Lab: Scrum (Team-managed)

Estimated time: 20 minutes

In this lab, you will:

1. Create a team-managed scrum project.
2. Create issues.
3. Create and plan a sprint.
4. Execute a sprint.
5. Complete a sprint.

1: Create a team-managed scrum project.

> *This lab creates a team-managed scrum project. These instructions DO NOT APPLY to company-managed scrum projects.*

1. Log into Jira (if necessary). [https://[your_site_name].atlassian.net](https://[your_site_name].atlassian.net)

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 **Scrum** template. Click **Use template**.

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

6. In the **Create project** window, enter `projectBteam` for the project name.

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. You should set the access to **Open**.

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

9. Verify that **Template** is **Scrum**.

10. Click **Create**. You should see your `projectBteam` project.

11. Click **Project settings**. Click **Features**. Notice that the **Backlog** and **Sprints** features are automatically turned on for team-managed scrum projects. Navigate back to the project.

    > *Congratulations, you have created a scrum project.*

2: Create issues.

1. The issues of your project are initially placed in the product backlog. Click the **Backlog** tab to view it. It should be empty.

2. Create three issues of type Story in the product backlog with summaries of `add item 1`, `add item 2` and `add item 3`. You can do this by clicking on **Create** (or the + sign) or by typing directly in the Backlog.

    > *Congratulations, you have created a product backlog with three issues.*

3: Create and plan a sprint.

> *A sprint is a period of time where you complete a certain number of issues.*

1. Click on the **Backlog** tab.
2. If you do not see sprint 1, click **Create sprint**. You should see an empty `Sprint 1` along with the product backlog.

   > *The start of the sprint includes a sprint planning meeting. In this meeting, the sprint team usually decides on the sprint goal, estimates the amount of work of issues and decides which issues to complete during the sprint. The development team decides how to accomplish the work of the sprint. All projects and sprint planning meetings are unique.*

3. Add estimates as story points to the issues. We will arbitrarily say that `add item 1` is 1 point, `add item 2` is 2 points and `add item 3` is 4 points.
   - Click on each issue in the product backlog and add its estimate under the `Story point estimate` field.

   > *The development team usually is responsible for estimating story points. Story points are relative units indicating the effort involved in completing the issue.*

4. Prioritize the product backlog. We will arbitrarily give the 2 point story (`add item 2`) the highest priority and the 4 point story the lowest priority.
   - Drag and drop the stories into their correct order in the backlog. (With `add item 2` at the top.)

   > *The product owner is usually responsible for prioritizing stories in the product backlog.*

5. Add stories to the sprint. We will arbitrarily assume that the team can execute up to four story points per sprint. This is known as the team's velocity.
   - Drag the `add item 2` and `add item 1` stories to the sprint. The set of stories in the sprint are called the sprint backlog.
6. Notice that the team has estimated that its velocity for this sprint will be 3 story points.

   > *The development team is usually responsible for deciding how many of the top issues to move to the sprint backlog.*

> *Congratulations, you have created and planned a sprint.*

4: Execute a sprint.

1. Click the **Start sprint** button associated with the sprint backlog. Change the duration of the sprint to `1 week`. Add a sprint goal of `Create the first product increment.` Click **Start**.

   > *The scrum team agrees to the sprint goal during the sprint planning meeting.*

2. The **Board** tab should be selected, and you should see the board for your current sprint. Notice that you have two issues in the `TO DO` column. Notice that the other columns are `IN PROGRESS` and `DONE`. Notice the sprint goal under the sprint name. Notice the the story point estimate is shown on the cards.

3. Open any issue on the board and click on the status dropdown in the upper right. Notice that there are three statuses in the workflow, `TO DO`, `IN PROGRESS` and `DONE`. These are the default statuses in the workflow when you choose the team-managed scrum template while creating a project. Notice that there is no `BACKLOG` status.

   > *The default workflow for projects created with the team-managed kanban template contain these same three statuses.*

4. Select the **Backlog** tab. View the status of the `add item 3` issue that is still in your product backlog. Notice that its status is `To Do`, the same status as the issues in the first column of the sprint board. The items in the product backlog are there because they have not been added to any sprints. As with company-managed scrum projects, the status of each issue is independent of the product backlog.

5. Notice that there is no **Reports** tab in the sidebar. Enable the **Reports** feature in your project under **Project settings > Features**.

6. Back in your project, click the **Reports** tab. View the **Sprint burndown chart** report for this sprint. Jira has added guidelines for story point completion during the sprint. The starting value is the total number of story points that you added to the sprint backlog. The ending value is zero. For the duration of the sprint, a linear decrease in the number remaining story points is assumed. Under the chart, you should see the issues of the sprint.

   > *Reports like this are a great way to quickly view the current status of the sprint.*

7. Navigate back to your board. Let's assume that you are a member of the development team and that you will work on the `add item 2` issue. Open the issue and under the **Assignee** field, click **Assign to me**.

8. Navigate back to the sprint board. Notice your icon in the `add item 2` card. Drag the `add item 2` issue to the `IN PROGRESS` column.

9. Let's assume that you have finished the `add item 2` issue. Drag it to the `DONE` column.

10. Repeat the process above and complete the `add item 1` issue.

    > *Congratulations, you have executed a sprint.*

5: Complete a sprint.

1. Now that the issues of the sprint are complete, you can end the sprint. In the upper right above the board, click **Complete sprint** and then **Complete sprint**.

   > *You usually only complete a sprint at the end of the planned sprint duration. We are ending it early just for learning purposes.*

2. Click **Reports**. View the Velocity report. You estimated and completed three story points in this sprint, so your velocity for sprint 1 was three story points.

3. At this point, you would usually have a sprint review meeting to show the new increment to the scrum team and optionally to its stakeholders.

4. After the sprint review meeting is a meeting called the sprint retrospective. This is a meeting for the scrum team to discuss how the team can execute better next time.

> *Congratulations, you have completed a sprint and completed this lab.*