1. Login to JIRA
2. Create **project**
3. Create **story** for that project (for that go to “create” button on the top right-> then get create issue page -> select your project -> select issue (story, bug, epic) type is story-> give summary -> select priority🡪 assign to persons-> and create)
4. All team members having sprint planning meeting before create sprint. Will decide the weeks and give the priority to the created stories
5. Create “**sprint**” in Backlog -> create sprint for the project-> assign story to sprint (drag and drop), then we will get “Create Issue”, Click on issue than open issue dialog, crate one story for the sprint. Now created two stories in one sprint. When we add stories in to spring it will **treat as issues**
6. Sprint will create for 2 OR 3 weeks. It will ask start based on the weeks and then it will calculate end date and populate automatically. Finally click start button.
7. Each sprint having one Scrum master. Scrum master is part of our team member only. One of the team member act as scrum master. Scrum master role is to make sure that all the spring working properly and all the spring going smoothly. If you are getting any issues OR any blocker than we need to communicate scrum master. Than scrum master will communicate with all and resolve the problem.
8. Go to our project board from “BOARD” option on top of the page from menu, then will get crated stories on project board, you will get the details on right side if click on the created story, now that stories ate “To Do” Status,
9. Select one story, right side you will get lot of options, from that got to “more options” select “In Progress”, now that story status will change. If it is done, same “Done” option. Than that ticket is close, will get cross mark on that story.
10. If one person not able to done, then will create sub tasks (issue type – sub task)
11. Each task having multiple options like edit, comments, Assign, To Do, In Progress, Done, Admin (it will have more options)
12. If one task having 2 sub tasks, 1 is in progress, 1 is done, then that task is not completed.
13. It having watchers for every task, if you commit that will show all watchers will mail to all
14. If 3 weeks completed, still tasks are not complete, then we will move this to backlog,
15. When we are creating next sprint, will add backlogs to this sprint using “send to” option
16. Create users from user management option on top of right side (near log in “settings” is there )

Story1

Story3

Sub task1

Sub task1

Story2

Sprint

EIS Project

