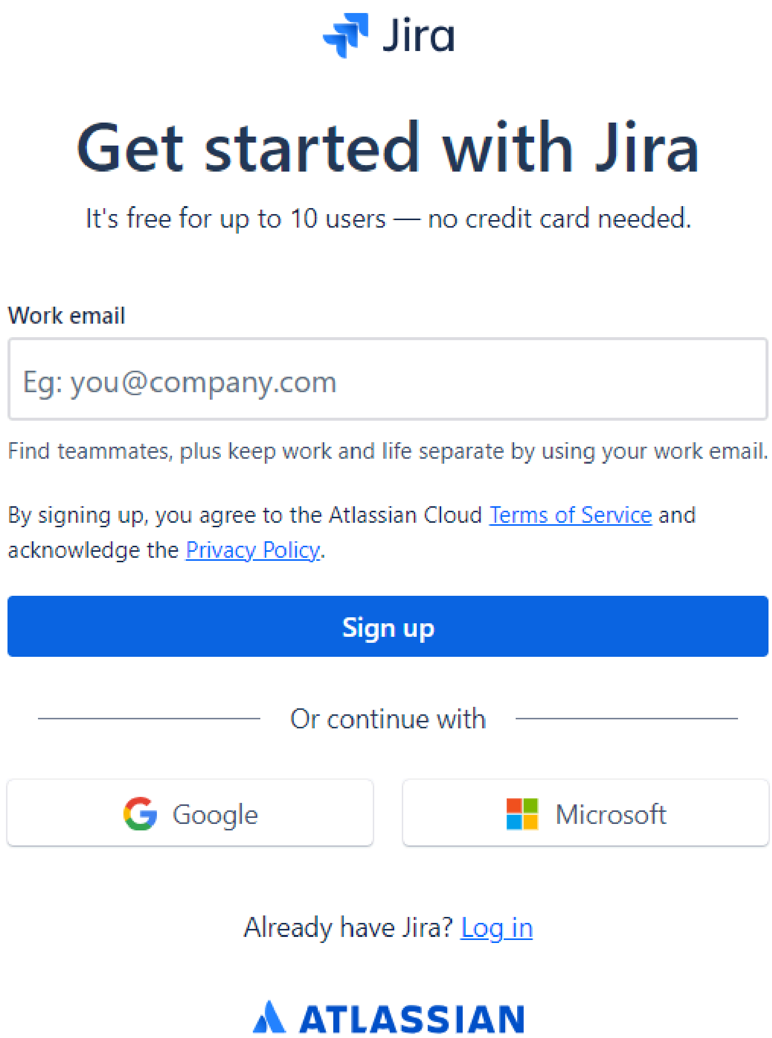
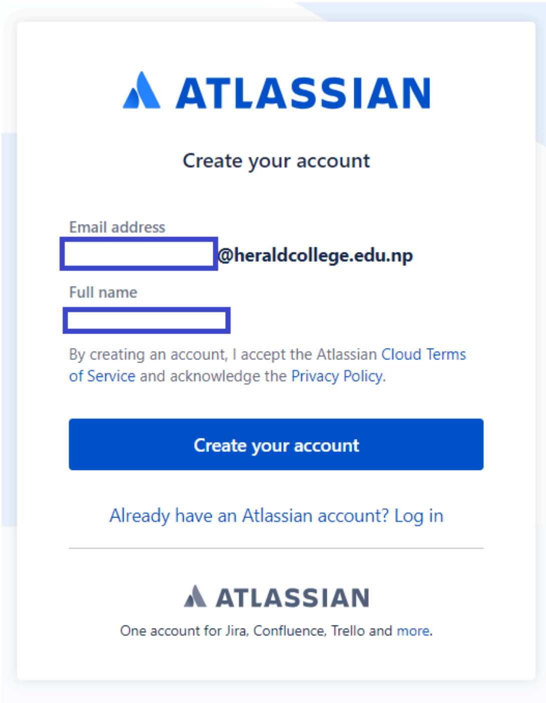
