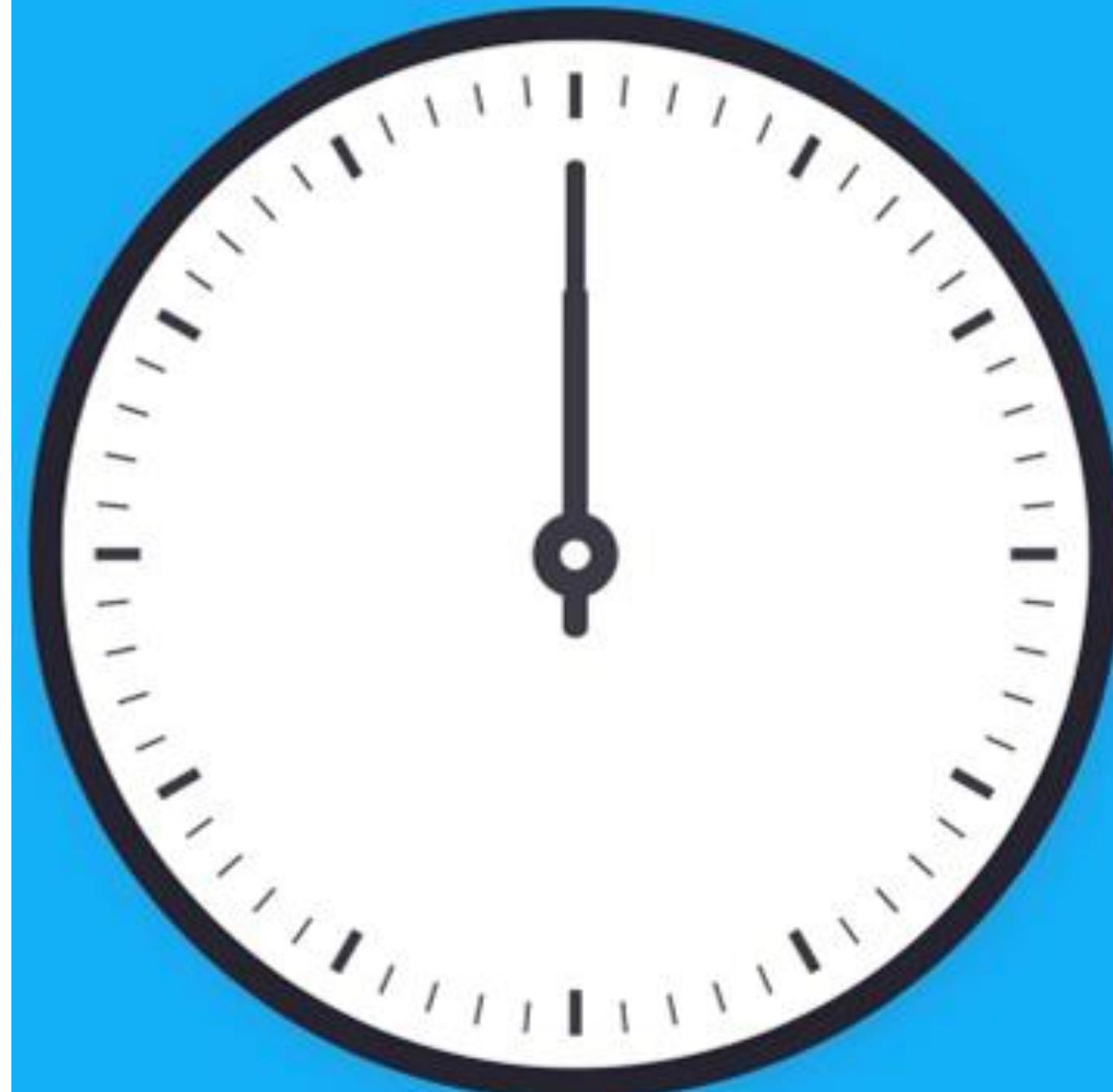
## Creating a Version report

- 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.

