

Lab: Configure a Team-managed Kanban Board

Estimated time: 15 minutes

Note: This lab is optional. If you are not interested in working with team-managed projects, you can skip this lab.

In this lab, you will:

1. Move issues through a workflow.
2. Add a Review column to the board.
3. Verify that your Review column is working.

Note: These instructions assume you have created a `projectAteam` team-managed kanban project with issues.

1: Move issues through a workflow.

1. Log into Jira (if necessary). [https://\[your site name\].atlassian.net](https://[your site name].atlassian.net)
2. Navigate to your `projectAteam` project (click the **Projects** dropdown in the top navigation). This is your team-managed kanban project. These instructions DO NOT APPLY to company-managed projects.
3. Click on the **Board** tab in the sidebar to view your board. This board was automatically created when you created the project and selected **Kanban** for the project template.
4. You should see three issues on the board from the previous team-managed kanban lab.
5. Drag and drop issues to new columns.
6. Click on an issue to open its details. Notice that the dropdown in the upper right matches the name of the column on the board. This is the value of the **Status** field for the Jira issue. **Change** the status value. **Close** the issue details and notice that your issue has changed columns on the board.
7. Again view an issue's details. Notice that the **Assignee** field is `Unassigned`. Click on the `Unassigned` value and select **Assign to me**. This lets the team know that you are responsible for working on the issue in this status. Close the issue details and notice that your user avatar appears with the issue on the board.

Congratulations, you have moved issues through a workflow, both by dragging and dropping and by changing the issue's status field value.

2: Add a Review column to the board.

1. To create a column, click on the plus sign (+) the right of the `DONE` column. This feature is available to administrators of the board and to Jira administrators. The user that created the board is automatically an administrator of the board. In the free version of Jira, all users can administer the board.
2. Name the column `Review` and click the check mark.
3. **Drag** the header of the `REVIEW` column so that `DONE` is the last column on the board.

Congratulations, you have added a column to your board.

3: Verify that your `Review` column is working.

1. On your board, drag issues to the `Review` column.
2. View an issue's details and change the **Status** to and from a value of `Review` . The issue should move to the new column on the board.

Congratulations, you have verified that your `Review` column is working.