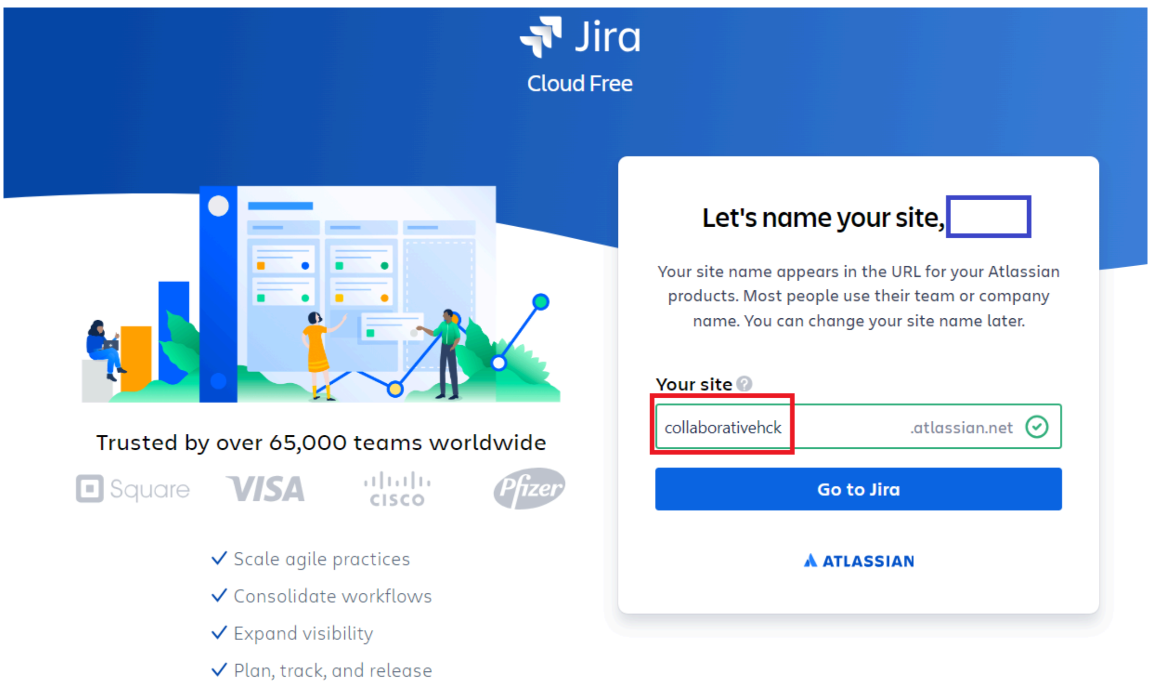
1. Sign Up for Jira Software

