

[Jira-guide]Task Create and Import



Please download file use to

import task

1. Jira Task Create And Import

Step 1: Create Task List

Create task list basse on team format

Components	Release	Epic Name	Epic Link	Type	ID	Parent ID	Labels	Labels	Labels	Task name	Description	Person in charge	Start date	End date	Cal_I (c
Demo	Demo Milestone	[DEMO] Demo epic		Epic						Develop Demo component		bac.huynh-trung	11/16/2020	11/27/2020	10
Demo	Demo Milestone		[DEMO] Demo epic	Task	1					Investigation demo spec		bac.huynh-trung	11/16/2020	11/20/2020	5
Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		1	1	t_invest_func_formula		Demo operation 1	operation 1: 1 function	bac.huynh-trung	11/16/2020	11/17/2020	2
Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		1	2	t_invest_func_data		Demo operation 2	operation 2: 2 functions	bac.huynh-trung	11/18/2020	11/20/2020	3
Demo	Demo Milestone		[DEMO] Demo epic	Task	2					Write REQ document		bac.huynh-trung	11/23/2020	11/26/2020	4
Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		2	1	t_req_overview		block diagram	block diagram	bac.huynh-trung	11/23/2020	11/23/2020	1
Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		2	4	t_req_port		Port	4 ports	bac.huynh-trung	11/23/2020	11/23/2020	1
Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		2	3	t_req_function		Features	3 features	bac.huynh-trung	11/24/2020	11/25/2020	2
Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		2	0	t_none	m_external	Release REQ to REL		bac.huynh-trung	11/26/2020	11/26/2020	1

Explanation And Guideline

Column	Jira Field	Description	Guideline	Option
Components	Component	JIRA component (contact PL /TL to get information)	<p>Components are subsections of a project. They are used to group issues within a project into smaller parts (Model, task characteristic).</p> <p>Naming convention</p> <ul style="list-style-type: none"> • <TEAM>_<MODEL>_<SUB_MODEL>... • <TASK_CHARACTERISTIC> <p>Example:</p> <ul style="list-style-type: none"> • RCAR CNN model which belongs to IMP: RCAR_IMP_CNN • RH850 U2B InputIP belongs to HW core: RH850_U2B_HWCORE_INPUT_IP • Adhoc/unplanned tasks: AD_HOC 	Compulsory
Release	Fix Version /s	Target milestone for release (contact PL/TL to get information)	<p>Brief describe milestone to show what to do (time line is recommended)</p> <p>Naming convention</p> <ul style="list-style-type: none"> • <TEAM>_<MODEL> <Milestone target> • <Milestone target> <p>Example:</p> <ul style="list-style-type: none"> • Develop IMP RCAR V4H in Q1 2021: RCAR_IMP V4H Q1 2021 • Improve Jira checker with REST API: Core REST API function for Jira checker 	Compulsory
Epic Name	Epic Name	Name of epic to create (contact PL/TL to get information)	<p>An epic is a large body of work that can be broken down into a number of issues (task).</p> <p>Naming convention</p> <ul style="list-style-type: none"> • [<TEAM>][<MODEL>][<SUB_MODEL>] <Short description for epic> <p>Note: Tag of team/model/submodel can be neglected for for MCU common work epic</p> <p>Example:</p> <ul style="list-style-type: none"> • Develop RCAR CNN for V3U in Q4 2020: [RCAR][IMP][CNN] Develop IMP CNN for V3U in Q4 2020 • Prepare for RCAR S4 BUS development: [RCAR][BUS] Preparation for S4 development • Improve Jira checking script with REST API: Develop core REST API for Jira checker 	Compulsory
Epic Link	Epic Link	Epic link for all tasks, sub tasks (contact PL/TL to get information)	-	Compulsory
Type	Issue Type	JIRA task type (Epic, Task, Sub-Task)	-	Compulsory
ID	-	ID of parent task (1, 2, 3...)	-	Compulsory
Parent ID	-	Map to ID of parent tasks for sub-tasks	-	Compulsory
Task ID	-	defined task list ID	-	Compulsory
Labels	Labels	task code	For technical task (investigate, REQ, INT...). Refer [Jira-guide]Master task list page for detail	Compulsory
Labels	Labels	quantity	<p>For management task (analyze, planning...). Refer [Jira-guide]Management task list page for detail</p> <p>Rules:</p> <ul style="list-style-type: none"> • Work item task must have at least quantity, task code field • Parent task must be labeled as 0, t_parent 	Compulsory

