Workflow for jira task
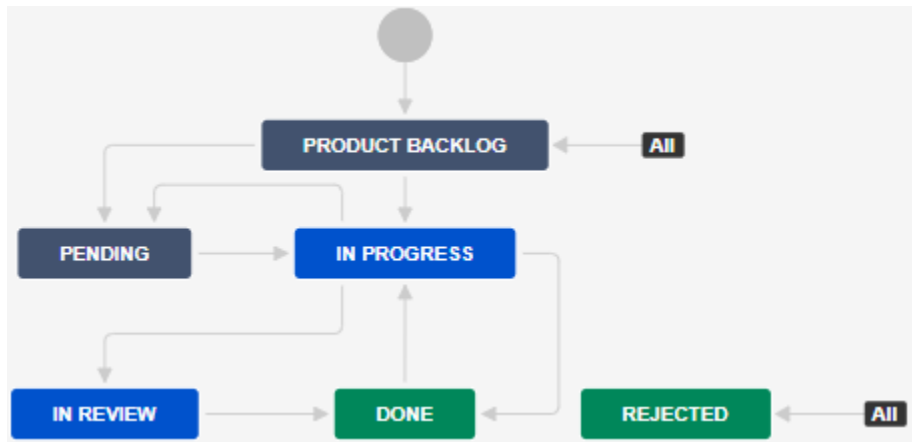
1. Jira Overview

1.1. Project Structure

SoC project is organized as component, epic, issue (task), sub-task, release milestone
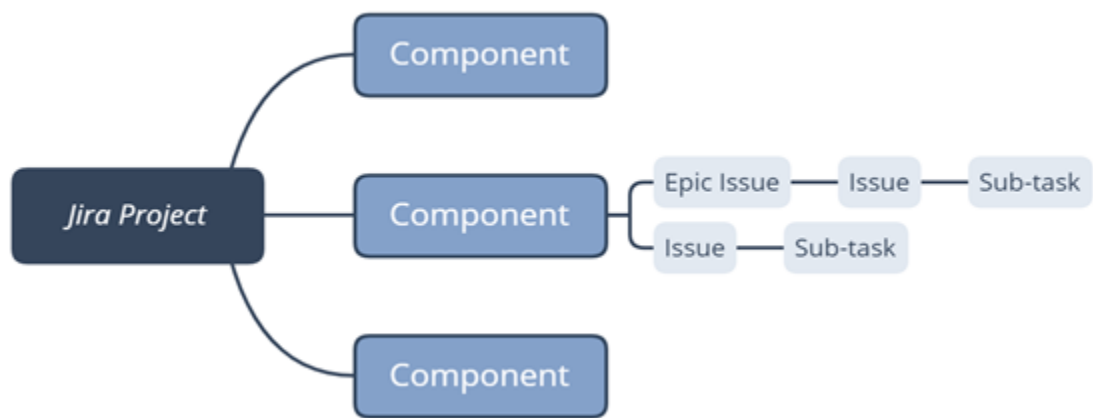
1.2. Jira Status

SoC workflow definition

Status	Transition Condition	Following Action	Note
PRODUCT BACKLOG	- Initial creation - All status can transition to backlog (rework, schedule for another sprint...)	When transitioning from other status to backlog assignee must update estimated start/end date	-

IN PROGRESS	• Assignee start doing task	-	When transition from IN PROGRESS to PENDING consider task progress. If progress **more than 50%** do following actions: 1. Create another task for remaining scope 2. Update current task scope and label 3. Transition to IN REVIEW or DONE
PENDING	• Deadline is passed but cannot start due to external factors (RVC, REL, sudden request…)	Update estimated start/end date (if it can be determined)	-
IN REVIEW	• Finish and ready for reviewing	Notify reviewer to conduct review	-
DONE	• All review points are resolved and confirmed by reviewer	-	-
REJECTED	• No need for development anymore	-	-

1.3. Jira Workflow And Watcher Role

1.3.1. Jira Workflow

Follow below steps when starting work.

No	Step	Role	Note
1	Create Jira component	PL/TL	• Base on software component of project. **Create if not exist**
2	Create Jira release milestone	PL/TL	• Milestone of release which is used to manage all epics relate to target scope. **Create if not exist**
3	Create EPIC	PL/TL	• Create epic task maps with component and release
4.1	Import tasks to Jira (bulk import when project start)	PL/TL/Member	• See section Workflow for jira task#Jira Task Create And Import for detailed information **Note**: If member does this step, PL/TL notification when finishing is required
4.2	Create tasks to Jira (adhoc, single task)	PL/TL/Member	• See section Workflow for jira task#Jira Manual Task Create for detailed information **Note**: If member does this step, PL/TL notification when finishing is required
5	Maintain correct Jira task information • Task duration (start date, end date) • Task status (backlog, in progress, done…) • Work log for each task • Task lable	PL/TL/Member	• Every change in project must be reflected to Jira • For task status update see section Jira Task Status Update
6	Review label every 2 week. This action to • Correct label of ad hoc tasks • Adjust label of task which have different difficulty than estimation **Finalize task review by changing reporter to TLs if reporter is member** (use bulk change to save time)	PL/TL	Task which has **reporter is member** is considered invalid and will not be count in PA/PC

1.3.2. Watcher Role

In order to maintain sufficient Jira data and increase member compliance, Jira watcher club is founded.

- Assigment: Each member in sub team is assigned to be a watcher in one week
- Responsibility:

- Check and remind other members about maintaining correct Jira data
- In the end of the week, watcher will send Jira report about member compliance and give feedback(if any) about Jira improvement to PL
- At the end of watch, watcher assigns watcher task to next member in list

2. Jira Manual Task Create

Beside tasks which were scheduled in SCD and imported to JIRA. Project always handle unexpected tasks/requests. Member creates task base on defined task list (Workflow for jira task#Task List Overview). Consult with PL/TL if member do not know how to categorize task.

Step 1: Select Create from the top menu to open the Create Issue dialog

Step 2: Fill important fields

A good JIRA task must fulfill below requirements:

- Required Jira fields:
  - Assignee: the person assigned to do the task
  - Component.
  - Fix Version/s.
  - Start date (WBSGantt).
  - Finish date (WBSGantt).
  - Original Estimation.
  - Epic Link.
- Information field (summary, description...) must be clear to understand