Lab: Our First Jira Team-managed Project

Estimated time: 5 minutes

> *Note: This lab is optional. It assumes that you have done the previous company-managed version of this lab. If you are not interested in working with team-managed projects, you can skip this lab.*

In this lab, you will:

1. Create a team-managed kanban project.
2. Create issues.

1: Create a team-managed kanban project.

> *Note: These instructions assume that you are using Jira Software Cloud. Because features are rolled out in stages to groups of users, the details that you see may be slightly different.*

> *Note: These instructions DO NOT APPLY to company-managed projects. The previous lab is the company-managed version of this lab.*

1. Log in to Jira (if necessary). You can log in using [https://[your_site_name].atlassian.net](https://[your_site_name].atlassian.net) or find your site name at https://my.atlassian.com

2. Click the **Projects** dropdown in the top navigation.

3. Select **Create project**.

4. On the **Project templates** screen, select **Software development** on the left and select the **Kanban** template. Click **Use template**.

5. Click **Select a team-managed project**.

6. In the **Create project** window, enter `projectAteam` for the project name (the `team` is for team-managed).

7. If you are using the free plan, you should notice that anyone with access to your site (meaning that they were added as a user of the site) can access and and administer this project. If you are not using the free plan, there should be an **Access** dropdown. Team-managed projects are designed for members of teams to create and configure. The configuration is simple, though usually not as powerful as the configuration of company-managed projects. The **Access** dropdown is used to easily limit access to the project, if desired. If available, you should set the access to **Open**. (The other options are "Limited" and "Private".)

8. You can leave the **Key** value at its default value.

9. Verify that **Template** is **Kanban**.

10. Click **Create**. You should see the kanban board for your project.

    > *Congratulations, you have created a team-managed kanban project.*

2: Create issues.

> *The planned work of a project is broken down into issues. Issues are also known as work items, stories and more. We will start with three simple issues, named "add item 1", "add item 2" and "add item 3".*

1. Create an issue named "add item 1":

- Click the **Create** button (or +) in the top navigation to create an issue. If you see **+ Create issue** at the bottom of a column, you could also click that.
- Under **Summary** (or "What needs to be done?"), enter `add item 1`.
- The Issue Type should be `Task` (a blue check box)..
- Click **Create** or **Enter**.

2. Create an issue named `add item 2`.

3. Create an issue named `add item 3`.

4. On your kanban board, you should see your three issues in the `To Do` column.

> *Congratulations, you have created three issues and completed this lab.*