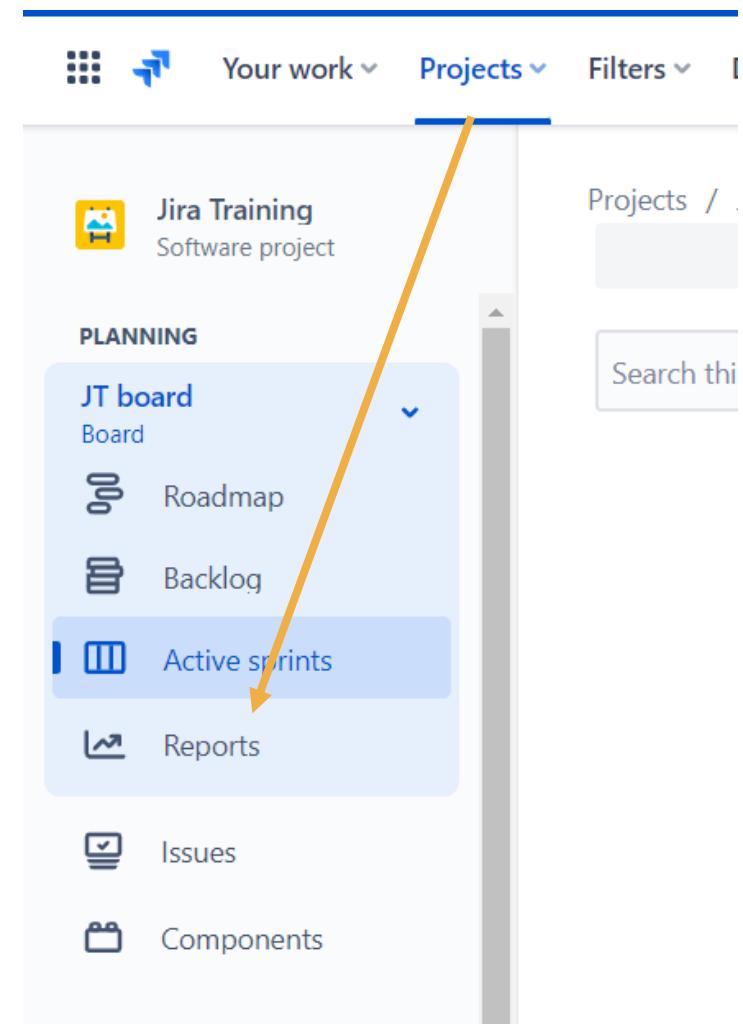


# Creating an Epic Burndown Report

## 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

The screenshot shows the Jira Software interface with the following details:

