JIRA Tutorial

Welcome to JIRA Tutorial. In this tutorial, we will learn what JIRA is, what is it used for, and how to use it.

What is JIRA software?

JIRA is a software tool designed for project management. The tool is mainly used for issue tracking.

Core Features of JIRA

Boards

JIRA provides Kanban and Scrum Boards. These boards are visual systems for managing work as it moves through a process. They provide an immediate overview of the whole project at task level. JIRA allows team members to customize these board workflows to fit their project.

Business Project Templates

Most of the times, there is always a template that fit your business project requirements. You can choose one from the huge collection of JIRA Business Project Templates. Or you can also modify an existing template to perfectly fit your business structure.

Issues

Every low level task in JIRA is considered an issue. A requirement is an issue. A bug is an issue. A task is an issue. Each issue can be well detailed. You can provide a description; set a priority; attach required screenshots or documents; label the issue for quick access. You can assign the issue to one of your team members, make another as the reporter for the issue. One more important feature is that your team members can have a discussion on the issue in the form of comments.

Notifications

Emails can be sent to your team members for particular tasks. For example, an email notification will be sent to the ASSIGNEE of the issue. Also, if you can use @mention to notify that member specifically.

Power Search

JIRA provides a powerful search interface. You can search using filters, or advanced features. You can also search based on the details of issues.

Reports

With JIRA, you can generate reports like: **Agile Reports**: Burndown Report, Burnup Report, Sprint Report, Velocity Report, Cumulative Flow Diagram, Version Report, Epic Report, Control Chart, Epic Burndown, Release Burndown **Issue Analysis**: Average Age Report, Created vs. Resolved Issues Report, Pie Chart Report, Recently Created Issues Report, Resolution Time Report, Single Level Group By Report, Time Since Issues Report **Forecast & management**: Time Tracking Report, User Workload Report, Version Workload Report **Other**: Workload Pie Chart Report

JIRA Next-gen Templates

JIRA provides next-gen templates that are familiar and easy to use. Each template consists of many features useful for project management.

Some of the templates are:

- Kanban
- Scrum

Agile Projects with JIRA

Most of the project teams are adopting Agile methodology for their projects. JIRA provides a lot of support in terms of templates, reports, etc. to handle Agile projects.

Get started with JIRA Project

You can get a trail period of 7 days and get used to the workflow of JIRA software before purchasing a license or registering for JIRA software.

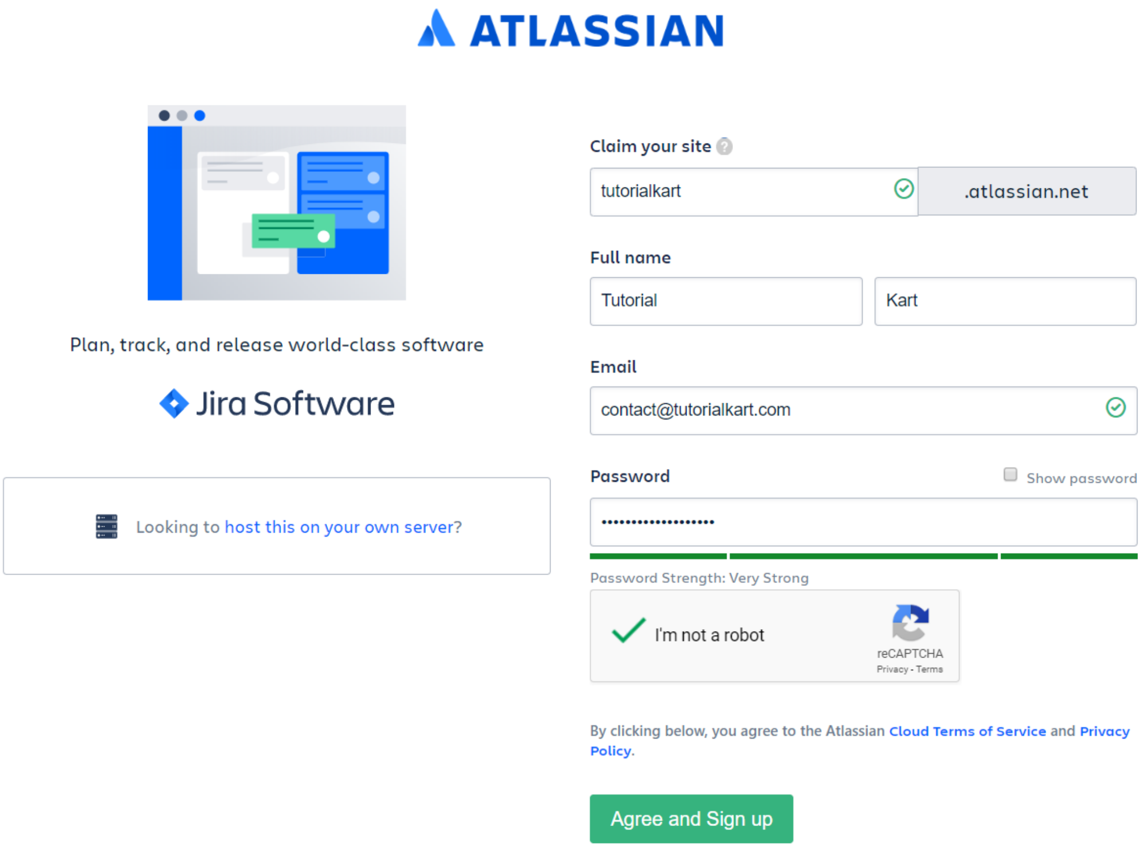
Step 1

Open a browser and hit the url [https://www.atlassian.com/software/jira/try].

In this tutorial, we will choose **Jira Software** and click on **Try it free**.

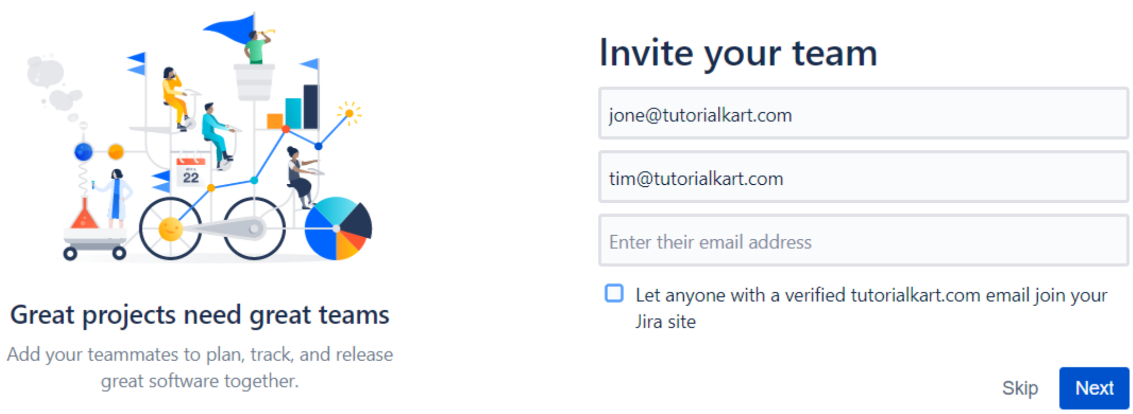
Step 2 – Signup

Fill in the Signup form and click on Agree and Signup.



Step 3 – Email Confirmation

You will receive a confirmation email to the email address you have provided in the above step – signup. Click on the verify button on the email. You will be redirected to the following page in a new tab.



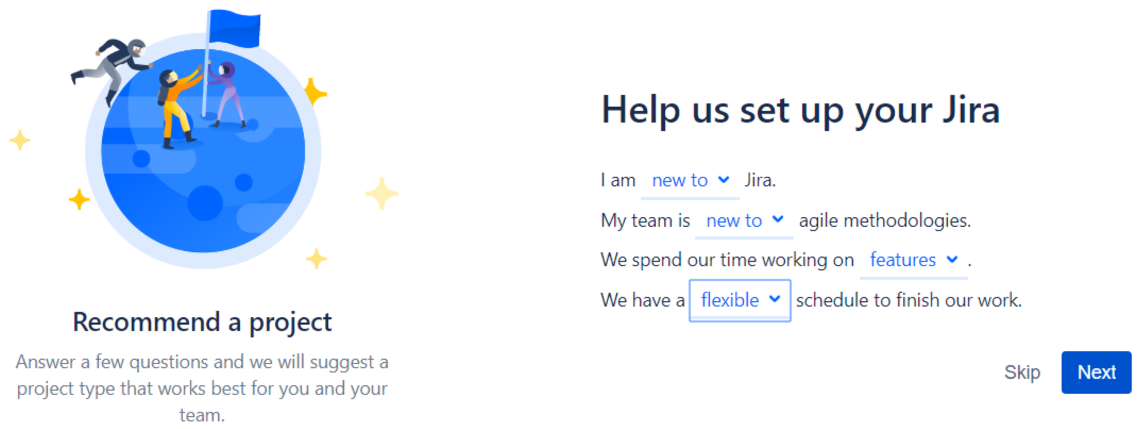
Provide the emails of your team members. Or you can also check the box to let anyone with a verified yourwebsite.com (tutorialkart.com here) email join your Jira site.

Click on **Next** button

Click on **Next** button.