- Step 1: Go to the Atlassian website and find the Jira Software product page. https://www.atlassian.com/software/jira
- Step 2: Click on the “Get it free” button. You will have the option to select a plan. For this tutorial, choose the "Free" plan which is suitable for up to 10 users.
- Step 3: Create an Atlassian account by providing your email, creating a password, and then following the prompts to complete the setup for your Jira Software instance or simply use your college email address by continuing with Google.
- Step 4: Add a site name as shown in the screenshot below. We have added as collaborativehck.atlassian.net

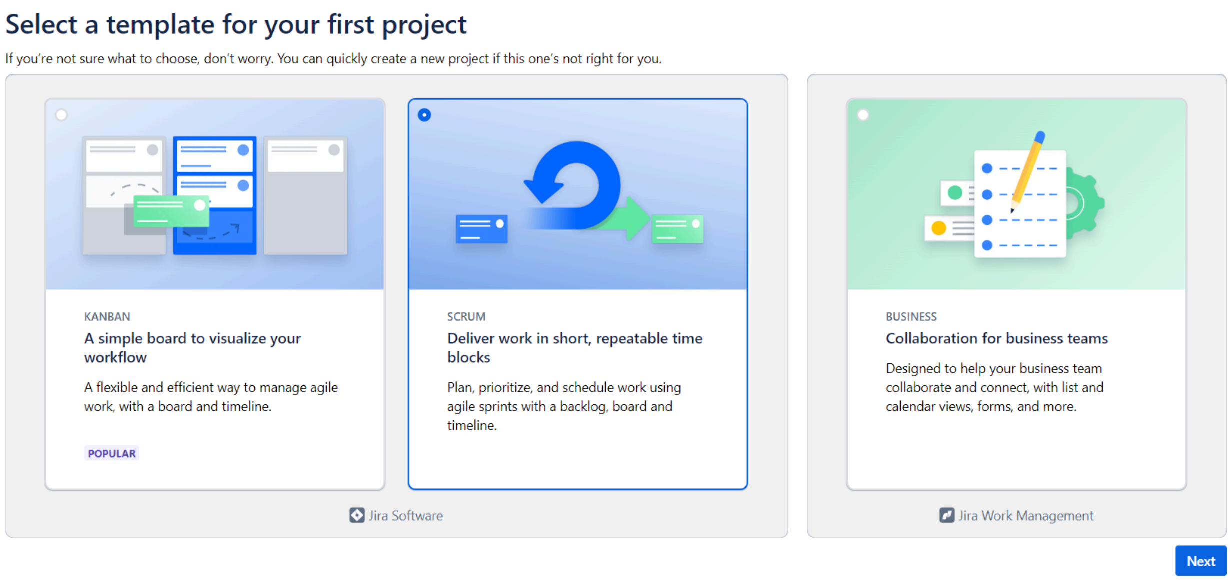



ATLASSIAN
Create your account
Email address
@heraldcollege.edu.np
Full name
By creating an account, I accept the Atlassian Cloud Terms of Service and acknowledge the Privacy Policy.
Create your account
Already have an Atlassian account? Log in
ATLASSIAN
One account for Jira, Confluence, Trello and more.


Jira
Cloud Free
Let's name your site,
Your site name appears in the URL for your Atlassian products. Most people use their team or company name. You can change your site name later.
Your site
collaborativehck
.atlassian.net
Go to Jira
ATLASSIAN
Trusted by over 65,000 teams worldwide
Square
VISA
CISCO
Pfizer
Scale agile practices
Consolidate workflows
Expand visibility
Plan, track, and release