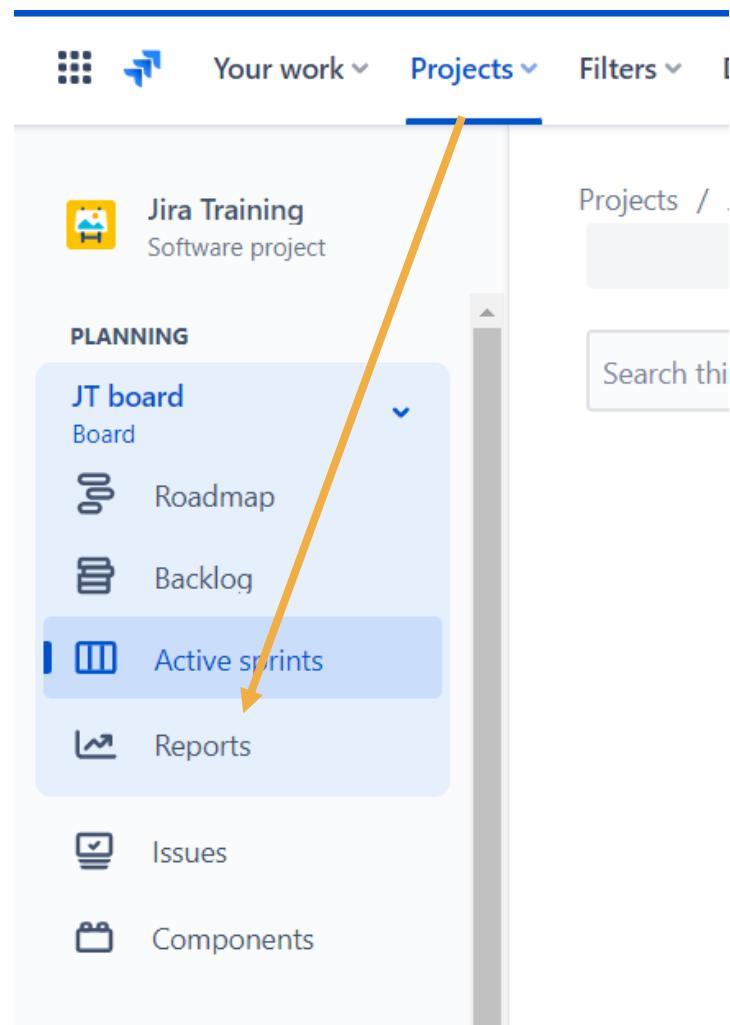
- Header:** Your work ▾, Projects ▾
- Project:** Jira Training (Software project)
- Sidebar (JT board):** Board, Burndown Chart, Burnup Chart, Sprint Report (highlighted in blue), Velocity Chart, Cumulative Flow Diagram, Version Report, Epic Report, Control Chart, Epic Burndown (highlighted with an orange arrow), Release Burndown.
- Current View:** Projects / Jira Training / JT board / Reports / Epic Burndown
- Information Block:**
  - How to read this chart:** Track the projected number of sprints required to complete the epic (optimized for Scrum). This helps you monitor whether the epic will release on time, so you can take action if work is falling behind.
  - View progress:** See sprint by sprint progress for an epic.
  - View scope change:** Track scope added and removed, indicated by the bottom of the bars.
  - Predict completion:** Use past performance to predict the number of sprints needed until completion.
- Legend:** Work completed (light green), Work remaining (blue), Work forecast (light grey), Work added (dark blue).

# 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

The screenshot shows the Jira Software interface with the following details:

- Header:** Your work ▾, Projects ▾.
- Sidebar:** Jira Training (Software project), Back to project, JT board (Board), Burndown Chart, Burnup Chart, Sprint Report (highlighted in blue), Velocity Chart, Cumulative Flow Diagram, Version Report, Epic Report, Control Chart, Epic Burndown, Release Burndown (highlighted with an orange arrow).
- Breadcrumb:** Projects / Jira Training / JT board / Reports.
- Title:** Release Burndown.
- Section:** How to read this chart:

Track the projected release date for a version (optimized for Scrum). This helps you monitor whether the version will release on time, so you can take action if work is falling behind.

Learn more Hide this information
- Visuals:** Three bar charts illustrating progress, scope change, and prediction.
- Legend:** Work completed (green), Work remaining (blue), Work forecast (grey), Work added (dark blue).
- Project Information:** JT: Training Jira Part One.