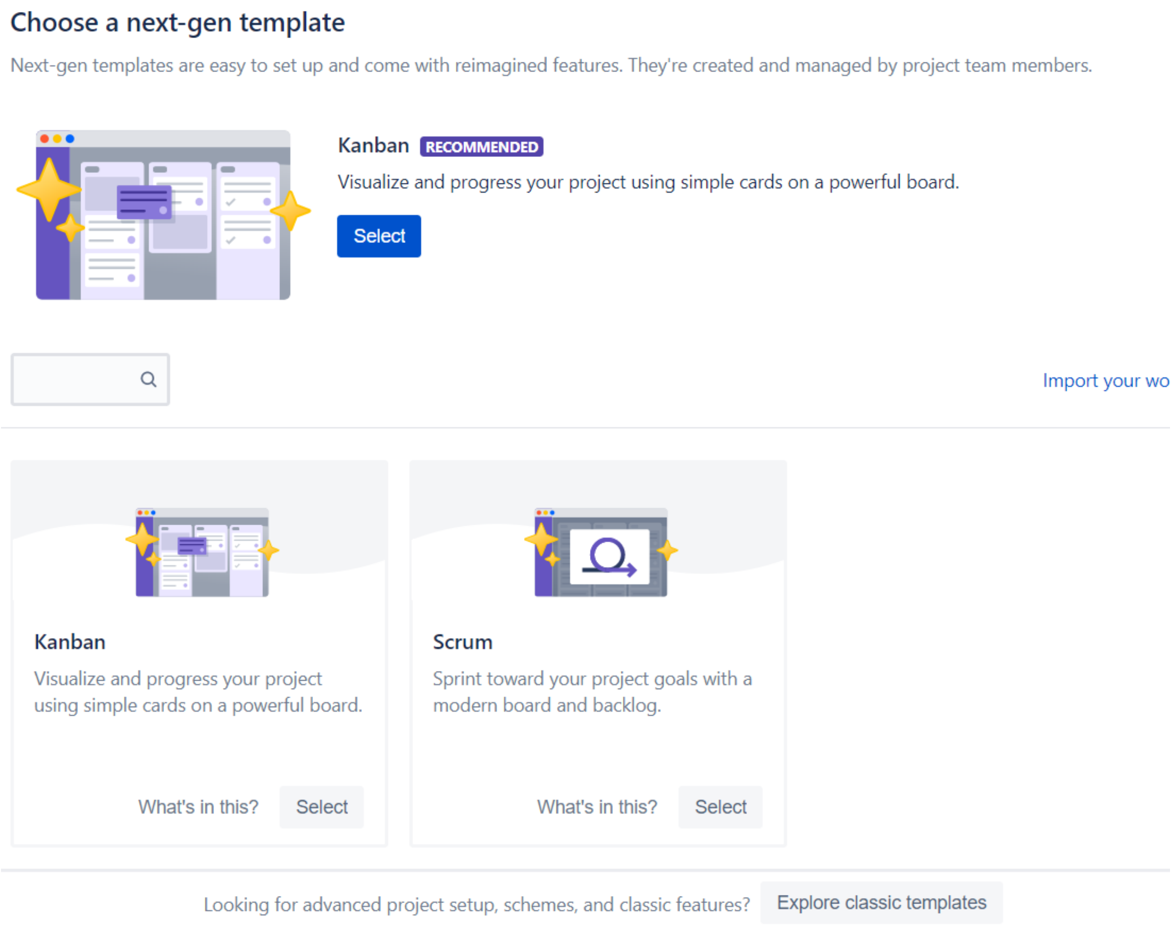
Step 4 – Basic setup

You can select some drop-down options relating to the questions about your team and project structure. This helps JIRA understand your requirements and setup your project accordingly. A sample screenshot is shown below. You can also skip this step.



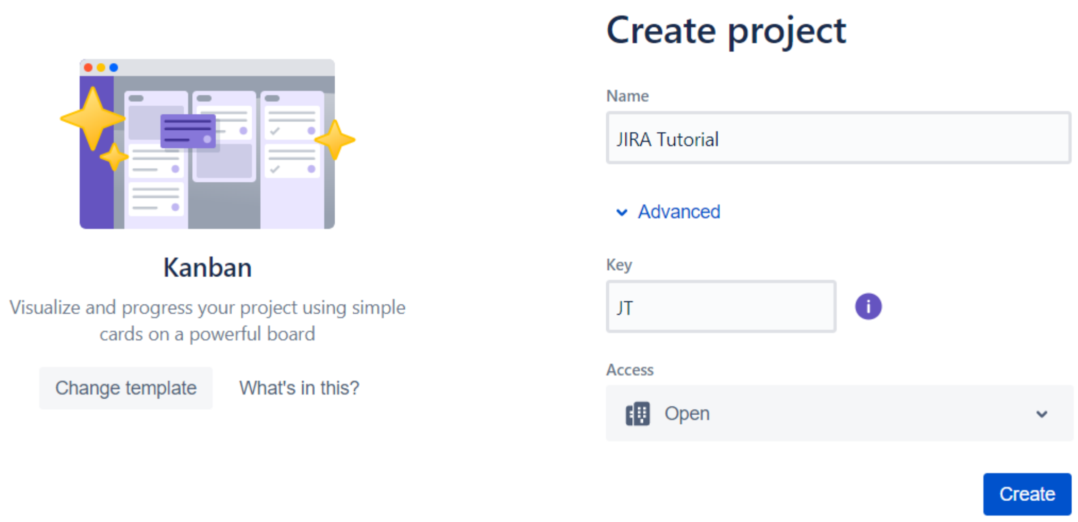
Step 5 – Template Selection

JIRA provides templates to choose from based on your project requirements. We will go with the recommended template and click on select.

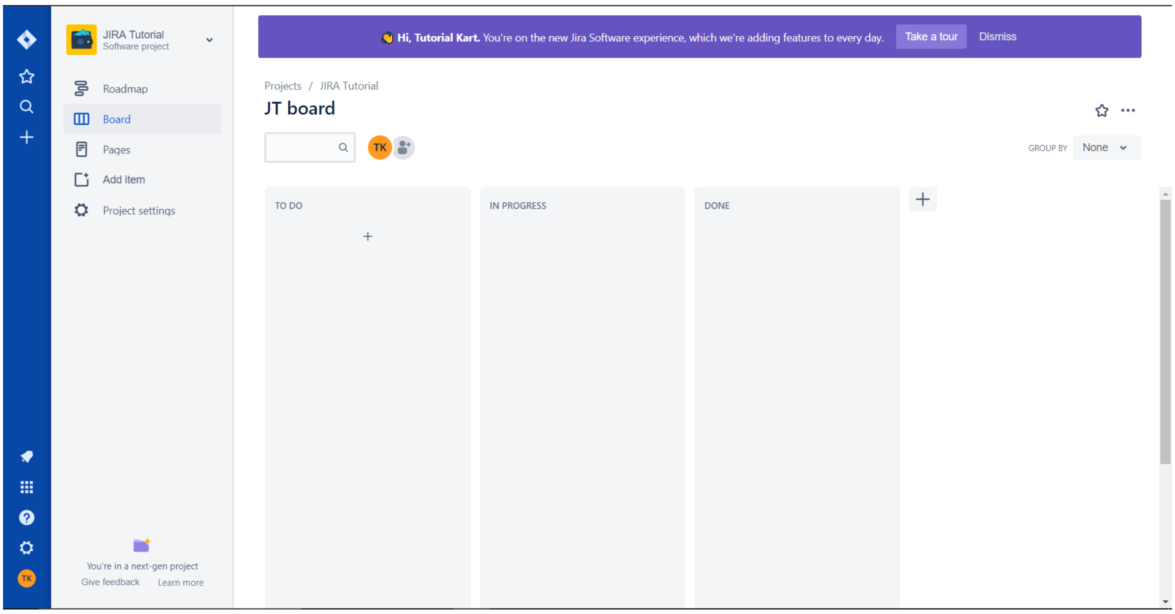


Step 6 – Create Project

Once you select a template, you can create your project. Provide a name for your JIRA project and click on Create button.



Once you hit the create button, you will be directed to the project dashboard and you have successfully created project in JIRA tool.



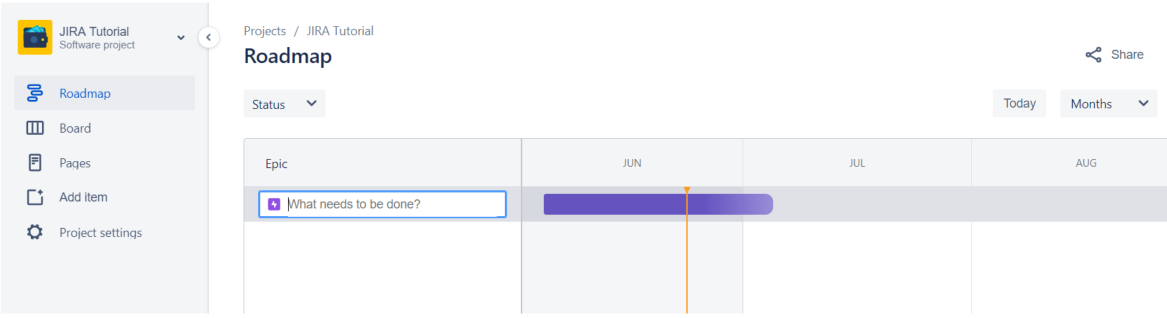
JIRA Roadmap

JIRA Roadmap is designed to communicate your plan. Roadmap can easily communicate what's in flight for your team and future priorities of the project.

