

JIRA Notes:

Part 1

→ JIRA S/w

JIRA S/w is a tool to help your team manage work.

- It is like a to-do-list for your entire team.
- Helps everyone on your team plan, track, and ship world-class products.

JIRA is for all type of teams.



How does JIRA s/w help?

→ for your team:

Managing work in JIRA helps your team be more transparent, efficient, and collaborative.

- Transparency means everyone on your team can see what work is getting done.
- Efficiency means your team can plan ahead by knowing exactly when work will start and end.
- Collaboration means working closely with your teammates, keeping discussions and comments well-organized.

- As an individual:

It helps you →

- 1) Prioritize your most important work items.
- 2) Improve your efficiency of getting work done.
- 3) Better plan your week by visually seeing upcoming work.
- 4) Find answers and ask questions about your work items.
- 5) Stay in the loop on your team's work.

→ What's your role?

There are two main roles in JIRA S/W: user and admin.

JIRA S/W user	JIRA S/W admin
<p>How they use JIRA:</p> <ul style="list-style-type: none">• Update their assigned work items• Share progress w/ team• View their team's progress on work and provide feedback.	<p>How they use JIRA:</p> <ul style="list-style-type: none">• Configure Jira layouts, features, or permissions for a team• Plan resources based on bandwidth• Prioritize issues across projects• Build reports to track team performance

→ Basic terms in JIRA slw:

→ Issue: As a user, your main role in JIRA slw will be to update your work items every day.

In Jira, individual work items are called issues. You'll update issues to show work progress or add relevant information.

- ↳ Completed a work item? Update the issue in JIRA
- ↳ Need to ask a question? Update the issue in JIRA.
- ↳ Have notes from a meeting? Update the issue in JIRA

You may hear issues called tickets, requests, or tasks! It is recommended to use issues to keep your team on the same page.

→ Project: A project is a collection of issues.

In Jira, every single issue is attached to a project. Projects organize issues in whichever way your team prefers.

Your Jira projects will likely be set up for you but you'll need to know how to identify your projects and what your projects are named.

There are two ways to quickly identify your projects.

- ① One is at the top left of your screen, under the JIRA logo. This shows the name of the project you are currently viewing.
- ② To see all of your projects, find the main navigation bar and click the Projects dropdown. This will show you all the projects you have access to view.

How are projects named?

- ① Sometimes named after an entire team.
- ② " " " a larger deliverable like an app version release

Why you should care about project names?

- Project names help you see how your team is structuring work.
- You'll know that any issues within the project are related to the project as a whole or a specific version.

Project keys are short versions of the project name that help identify the issues in that project.

Ex: If the project key for your Game Design Team project is GDT, issues within that project will be GDT-1, GDT-2, and so on.

* There are two types of projects in Jira SW:



Team-managed Projects

- These are best for smaller, independent teams who want to control their own working processes and practices in a self-contained space.

Company-managed Projects

- These are designed for teams who want to standardize a way of working across many teams.
- Maintained by Jira admins.

* How to explore projects in your Jira?

- ① Select the project dropdown: In the main navigation bar, click the Project dropdown.
- ② Identify your projects: Select the list of all projects available to you and notice their names.

③ Click a project: Select any project to open it.

* Software Board: A board is a visual display of work progress.

- It is the most common way to see your work.
- They have 3 to 4 columns. for ex: To Do, In Progress, In Review, and Done. You'll move issue cards across the board as work gets done.

There are 2 types of SW board:

① Kanban boards are used by all types of teams. They illustrate a continuous flow of work. Issues continuously move in and out of the board from the start of the project until the end of the project.

② Scrum boards are mostly used by agile software development teams. Scrum boards bring in groups of issues that the team will attempt to complete during a fixed period of time, often a two-week "sprint". After a sprint is completed, a new sprint is created for the next batch of issues in the project.

- How are boards named?
 - ↳ Just like projects, boards have specific names
 - Boards sit within projects.

A single Jira project can have several boards.

A board is often named after a larger deliverable or team of people.

- To see all of your boards, navigate to the left project sidebar and select the board dropdown.

Start navigating in Jira S/W:

- Main navigation bar:

At top of your screen, the main navigation bar helps you find your work, projects, teammates. It also allows you to create issues, search for work, and adjust your settings.

- Project sidebar: on the left of your screen, the project sidebar is a collapsible navigation bar that shows you options specific to the project you're viewing. Options it has: Board dropdown, board, backlog, ...

- Backlog shows issues that have yet to be started.
- Timeline shows all issues planned in a linear, chronological view.