## 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

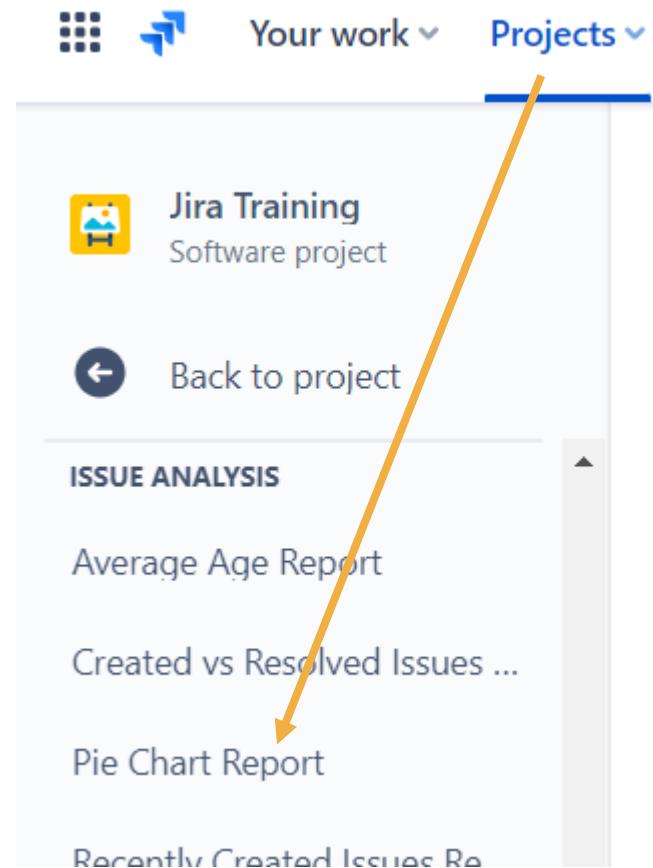
The Pie Chart report displays issues returned from a specified project or issue filter, grouped by a specified field. For example, an issue filter can be created to retrieve all open issues for a particular version of a particular project.



# 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

The screenshot illustrates the process of creating a pie chart report in Jira:

- Project Selection:** The "Projects" dropdown menu is open, showing various project and filter options. A yellow arrow points from the "Issue Type" option in this menu down to the "Issue Type" dropdown in the configuration step.
- Configuration Step:** The "Configure - Pie Chart Report" dialog is displayed. It shows the selected project ("Jira Training") and the chosen statistic type ("Issue Type"). A yellow box highlights the "Issue Type" dropdown, and a yellow arrow points from it to the corresponding dropdown in the configuration step.
- Resulting Report:** The "Pie Chart Report" is generated, showing a pie chart with two segments: one blue segment labeled "Sub-task = 1" and one orange segment labeled "Story = 1".

# 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

Your work ▾ Projects ▾ Filters ▾ Dashboards ▾ People ▾ Apps

Jira Training Software project

Back to project

Deployment frequency rep...

**ISSUE ANALYSIS**

Average Age Report

Created vs Resolved Issues ...

Pie Chart Report

Recently Created Issues Re...

Resolution Time Report

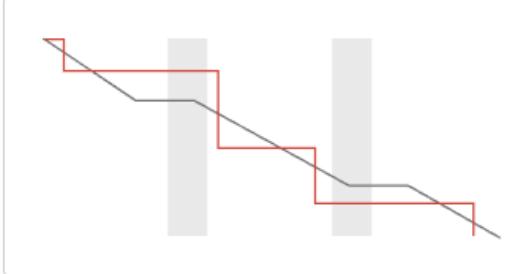
Single Level Group By Report

Projects / Jira Training

All reports

**Agile**

Burndown Chart



Track the total work remaining and project the likelihood of achieving the sprint goal. This helps your team manage its progress and respond accordingly.

## Accessing the reporting tool

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

# Comparison

Projects / Jira Training / Reports

## Configure - Created vs. Resolved Issues Report

### Description:

Maps created issues versus resolved issues over a period of time. This can help you understand whether your overall backlog is growing or shrinking.

Project or Saved Filter

[Change Filter or Project...](#)

### Jira Training

Project or saved filter to use as the basis for the graph.

#### Period

The length of periods represented on the graph.

#### Days Previously

30

Days (including today) to show in the graph.

#### Cumulative Totals?

Progressively add totals (1.. 2.. 3), or show individual values (1.. 1.. 1).

#### Display Versions?

Show when versions were released on the chart.