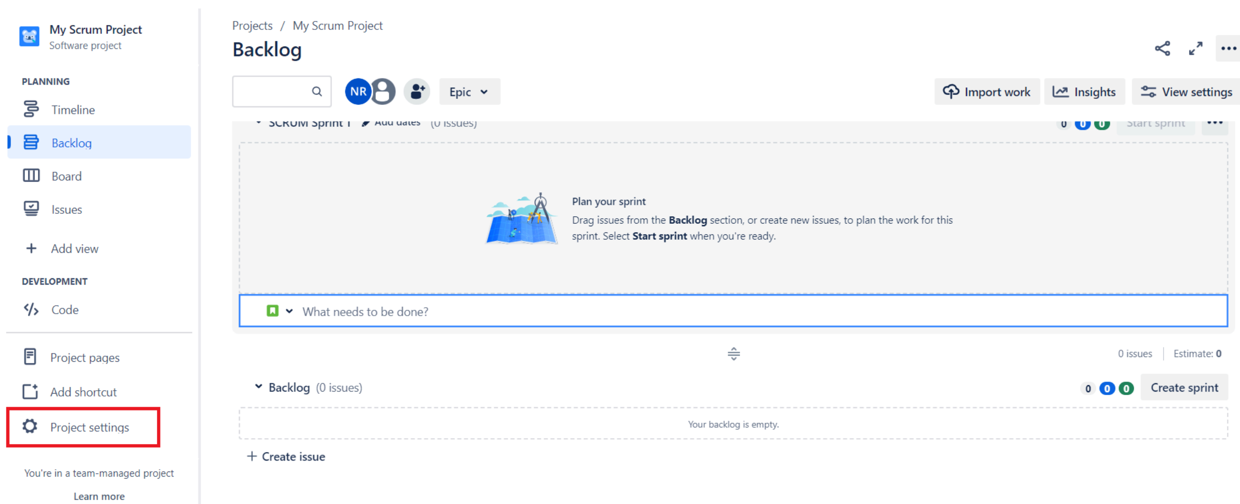
2. Create a Scrum Board

- Step 1: Once logged in, navigate to your Jira dashboard. Click on "Projects" in the top menu and select “Create project.”
- Step 2: Choose “Scrum” as the project template.
- Step 3: Fill in the project details such as name and key, then click “Create.”



3. Understanding Project Settings

- Navigate to your project and click on "Project settings" in the bottom-left corner. Here, you can configure details like project details, permissions, notifications, and more.
- From the access section within project settings, you can add new team members to your project. Simply click on the "Add People" button and enter their email addresses to invite them to your project.
- Note that in the free version of Jira, there is only one role available: Administrator. This means all users you add will have administrative access to your project settings and configurations.



4. Navigating the Backlog

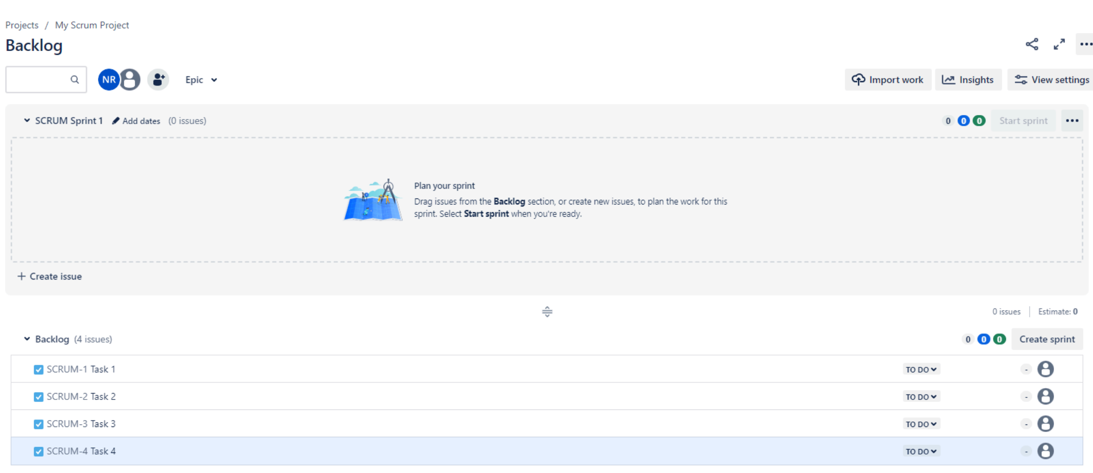
The backlog is where you manage your list of issues or tasks. Access it by clicking on “Backlog” in the project’s left sidebar. Here, you can create, prioritize, and assign issues to sprints.

In Jira Software, issues can represent various types of work or tasks within your project. You can easily create issues, also referred to as tickets or tasks, directly within your project's Scrum board. This can be done either in the "Backlog" area or directly within a sprint (e.g., "Scrum Sprint 1"), depending on where you want to initially place the issue. The process is made intuitive with the "Create issue" button, prominently displayed in these areas.

Issue Types in Jira

Jira allows for the creation of different issue types to accommodate various work items and tasks. Here are the most common issue types you might use:

- **Story (User Story)**: User Stories describe a feature from the perspective of the end user or customer. In Scrum, stories are used to create a simplified description of a requirement, focusing on the value it brings to the user. They typically follow a simple template: “As a [type of user], I want [some goal] so that [some reason].”
- **Task**: Tasks usually represent work that needs to be done but isn't necessarily tied directly to the end-user's needs. In many cases, these are technical tasks that support the development of user stories but don't directly result in user-visible features or improvements.
- **Bug**: Bugs or defects are issues that describe a problem or error in the system. They are unintended features that negatively affect the user experience or system functionality. Identifying, tracking, and fixing bugs is a critical part of maintaining the quality of the software.