→ Using agile boards in Jira SW:

- Move issue cards across the board as work gets done.
- Jira boards are agile because they offer a visual way to view a set of issues and their status at a glance.
- Different status columns in a board together represent your board's workflow.
- A workflow is the path of statuses an issue will go through from start to finish.
- There are two ways to update an issue's status.
 - ↳ On the board view, you can drag and drop the issue into a different column.
 - ↳ Or, in the issue detail view, you can click the status dropdown and select the new status.

→ Team-managed board: Team-managed project will have a single built-in board that includes issues from only that single project. Additional boards cannot be added here.

→ Company-managed boards: can include issues from a single project or from multiple projects, including team-managed projects. Company-managed projects can have multiple associate boards.

Company-managed project boards include quick filters that allow users to limit which issues are displayed.

— Filters are constructed using JQL and appear as buttons on the board.

Team-managed project boards have custom filters.

— Constructed using JQL, appear as checkboxes.

→ Group issues in different sections on a board.

↳ Visually group issues with swimlanes.

Swimlanes are horizontal sections of boards containing issues with common characteristics.

• On company-managed project boards, swimlanes can include JQL queries to determine the contents of each lane.

• Team-managed project boards have a similar feature to group issues horizontally, but it only allows grouping by assignee, subtask, or parent issue.

→ Card layout controls what information is shown on issue cards.

→ Issue basics in Jira SW:

↳ When you open an issue, you will see the issue detail view.

↳ Contains information about an issue, including the due date, assignee, comments from teammates, priority levels, and links to related media.

↳ contains:

issue key: unique identifier given to each issue.

- contains the project key and a sequential number.
- helps find issues or refer to work with your teammates

• Reporter: creates the issue.

• Assignee: person assigned to work on the issue.

• Labels: allows you to categorize issues.

- can use many labels to track different information about a work item.

* Different types of issues:

based on category and size of the work to get done.

o Default issue types:

1) Epic: is a large initiative.

- known as "parent" issues.
- epics contain smaller issues within them.
- often represent large bodies of work that can break down into smaller tasks.
- It's up to you and your team to decide what's a large initiative and what's not.

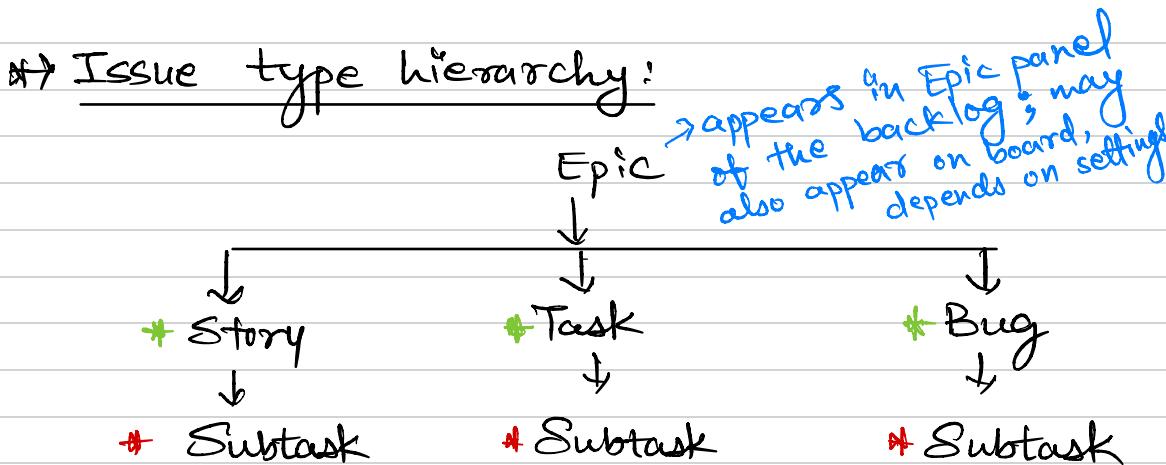
2) Story: is a feature or requirement from the user's perspective.

- commonly used by dev teams.
- They define work items in non-technical language.
- at same hierarchical levels as tasks
- some teams use the two issue types interchangeably.

3) bug: • describes problem or error
• can exist within a larger epic or exist all on their own.

4) Task: most common issue type.
• contain a more detailed description of a work item.
• can exist within a larger epic or all on their own.

5) Subtask: • a further defined issue
• used to break down tasks, stories or bugs into smaller work items.
• must have a parent issue type.
• cannot exist own their own.



* → appears both in backlog and on board
* → appears only when you open the issue; may appear on board, depending on how team set it up.