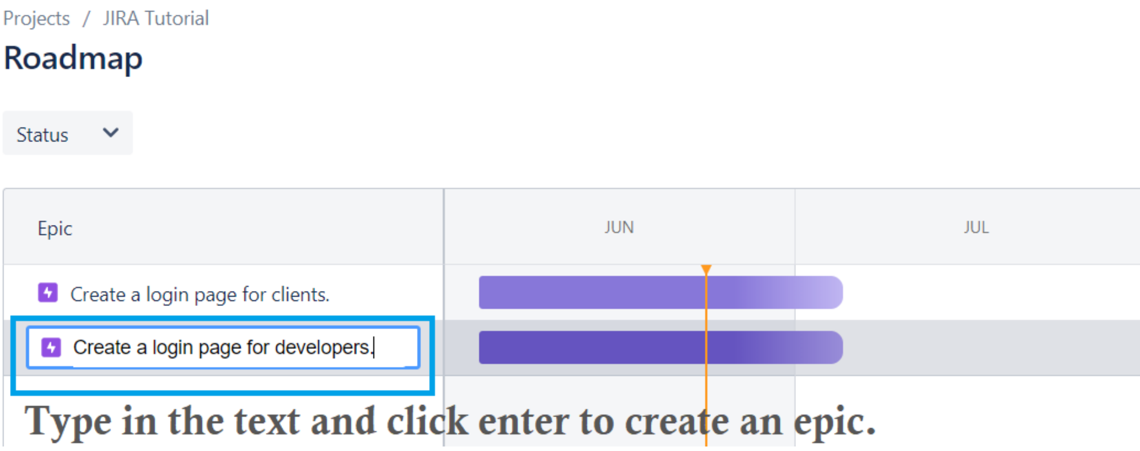
In Roadmap, you can manage your work through epics. You can create new epics, manage and visualize them. This helps the users to be on the same page.

JIRA Roadmap provides UI to easily drag and drop work right on your roadmap to quickly plan and prioritize.

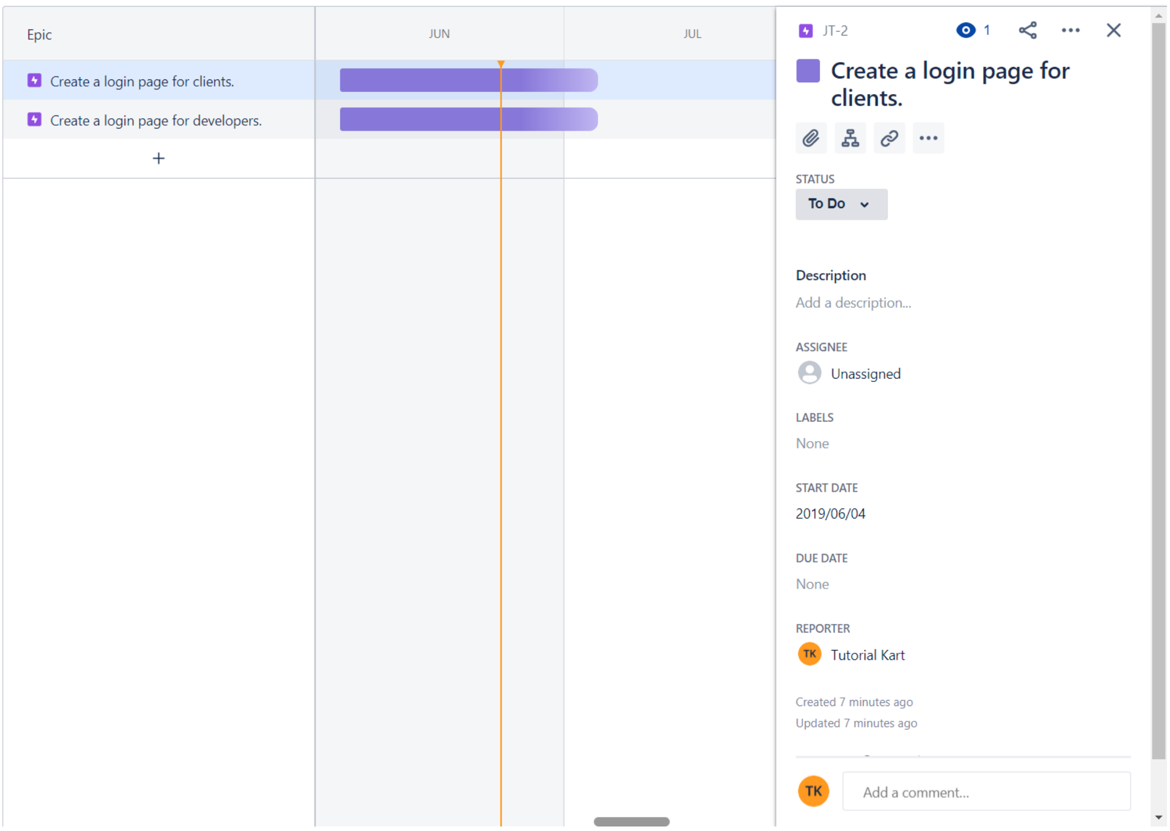
Following is a screenshot of JIRA Roadmap when you have just started with your project in JIRA.



To crate an epic, type in the box with placeholder **What needs to be done?** and click enter.



Once the epic is created, click on it to see the details.



Now you can do the following tasks.

- Provide a **Description** to the epic.
- Assign the epic to **ASSIGNEE**.
- Label this epic to quickly access epics using **LABELS**.
- Provide a **START DATE** and **DUE DATE** for the epic.
- Change the REPORTER to which this epic has to be reported.
- Comment on this epic during its lifecycle.

JIRA Backlog

Backlog window consists of all the outstanding work. When you create a new Agile JIRA project with Kanban template, you can see a Backlog window in your project.

Backlog involves following tasks.

- Create Issues
- Rank Issues
- Estimate Issues

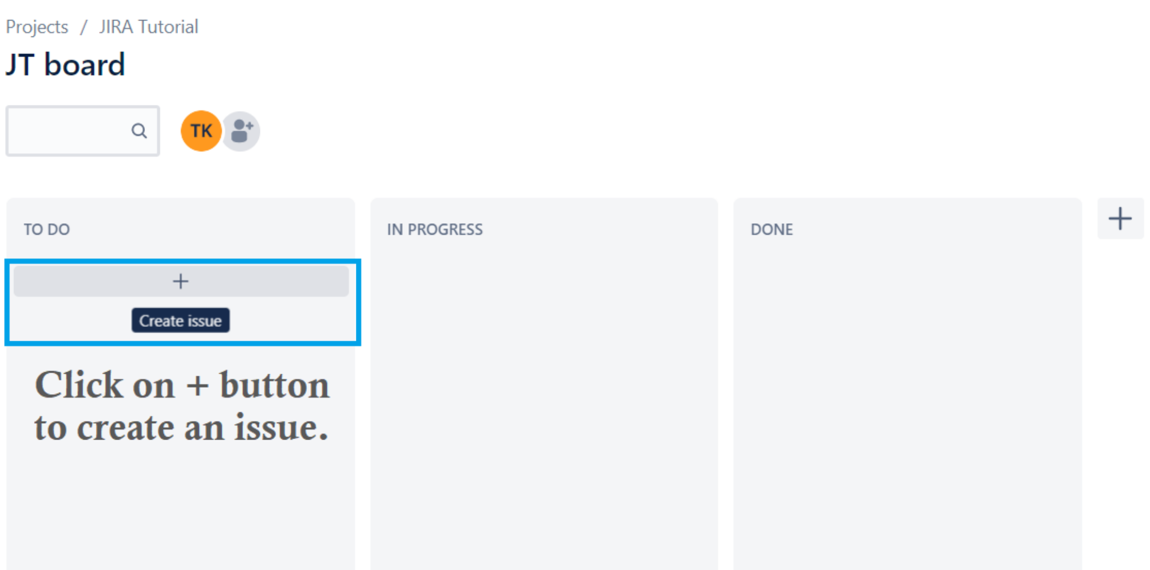
Ranking of issues helps you prioritize from the list of tasks in Backlog.

JIRA Issue

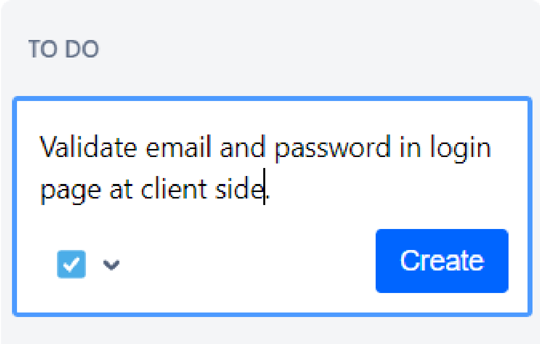
JIRA sees all the tasks, work, bugs/defects, user stories, features, etc., as issues.

How to create an issue in Project?

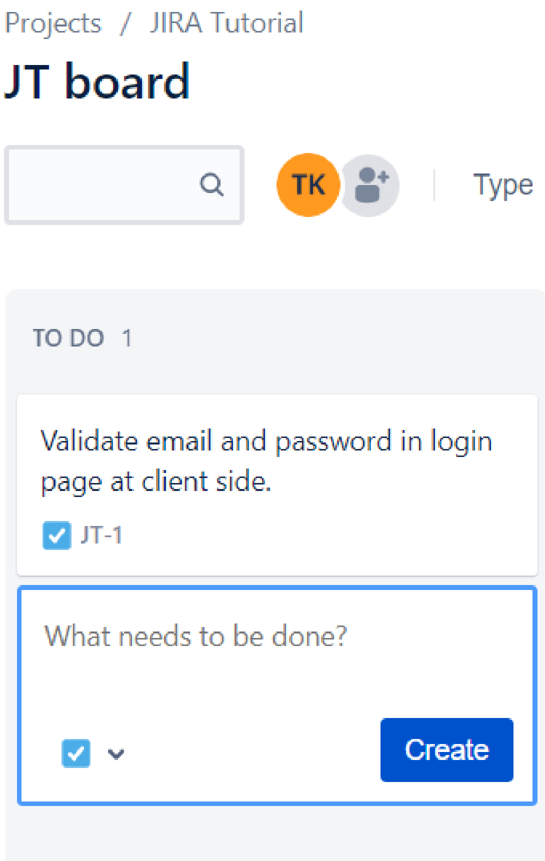
To create an issue in JIRA, click on the + button under **TO DO** column.



