

Creating a GitHub Project Using Templates

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GitHub offers users convenience with a feature called "Project Templates." This feature allows you to quickly set up a new project with a predefined structure, including issue types, labels, and a board layout. This technical document will aim to guide you through the process of creating a GitHub project using templates.

Note: Project templates are specific to the repository in which they are created. If you want to reuse a project template in multiple repositories, you need to set it up individually in each repository.

Prerequisites

To create a GitHub project using templates, you will need:

1. A GitHub account: If you don't have one, go to '<https://github.com>' and sign up for a free account.
2. Repository with templates: Ensure that the repository you want to use as a template for your project has project templates set up. You can either create a repository from scratch and set up the project templates manually or use an existing repository that has project templates already configured.

Step 1: Create a New Repository

1. Go to GitHub (<https://github.com>) and log in to your GitHub account.
2. Click on the "+" button in the top-right corner of the screen and select "New repository" from the drop-down menu.
3. Provide a name for your repository and, optionally, a description.

4. Based on your requirements, choose the repository visibility (public or private).

5. Enable the "Initialize this repository with a README" option if you want to create an initial README file for your repository.

Note: A “README” is the introductory message visitors will see when viewing your repository. Your “README” can include the function of the product and why it may be of use.

6. Click on the "Create repository" button to create the new repository.

Step 2: Set Up Project Templates

1. In your newly created repository, click on the "Projects" tab at the top of the repository page.

2. Click on the "Set up project" button.

3. Select the "Choose a template" option.

4. Browse through the available templates or use the search bar to find the template that suits your needs.

5. Click on the template you want to use.

6. Review the template details and click on the "Set up this template" button.

Step 3: Customize the Project

1. After setting up the project template, you will be redirected to the project board.
2. Modify the columns and cards on the project board as required. You can add, remove, or rename columns and cards according to the needs of your project(s).
3. Customize the project by adding or modifying issue types, labels, and other project-specific details.
4. Update the project description to provide information relevant to your project.
5. If desired, invite team members to collaborate on the project by clicking on the "Invite collaborators" button.

Step 4: Start Using the Project

1. Now that your project is fully set up, you can start creating issues, assigning tasks, and tracking progress using the project board.
2. To create a new issue, click on the "Add cards" button within the relevant column and fill in the necessary details such as title, description, assignees, and labels.
3. To reflect the status or progress of certain columns, drag and drop cards between the columns.
4. The "Filters" and "Sort" options allow users to navigate and organize the project board effectively.
5. Collaborators can interact with the project by creating, updating, and closing issues as the project progresses.

Congratulations! You have successfully created a GitHub project using templates. Now you can adequately use the predefined structure and features provided by the template to manage your project efficiently.