How to Create an Issue

1. Click on the "Create issue" button either in the "Backlog" section or within an active sprint area like "Scrum Sprint 1".
2. Choose the issue type you want to create (Story, Task, Bug).
3. Fill in the required details such as the summary (title), description, and any other necessary fields like assignee or priority.
4. Submit the issue to add it to your backlog or sprint.
5. You can effortlessly move issues from the backlog to a specific sprint by using the drag-and-drop feature directly within the 'Backlog' tab. Alternatively, when creating or editing an issue, you can assign it to a sprint by selecting the appropriate sprint from the 'Sprint' field.

Creating issues in Jira Software is a fundamental activity that enables your team to track and manage work efficiently. By understanding the different types of issues and how they fit into the Scrum framework, teams can better organize their work, prioritize tasks, and drive projects towards successful completion.

Starting Sprint

1. Navigate to Your Backlog
   - First, access your project in Jira Software.
   - Click on the “Backlog” tab located on the left sidebar. This is where you'll plan and organize issues before they're ready to be worked on in a sprint.

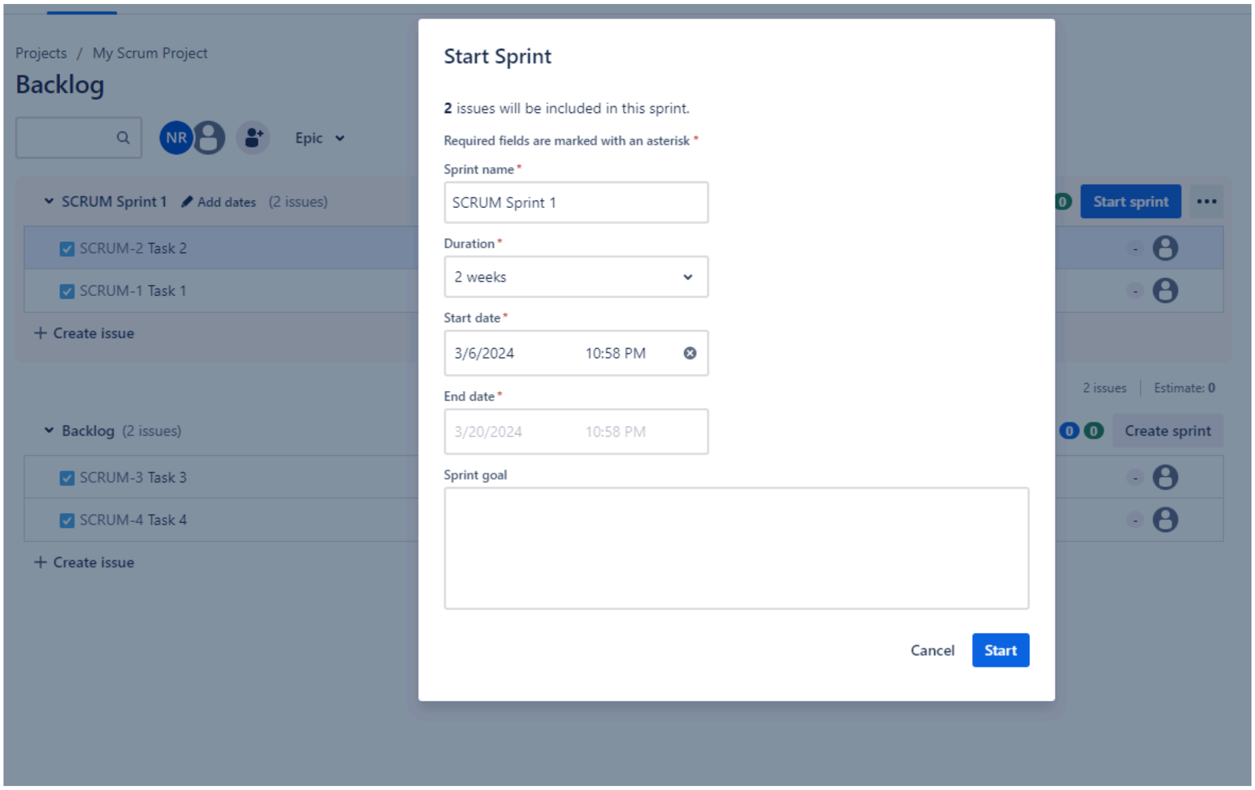
2. Create a New Sprint
   - In the Backlog view, look for a button or link to “Create Sprint” or find an existing placeholder for a new sprint at the bottom of your backlog list.
   - Click “Create Sprint.” A new sprint will appear in your backlog.