Enter text that describes the issue and click on **Create** button.

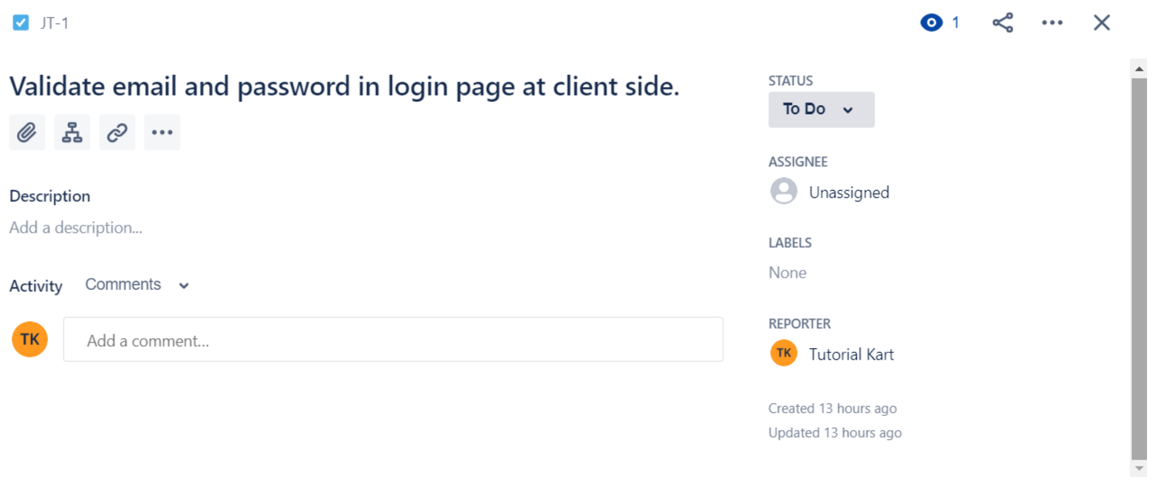


A new issue would be created.



Once an issue is created, you can do following tasks with the issue.

- Provide a **Description** that elaborates on the issue.
- Attach a screenshot or an **attachment**.
- **Add a child issue** making this issue as a parent.
- **Link** to another issue.
- **Comment** on the issue.
- Assign the issue to an **ASSIGNEE**.
- Label the issue for a quick access using **LABELS**.
- Change the **REPORTER** to which the assignees have to report.



JIRA Tutorial

➩ JIRA Tutorial

JIRA Scrum

- JIRA - Create Scrum Board
- JIRA Scrum - Add People
- JIRA Scrum - Create Issue
- JIRA Scrum - Create Sprint

How to Create Sprint in JIRA Scrum Board?

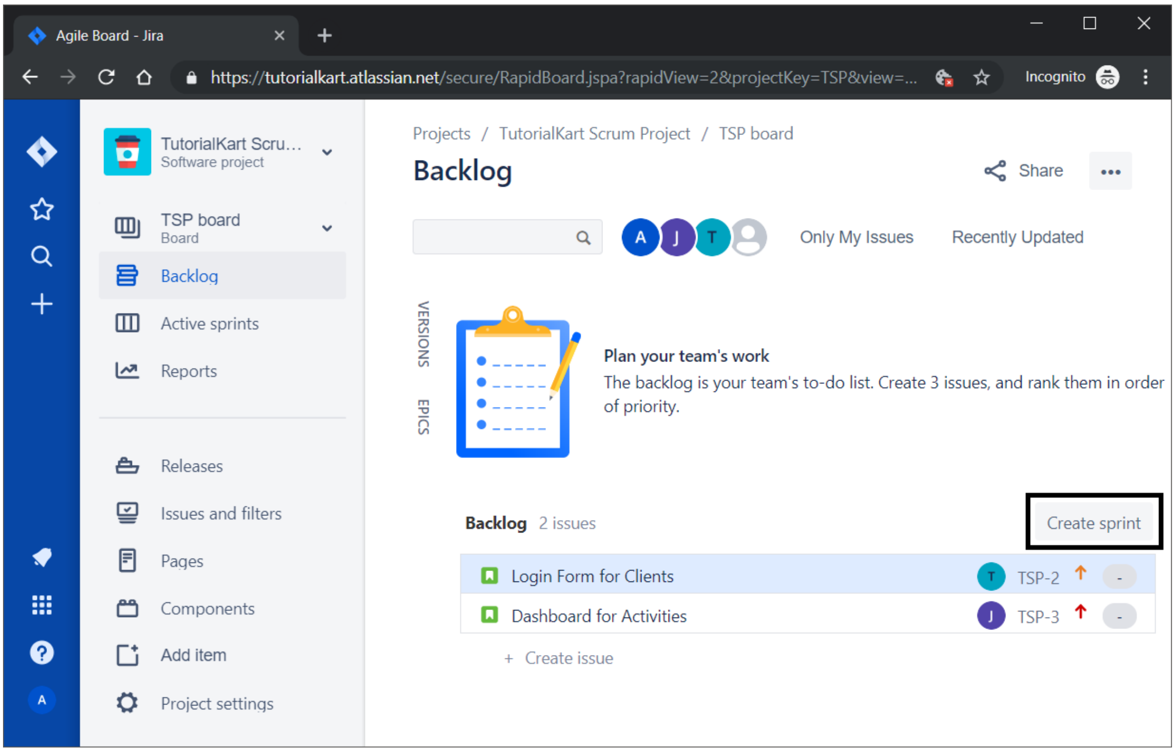
Steps to Create Sprint in JIRA Scrum Board

In this tutorial, we will learn how to create a Sprint in JIRA Scrum Board.

Make sure you have one or more issues. If not, create issue in JIRA Scrum Board.

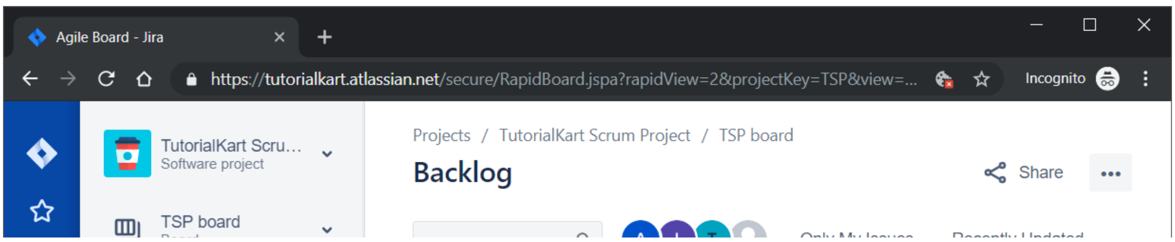
Step 1 – Create Sprint

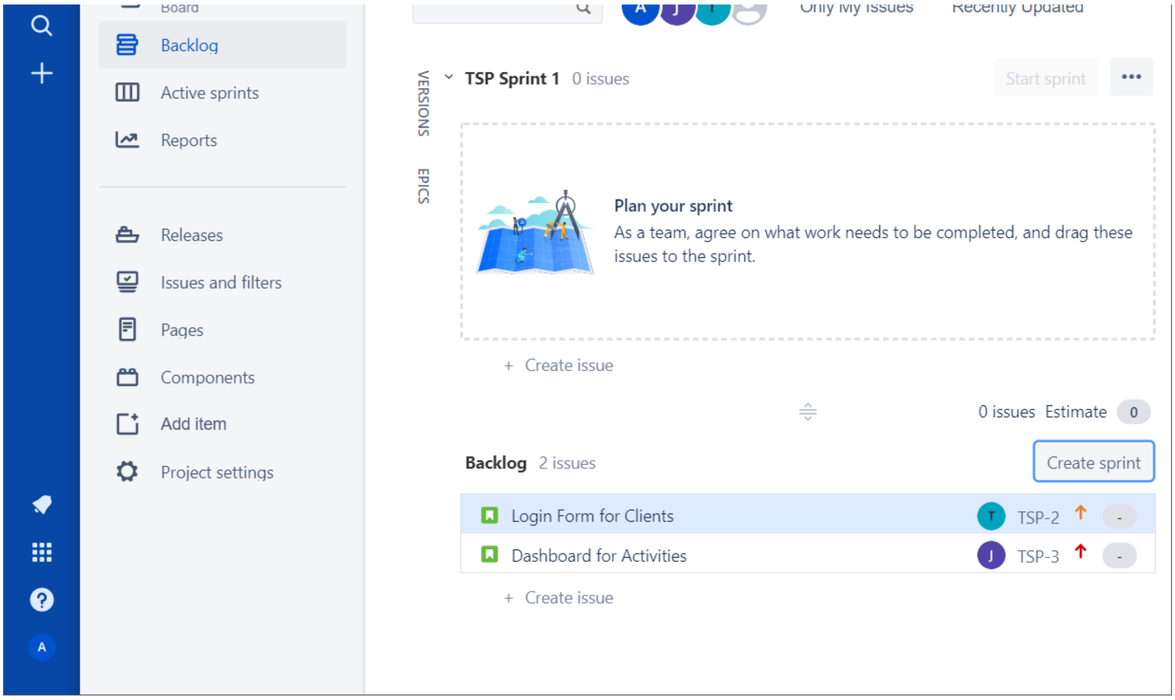
Login to your JIRA Scrum Board. Click on **Create sprint** button.



