**Tutorial on Jira**

Table of Contents

[Creating a Project 3](#_Toc65802110)

[Creating Issues 4](#_Toc65802111)

[Epics 6](#_Toc65802112)

[Story Points 7](#_Toc65802113)

[Creating Sprints 9](#_Toc65802114)

[Additional Features 11](#_Toc65802115)

[Adding Teammates 12](#_Toc65802116)

Jira is software that was initially created as a bug tracker. It was possible to report bugs present in a system, manage the bugs and track them until they were resolved. Over time, Jira evolved into an Agile project management tool. Nowadays, it is used by a huge number of companies that follow the Agile methodology.

## Creating a Project

1. Go to [this](https://www.atlassian.com/) link and create an account.
2. Go to [this](https://www.atlassian.com/software/jira/free) link. Select Next. You should be asked to claim a site. It is alright to use a general group or team name. After that, you should be asked a few questions to personalize your experience. These are not important and can be skipped.
3. Next, you should be asked to choose a template. Depending on whether or not this is your first time signing in and whether or not you chose to answer the personalization questions, the prompt to choose a template may look slightly different. Regardless, ensure that you choose a Classic template and then choose Scrum. There are other templates as well, such as Kanban and ones for general bug tracking. There is also another category of templates called Next-Gen templates. We will not be covering that here.
4. Next, you must create our project. Give the project a name. Under the Key category, you can choose a custom key. This key will be used with all the different activities of this project, so it should be something that you can look at and immediately associate with this project.
5. Once the above steps are complete, you should be taken to an empty Active Sprints board.

## Creating Issues

In Jira, every activity, big and small, is called an issue. You can create issues using the Create button at the top.

Issues can be of a few types. The first type we will look at is Story. This refers to user stories, used to track features of the system.

1. In the Summary field, you should put a one line user story in the format ‘As a \_\_\_\_ I want to \_\_\_\_ so that \_\_\_\_.’ The reason part is optional.
2. In the Description field, you can put in more details about the feature if this is required.
3. You can Assign the issue to a specific team member. This indicates that it is their job to implement that feature or complete that task.
4. The Labels tab is meant to hold tags, such as ‘front end’ or ‘user’. Tags will help you filter out issues related to specific things. When you have a whole bunch of issues, you can search using tags to find specific ones easily.
5. There should also be an option to indicate Priority for the issue being created.
6. When you are done putting in the appropriate information, click on Create. This will finish creating the issue.
7. Now go to the Backlog tab available on the left-hand side of the screen. This screen should show all the issues you have created. This is the Scrum backlog.

The other types of issues you can create are Task, Bug and Epic.

A task is very specific. For example, ‘Add Manager table to the current database.’

A bug is a problem that is present in the system. For example, ‘Name not displayed on user homepage.’

## Epics

Epics are a little different. They aren’t really issue, but more like collections of multiple issues combined to achieve a specific goal. For example, you could create an Epic named ‘Incorporate 2 factor authentication’, which is meant to have the issues ‘Create login’, ‘Send notifications’, ‘Verify OTP’, etc.

Epics are not directly visible in Backlog along with the other issues. Instead, there is a tab on the left-hand side where the different Epics can be found. You can drag and drop different issues into Epics. Thus, Epics help us stay organized.

## Story Points

One that that we skipped over while creating issues is the concept of Story Points. Story points are used to determine how long a task will take. They do not have a unit, and are generally interpreted to be in hours.

When deciding how long a task will take, we cannot just use any number we want. Generally, story points follow one of two patterns:

1. 1, 2, 4, 8, 16, … (multiples of 2)
2. 1, 2, 3, 5, 8, 13, … (Fibonacci series)

The reason for this is the longer a task takes, the less likely we are to be able to accurately tell exactly how long it will take. To compensate for errors, one of these patterns should be used. If it is decided that the time required falls somewhere in between, say 10, then the upper bound should be used, such as 13 if using the Fibonacci series.

To add story points to issues:

1. Click on the Create button again to create an issue.
2. There should be an option on the top right, Configure Fields. Select that and go to Where is my field?
3. Story points are not added by default to any of the issues. Because of this, when you search for story points under Where is my field and select it, you will likely be shown an error.
4. To resolve this problem, you should be shown a link. Click on that link and you will be taken to a new page. On this page, there should be an option to Add Field at the bottom. Search for Story Points there and add it.
5. Go back to the previous page and click on the Create button again to create an issue. A field for Story Points should be available now.
6. Keep in mind that this change will only affect the specific type of issue you had selected. If you had selected Story before configuring the Story Points field, then it will only show for Story, not for the other issue types. If you want to have the Story Points field for those issue types as well, you need to configure the fields for them in the same manner.

## Creating Sprints

1. Go to the Backlog tab and select Create Sprint.
2. Describe the goals you want to achieve under this sprint.

Once the sprint is created, you can drag and drop issues from the backlog into the sprint. Story points should help decide what issues to add to a particular sprint. It could be decided that, say, no more than 40 story points be added to a single sprint, since it might not be possible for the team to work for more than 40 hours combined.

It is possible to create multiple sprints at one can assign different issues to the sprints but this is not usually done. The issues for the next sprint are generally decided only when the current sprint is about to end or has ended.

1. Once the issues for the current sprint have been brought into the block for the sprint, click on Start Sprint. You will have to specify the start and end dates or the duration.

You should automatically be taken to the Active Sprints tab. There should be three columns here, ‘To Do’, ‘In Progress’ and ‘Done’. This is the Sprint Board. It is meant to be managed by the scrum master, who should move issues between the columns as required.

1. Once a sprint is finished, click on Complete Sprint. This will complete the current sprint and will allow you to start another. It will also remove all the issues completed in this sprint from the backlog.

It is also possible to configure the sprint board. On the Active Sprints tab, there should be a hamburger icon on the top right. Clicking on this should reveal an option for Board Settings. Going there will allow you to add more columns to the sprint board if you wish to do so. Changes will be reflected in the Active Sprints tab.

## Additional Features

On the left-hand side menu, there should be a few other tabs that we have not discussed yet.

The Reports tab is where you can generate different types of reports for your project. For example, when you complete a sprint, you should automatically be shown a Sprint Report.

The Issues tab is where you can see every issue related to the project. Issues that were completed under a sprint will also be available here. Advanced search tools are also available here to help you filter out issues and find specific ones.

The Roadmaps tab gives a general overview of the progress made for different Epics.

## Adding Teammates

Go to the People tab at the top and select Invite Teammate. Teammates can be invited using their emails. They will be sent an email with the invitation once you invite them. Keep in mind that free accounts have a limit of 10 teammates.