3. Add Sprint Name
   - Once your sprint is created, you might see it labeled as something generic like "Sprint 1". To rename it, click on the sprint title.
   - A field should appear allowing you to input a new name. Choose a meaningful name that reflects the sprint's focus or timeframe for easy identification.

4. Plan Your Sprint
   - Add Issues to Your Sprint: Drag and drop issues from the backlog into your newly created sprint. Prioritize these issues based on your project's needs.
   - Set Sprint Goals: Use the sprint goal section (if available) or a custom field to document the primary objectives of the sprint. Goals should be concise, achievable, and aligned with your project's overall targets.

5. Define Sprint Duration and Schedule
   - Locate the option to “Start Sprint” near your new sprint’s name or at the top of the sprint list.
   - Click “Start Sprint,” which will open a dialog box where you can set the sprint details.
     - Sprint Name: Verify or adjust the sprint name if needed.
     - Start Date: Select the day when work on the sprint will begin.
     - End Date: Choose the date when the sprint will conclude. The duration is typically 2-4 weeks, depending on your team’s workflow and the complexity of tasks.
     - Sprint Goals: Clearly articulate the sprint goals in the provided field. These goals should highlight what the team aims to achieve by the end of the sprint, focusing on delivering value and meeting key objectives.

6. Start the Sprint
   - After filling out the sprint details, review everything to ensure accuracy.
   - Click the “Start” button to officially commence the sprint. Your team can now begin working on the issues assigned to this sprint.


Projects / My Scrum Project
Backlog
NR
Epic
SCRUM Sprint 1
Add dates
(2 issues)
SCRUM-2 Task 2
SCRUM-1 Task 1
Create issue
Backlog (2 issues)
SCRUM-3 Task 3
SCRUM-4 Task 4
Create issue
Start sprint
2 issues
Estimate: 0
Create sprint
Start Sprint
2 issues will be included in this sprint.
Required fields are marked with an asterisk *
Sprint name *
SCRUM Sprint 1
Duration *
2 weeks
Start date *
3/6/2024
10:58 PM
End date *
3/20/2024
10:58 PM
Sprint goal
Cancel
Start

5. Generating and Understanding Reports

Click on “Reports” in the left sidebar to view the various reports available, such as Sprint Report, Burndown Chart, etc. These reports help in tracking the progress of your sprints and projects.

6. Exploring Issue Types

Jira allows you to track different types of work through issue types such as Story, Bug, Task, etc. You can view and manage these types under “Issues and filters” → “Issue types” in the project settings.

7. Creating and Managing Issues

To create an issue, click on the “Create” button on the top menu, fill in the details, and submit. Issues can be assigned, tracked, and updated throughout the project lifecycle.

8. Using Filters for Issues

Filters allow you to view issues based on specific criteria. Access pre-defined filters from the “Issues and filters” menu or create custom filters for your specific needs.