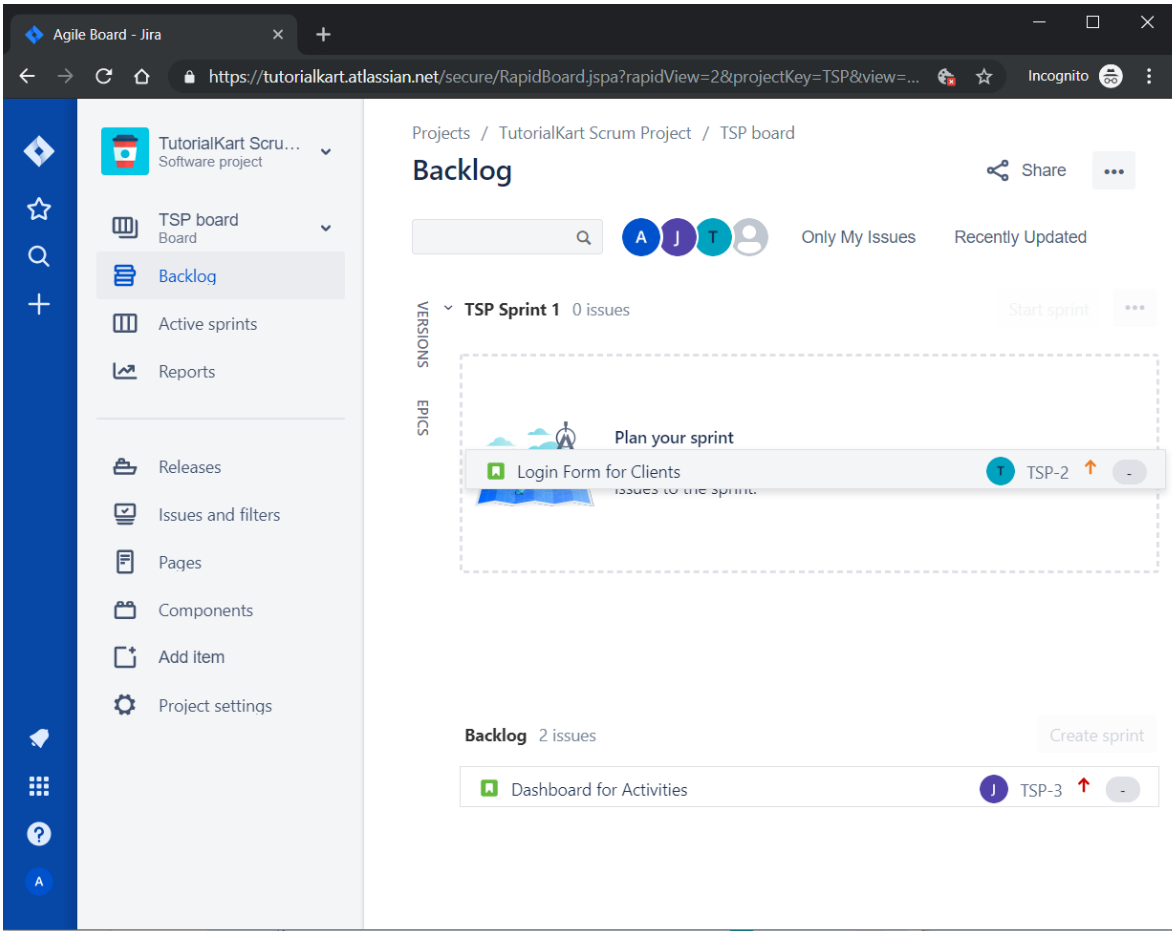
Step 2 – Plan your sprint

Once you click on the Create sprint button, **Plan your sprint** box appears as shown below.

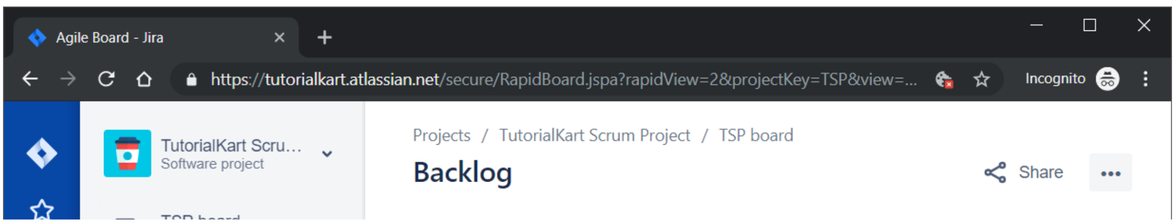


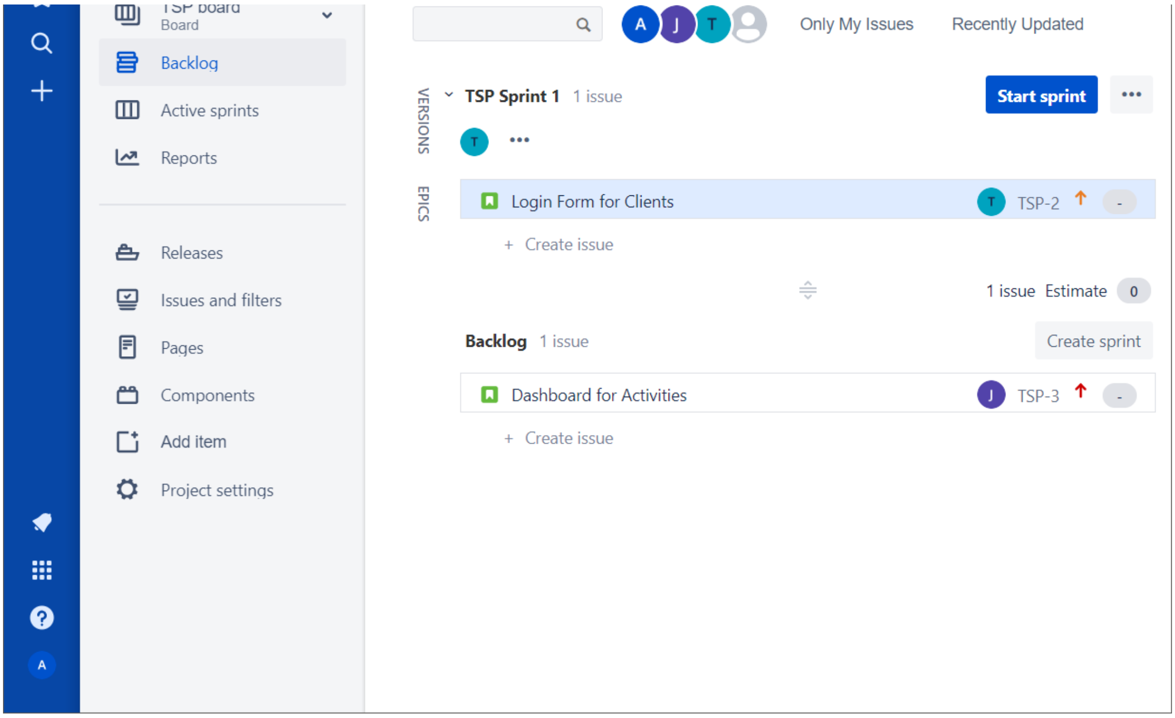


You can drag and drop issues present below to **Plan your sprint** box.

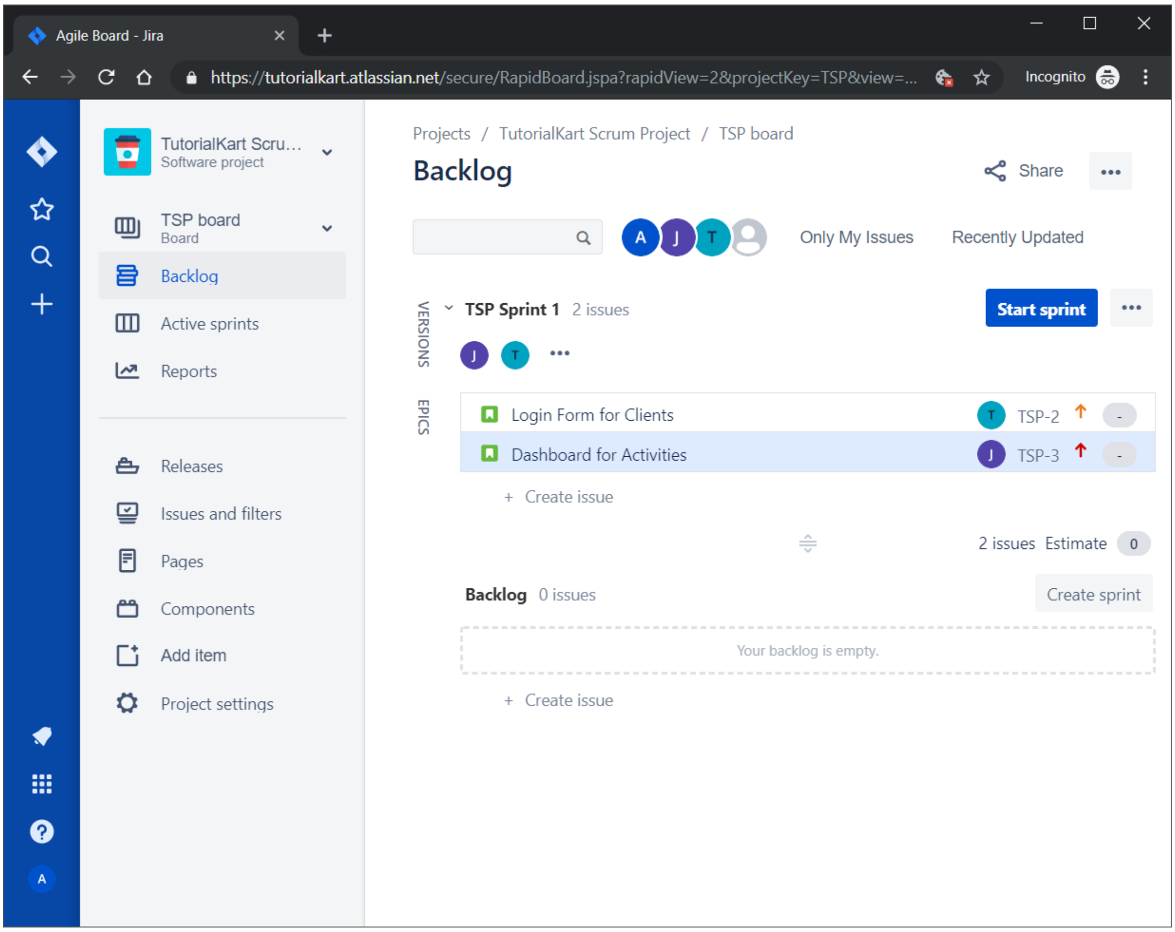


Once you drop it on the plan you sprint box, the issue is added to the sprint.