## 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

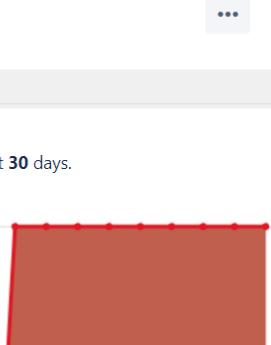
# Comparison

## 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

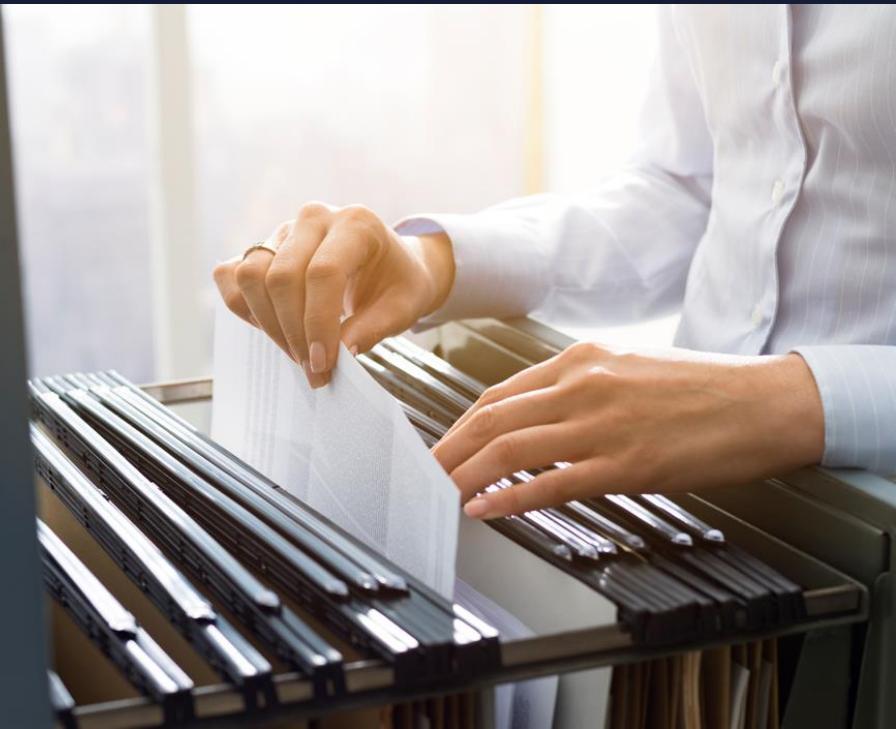
## Analyzing a created issues & resolved issues report

- Review report.

# Generating a Resolution Time Report



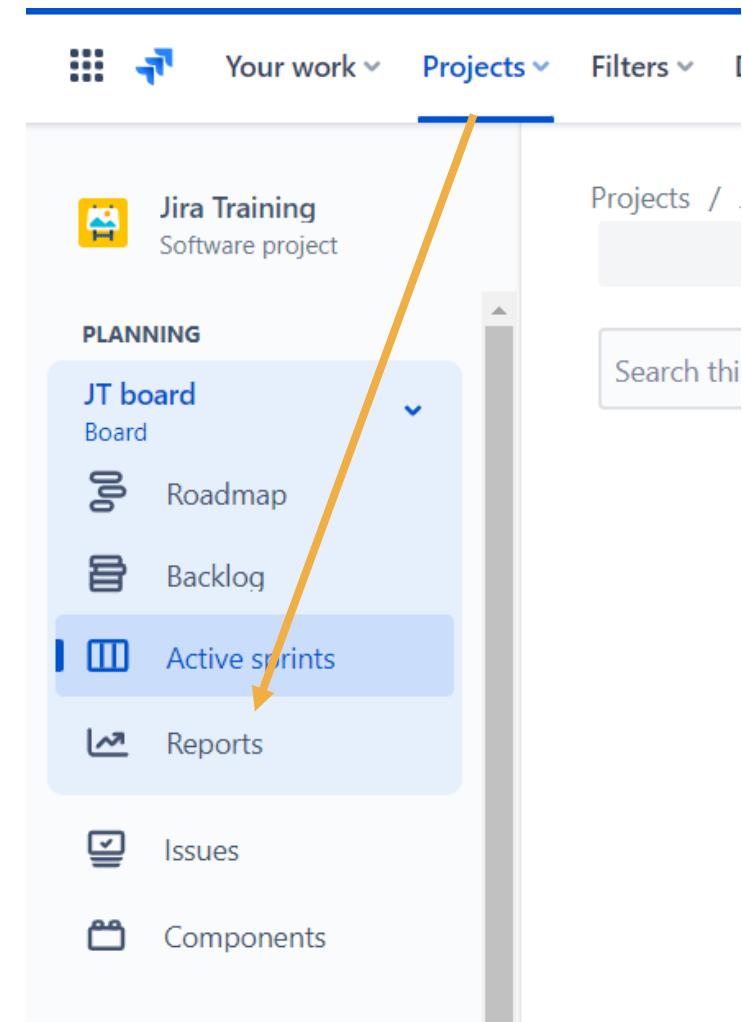
The Resolution Time report shows the length of time taken to resolve a set of issues for a project/filter. This helps you identify trends and incidents that you can investigate further.