Labels	Labels	release milestone	<p>Milestone code: milestone classification code:</p> <ul style="list-style-type: none"> m_internal_bv: release milestone to BV m_internal_rvc: release milestone to RVC m_external: release milestone to REL <p>Rules:</p> <ul style="list-style-type: none"> Milestone only task needs to fill quantity = 0, task code = t_none, Ex: 0t_none<milestone code> 	Compulsory
Task Name	Summary	Name of task or epic	<p>Task name should be clear and easy to get brief information</p> <p>Example:</p> <p>Not Good:</p> <ul style="list-style-type: none"> Investigate spec <ul style="list-style-type: none"> Function overview Register Operation <p>Good:</p> <ul style="list-style-type: none"> Investigate CNN DMAI block <ul style="list-style-type: none"> DMAI block diagram DMAI magnification DMAI format DMAI modes (5x5, 3x3, 3x3x3, 1x1) 	Compulsory
Description	Description	Task description	<p>Description should be included all requirement and easy for assignee to get information. List all things must be done to complete the task, consider apply definition of done (DoD)</p> <p>Example:</p> <p>DoD for task "request member to create and update their OKRs page"</p> <ul style="list-style-type: none"> All members create their own OKRs page with <ol style="list-style-type: none"> Sub-team key results are their objective Define their key result for their objective (score, how to collect) All member pages are reviewed (correct data, format...) <p>Note:</p> <ul style="list-style-type: none"> Common tasks (FD, DD, CD..) is recommended to have DoD but not compulsory Assignee should analyze DoD and confirm with reporter via comment section to reduce risk of rework due to misunderstanding 	Compulsory
Person in charge	Assignee	Assignee	-	Compulsory
Start date	Start date (WBSGantt)	Gantt start date	Task duration should be short as possible. If task is long breakdown into smaller tasks. Maximum duration is 3 days	Compulsory
End date	Finish date (WBSGantt)	Gantt end date		Compulsory
Cal_Duration (days)	-	Net working day	Calculated from Start date and End date with formula =NETWORKDAYS()	Compulsory
Plan (hours)	-	Estimation in hour (Plan for sub-task or task without subtask)	-	Compulsory
Cal_Plan (secs)	Original Estimation	Plan second use to import original estimation time	Calculated from Plan (hours) date with formula =3600*	Compulsory
Story point	Story Points	Task point using table field <points> t_point	<p>Point is given by reporters base on their consideration. This point can be adjust after task is done due to scope change, difficulties...</p> <p>Example:</p> <p>If task A is consider to be done in 8h. Story Point is 8</p> <p>Note:</p> <ul style="list-style-type: none"> Story point is applied for task which is not defined in task list (in-house tool develop, technical document...) 	Optional

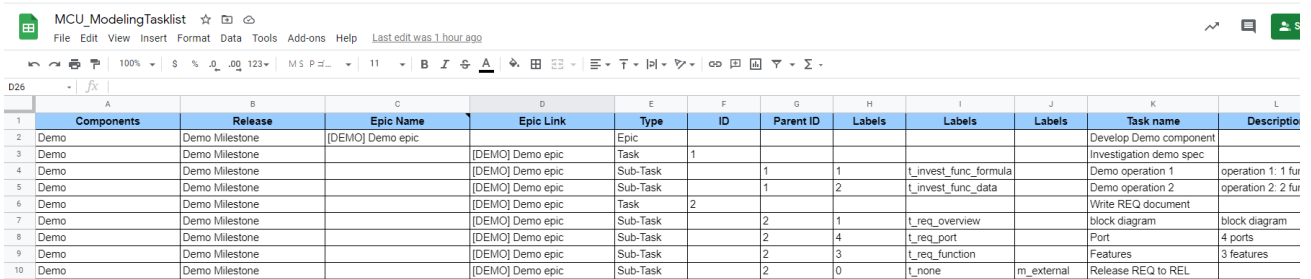
Team Google Sheet

Google sheet provides a good share workplace (realtime edit, comment section...) so it is recommend to use it

- [Common MCU planning](#) (training, in house development...)
- [RH850 project planning](#)
- [RCAR project](#)

Step 2: Prepare CVS File

Google sheet: Go to File -> Download -> Comma-separated values (csv, current sheet)