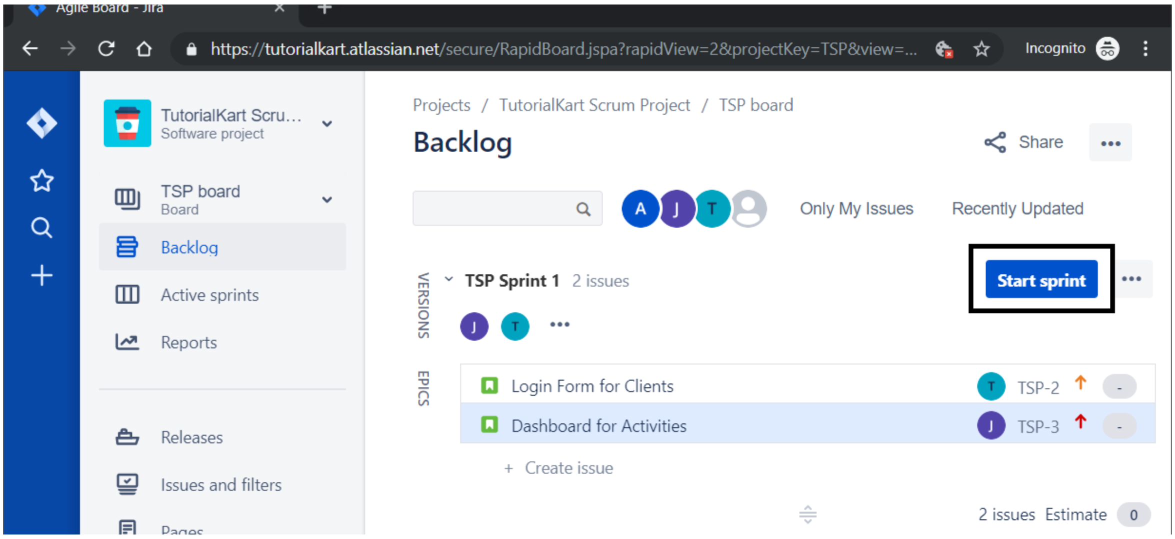


You can add multiple issues to the Sprint. In the below screenshot, you can see that we have added two issues to the sprint.



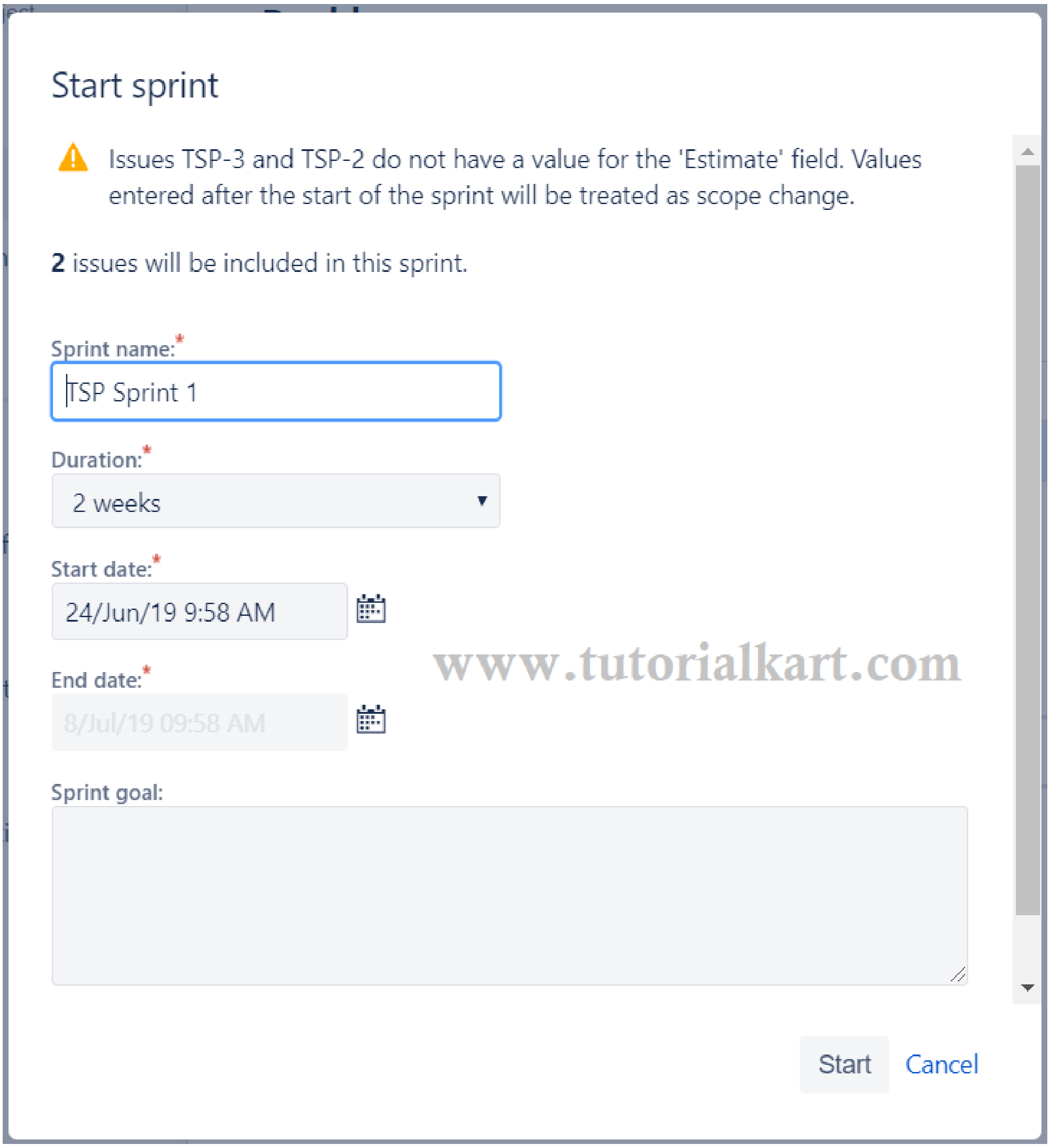
Step 3 – Start sprint

Once you are done with adding all the issues that are required for your sprint, click on **Start sprint** button.