# 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

The screenshot shows the Jira Reports interface. On the left, a sidebar lists various report types under categories like 'Jira Training Software project', 'Created vs Resolved Issues ...', 'Pie Chart Report', 'Recently Created Issues Re...', 'Resolution Time Report' (which is highlighted with a blue background), 'Single Level Group By Report', 'Time Since Issues Report', 'FORECAST & MANAGEMENT', 'Time Tracking Report', 'User Workload Report', 'Version Workload Report', and 'OTHER'. A yellow arrow points from the 'Resolution Time Report' item in the sidebar to the 'Period' dropdown on the main configuration page. On the right, the main configuration page for 'Resolution Time Report' is displayed. It includes sections for 'Project or Saved Filter' (set to 'Jira Training'), 'Description' (explaining the report's purpose), 'Change Filter or Project...', 'Jira Training' (selected project), 'Period' (set to 'Daily'), 'Days Previously' (set to '30'), and a large 'Next' button at the bottom.

Projects / Jira Training / Reports  
**Configure - Resolution Time Report**

Description:  
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.

Project or Saved Filter [Change Filter or Project...](#)

Jira Training  
Project or saved filter to use as the basis for the graph.

Period [Daily](#)  
The length of periods represented on the graph.

Days Previously  
30  
Days (including today) to show in the graph.

Next

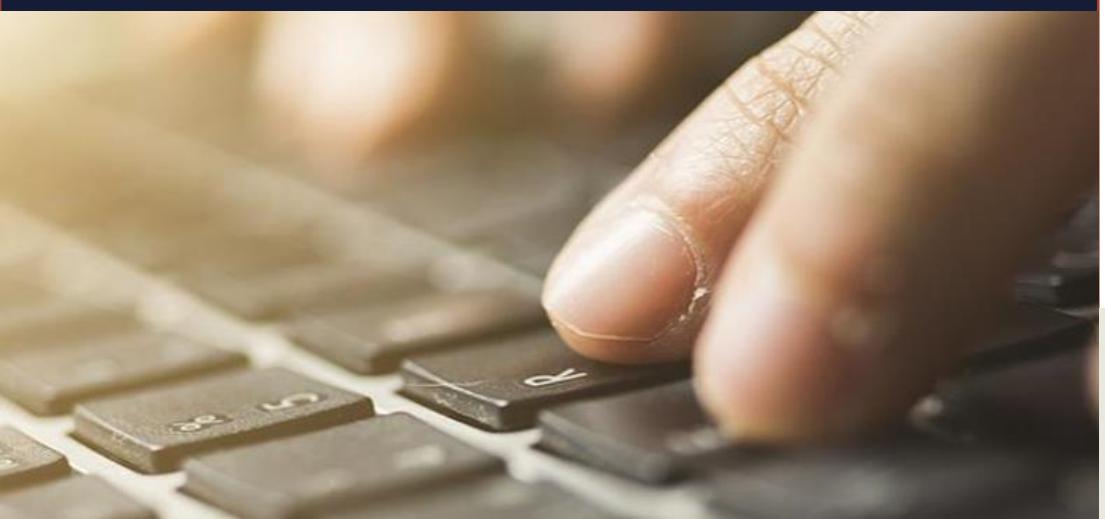


# Questions?

# 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.**