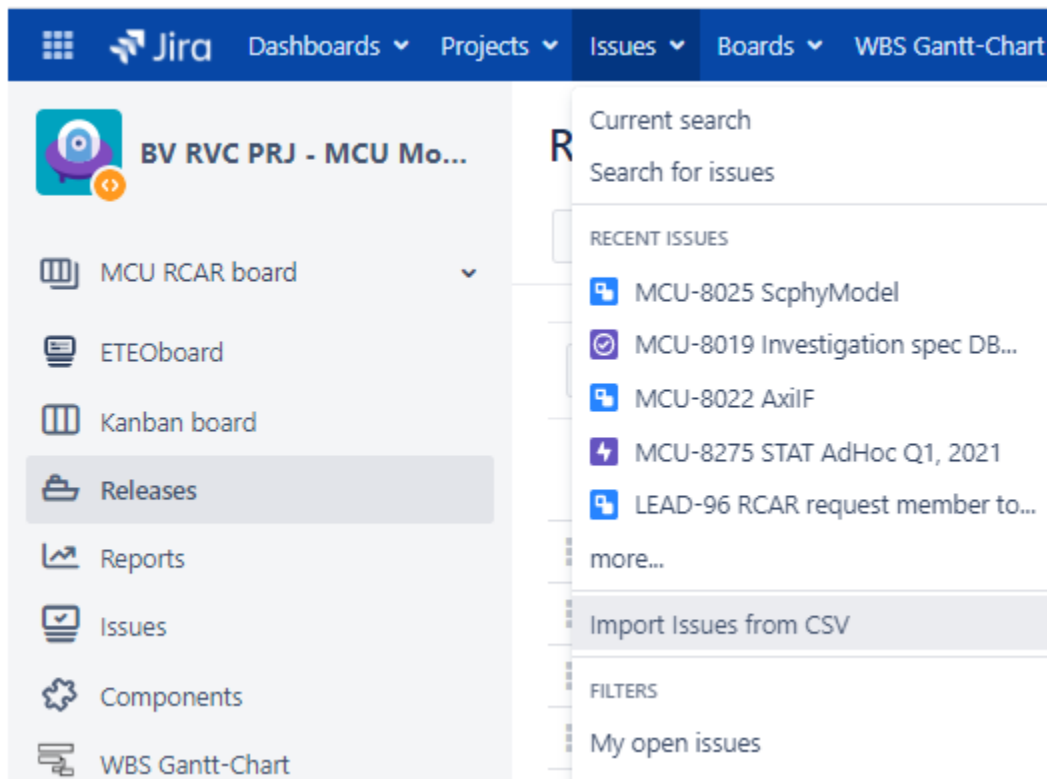
	Components	Release	Epic Name	Epic Link	Type	ID	Parent ID	Labels	Labels	Labels	Task name	Description
1	Demo	Demo Milestone	[DEMO] Demo epic		Epic						Develop Demo component	
2	Demo	Demo Milestone		[DEMO] Demo epic	Task	1					Investigation demo spec	
3	Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		1	1	t_invest_func_formula		Demo operation 1	operation 1: 1 fur
4	Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		1	2	t_invest_func_data		Demo operation 2	operation 2: 2 fur
5	Demo	Demo Milestone		[DEMO] Demo epic	Task	2					Write REQ document	
6	Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		2	1	t_req_overview		block diagram	block diagram
7	Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		2	4	t_req_port		Port	4 ports
8	Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		2	3	t_req_function		Features	3 features
9	Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		2	0	t_none	m_external	Release REQ to REL	
10	Demo	Demo Milestone		[DEMO] Demo epic	Sub-Task		2	0	t_none	m_external	Release REQ to REL	

Note:

- Unused row(s) must be deleted before export to CVS

Step 3: Import CVS To JIRA

- **Step 3.1:** Go to JIRA and click on "Import Issues from CSV"



- **Step 3.2:** Select CVS file and configuration file ([MCU_JIRA_Import_Configuration.txt](#)). Field mapping is done automatically

Bulk Create Setup

Setup

Settings

Map
fields

Map
values

Setup

To import issues in bulk, you need to provide the data in a CSV file format.

CSV Source File* Không có tệp nào được chọn

The maximum file upload size is 10.00 MB.

☒ Use an existing configuration file

If you have used this importer before, you may have saved the configuration you used.
You can use that configuration again to save time.

Configuration File Không có tệp nào được chọn

Selecting a configuration file will import the configuration settings. You can still choose to edit these settings further if required. The maximum file size is 10.00 MB.

Next

Back

- **Step 3.3:** Check map fields and click next (If compulsory [fields](#) in Step 1 are not mapped, comment to notify document maintainer)

Map fields

Setup

Settings

Map fields

Map values

Map fields

Select the CSV fields to import, then set how you would like these converted to fields in Jira. You can optionally map field values on the next screen.

CSV Field		Jira field	Map field value
Cal_Duration (days) (e.g. 3)	→	Don't map this field	<input type="checkbox"/>
Cal_Plan (sec) (e.g. 0)	→	Don't map this field	<input type="checkbox"/>
Components (e.g. Training)	→	Component/s	<input checked="" type="checkbox"/>
Description (e.g. First row doesn't have a value)	→	Description	<input checked="" type="checkbox"/>
End date (e.g. 2/19/2021)	→	Finish date (WBSGantt)	<input checked="" type="checkbox"/>
Epic Link (e.g. First row doesn't have a value)	→	Epic Link	<input checked="" type="checkbox"/>
Epic Name	→	Epic Name	<input checked="" type="checkbox"/>

- Step 3.4: Validate and import

Type (imported as issuetype)			
Epic	→		Epic ▼
Sub-Task	→		Map ▼
Task	→		Task ▼

[Begin Import](#)
[Validate](#)
[Back](#)

Validation

[Setup](#)
[Settings](#)
[Map fields](#)
[Map values](#)

Map values

Your file statistics: **14** issue/s will be created correctly
0 issue/s will be created with warnings
0 issue/s will not be created due to errors

i Success! The validator didn't find anything wrong. You can now safely begin your import!

You can [download a detailed log](#) of this validation process. You can also [save the configuration](#) for future use.

[Begin Import](#)
[Back](#)

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 ([9536088](#)). 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

- Required Jira fields:
 - Assignee.
 - Component.
 - Fix Version/s.
 - Start date (WBSGantt).
 - Finish date (WBSGantt).
 - Original Estimation.
 - Epic Link.
- Information field (summary, description...) must be clear to understand (see [guideline column](#))