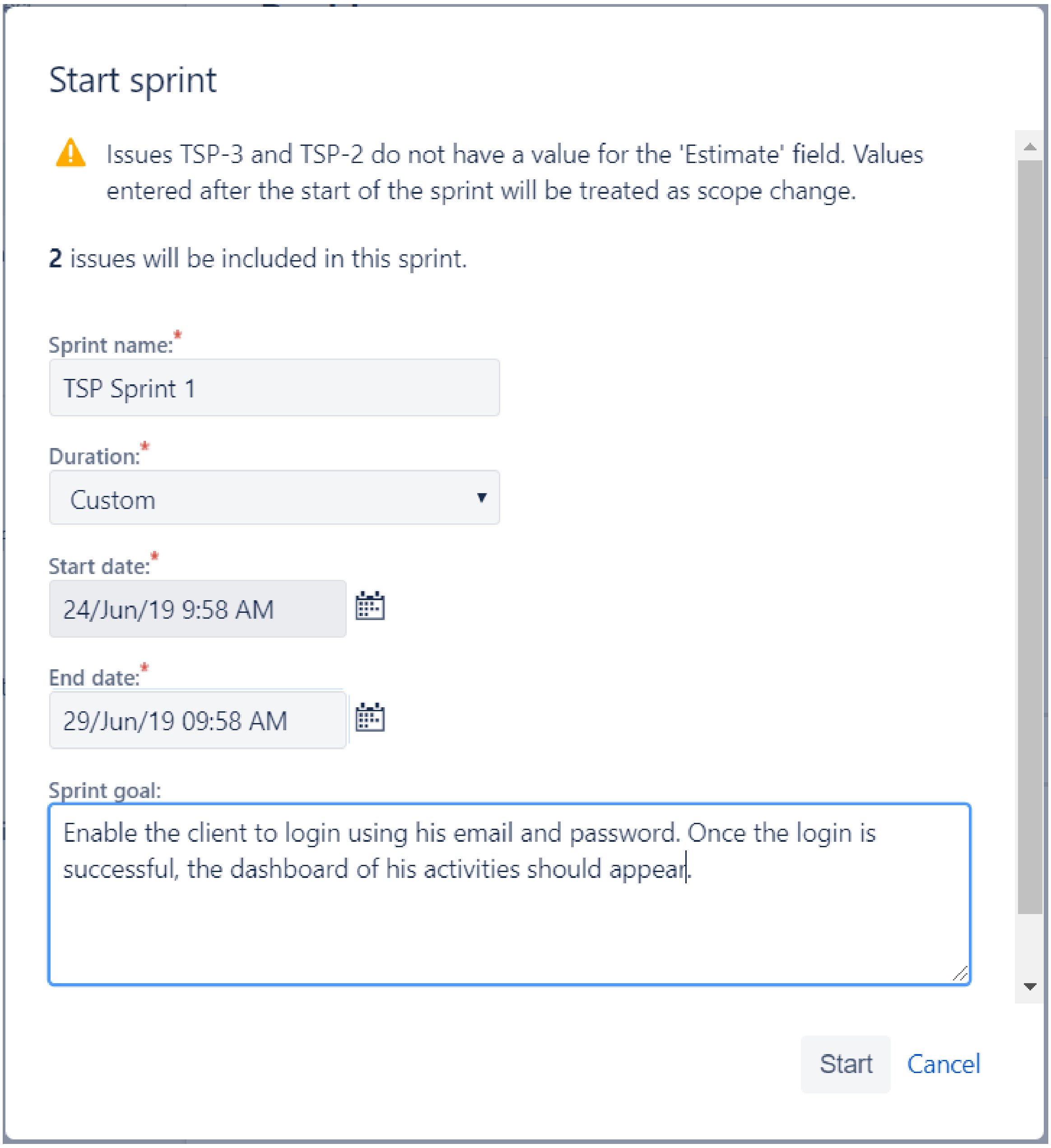


Step 4 – Fill Sprint Details

Once you click on **Start sprint** button, you will get a popup to fill the details for the sprint.

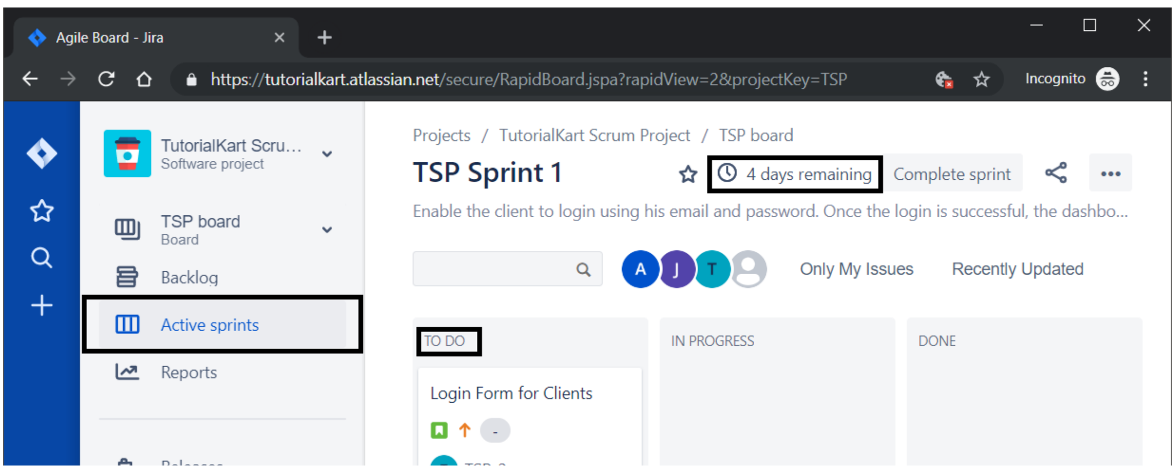


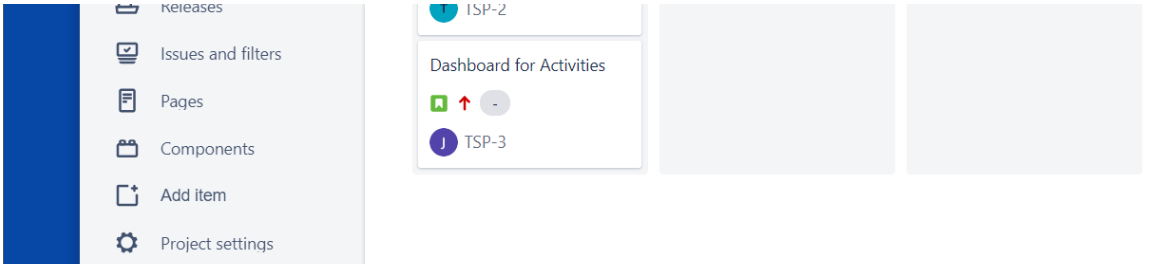
Fill in the appropriate details as shown below.



And click on **Start** button.

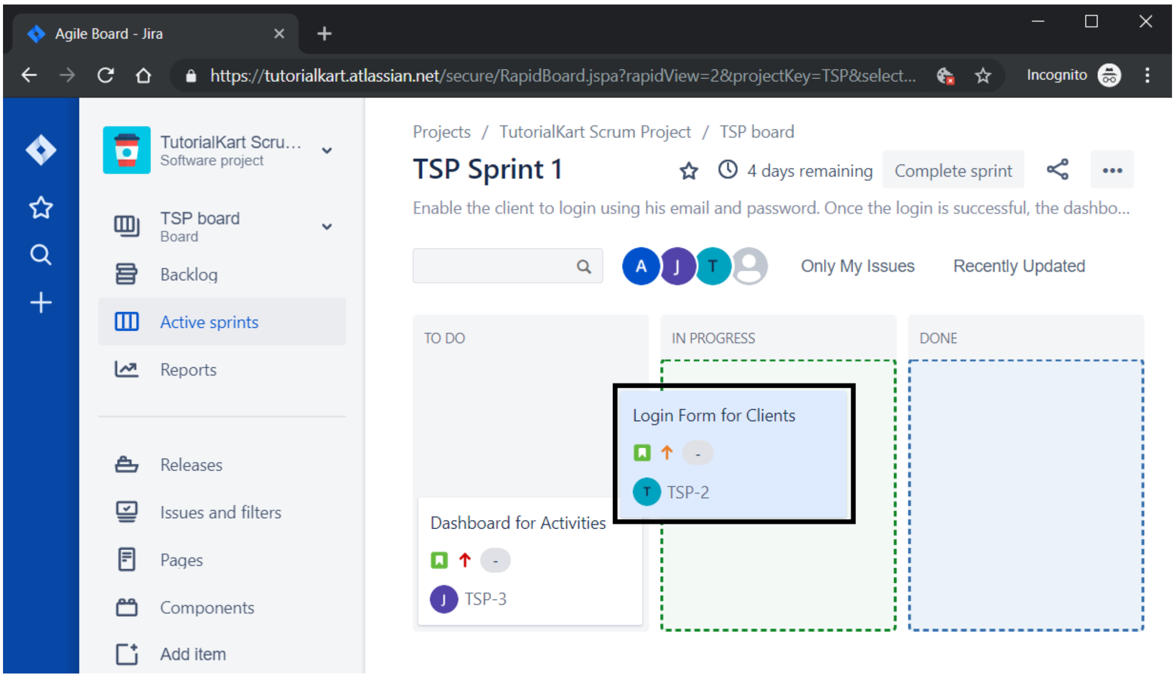
The started sprint is shown under **Active sprints**. You can see details like number of days remaining, issues under TO DO column.





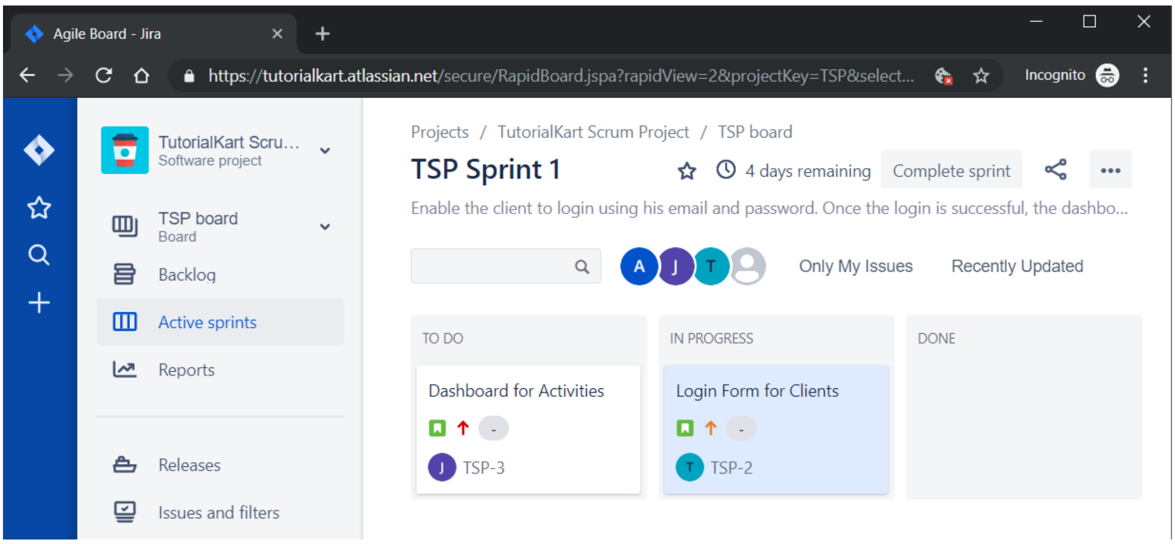
Step 5 – Update Issues

Once the ASSIGNEE change the status of the Sprint, the issue moves to the corresponding column. Or, you can also drag and drop the issue from column to other.

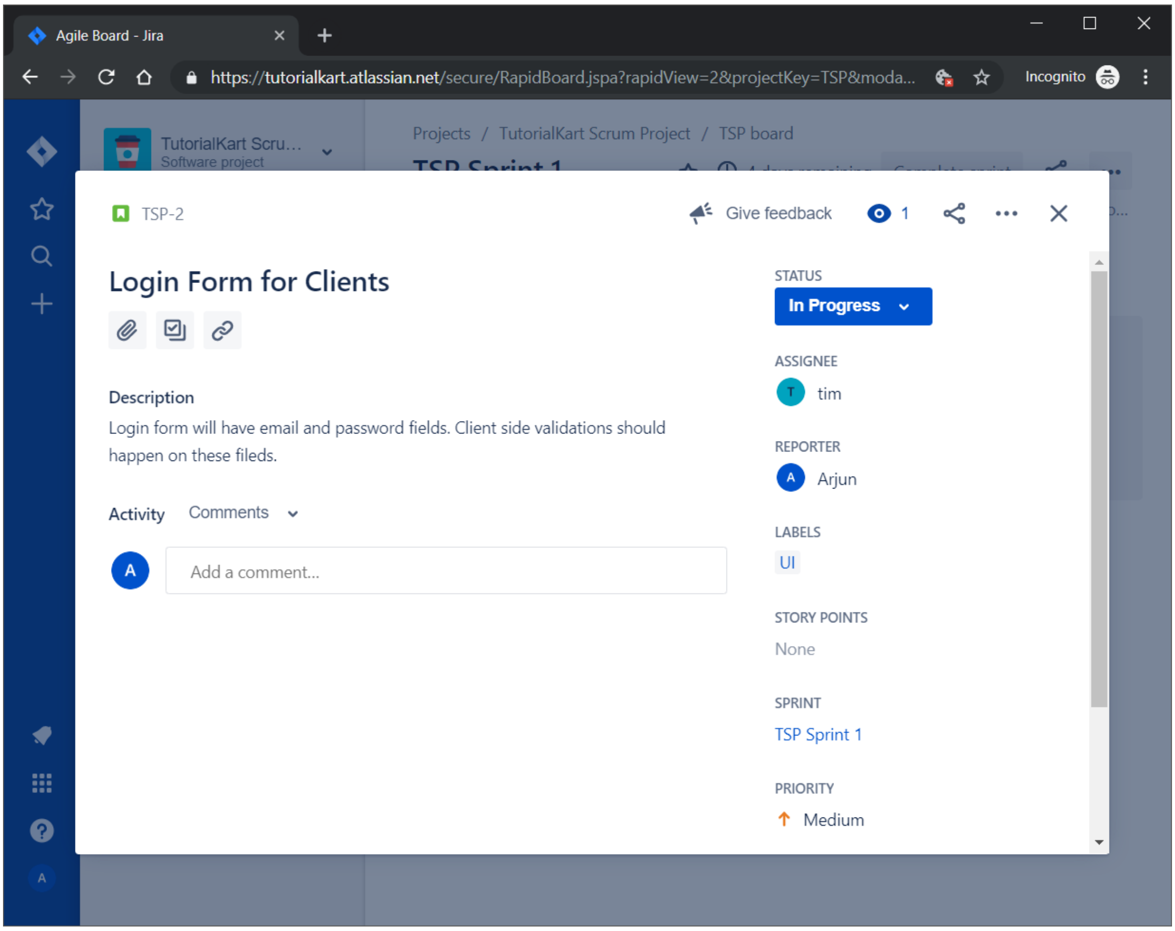


Once you move the issue to other column, the status of the issue gets changed, based on the column you dropped it in.

In the above screenshot, we dragged the issue from **TO DO** column to **IN PROGRESS** column.



Now if you click on the issue moved to **IN PROGRESS** column, the issue details appears in a popup box. You can observe that the status is **In Progress**.



Summary

In this tutorial, we learned how to create a Sprint in JIRA Scrum board. Also, we worked a little on the issues present in the sprint.

JIRA Tutorial

- ✦ JIRA Tutorial

JIRA Scrum

- ✦ JIRA - Create Scrum Board
- ✦ JIRA Scrum - Add People
- ✦ JIRA Scrum - Create Issue
- ➪ **JIRA Scrum - Create Sprint**

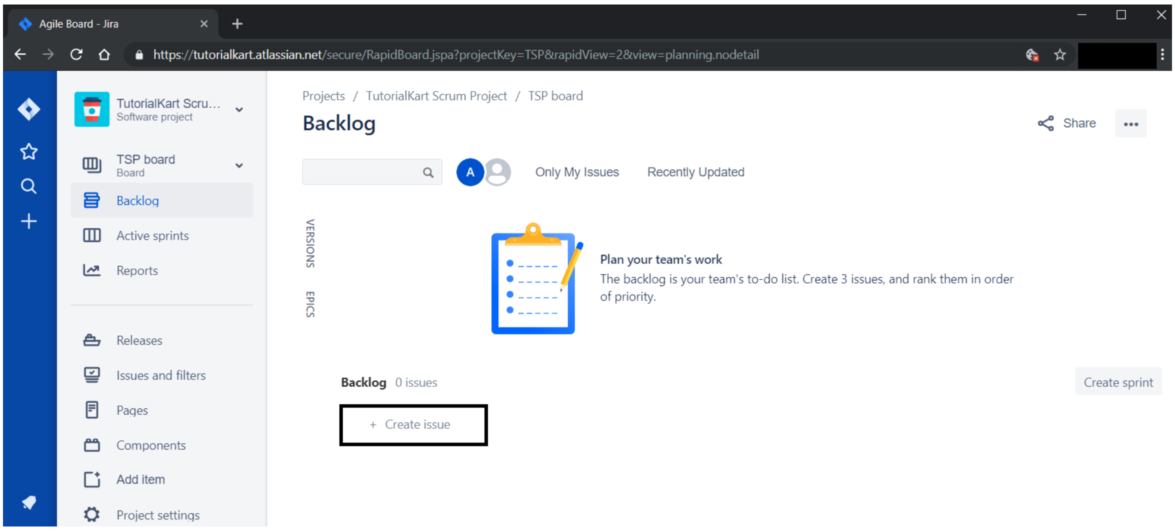
How to Create Issue in JIRA Scrum Board?

Steps to Create Issue in JIRA Scrum Board

In this tutorial, we will learn how to create an issue in JIRA Scrum Board with detailed step by step process.

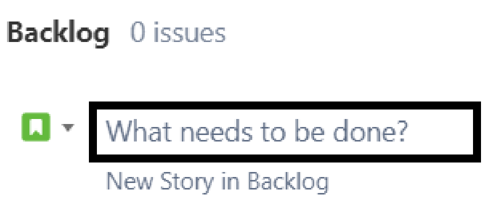
Step 1 – Create Issue

In the Scrum board of the project, click on **Create issue** button.

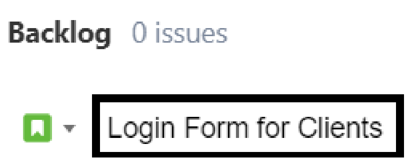


Step 2 – Write some text for the issue

When you click on **Create issue** button, following form appears in the the place of the button.

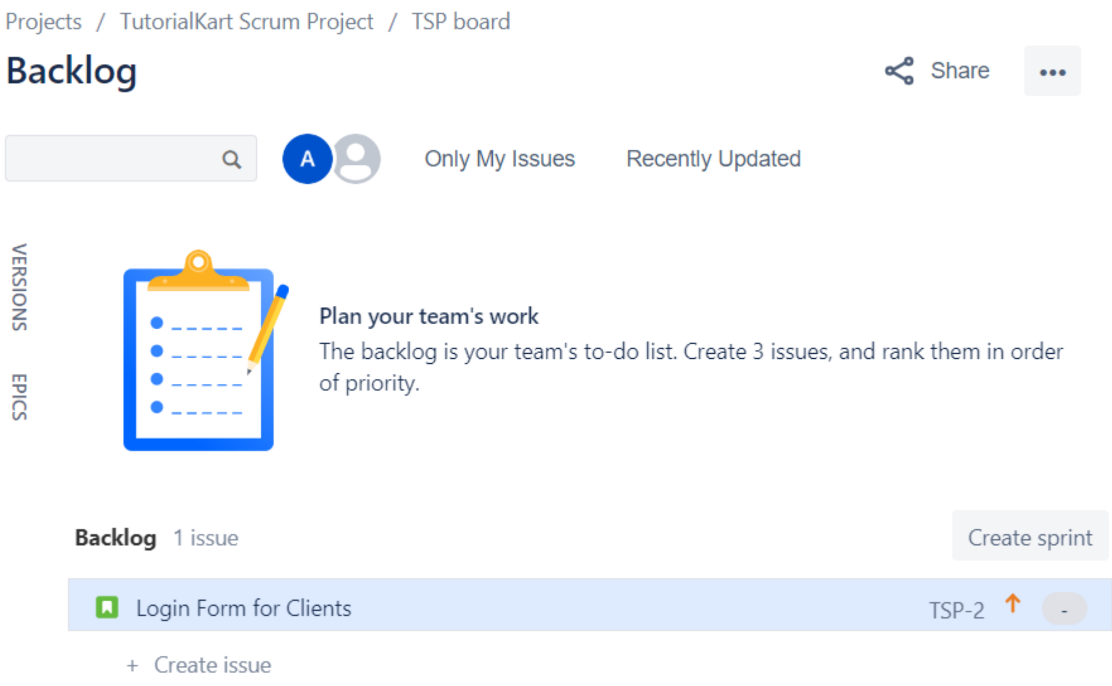


Write some text that describes the issue and click enter.



New Story in Backlog

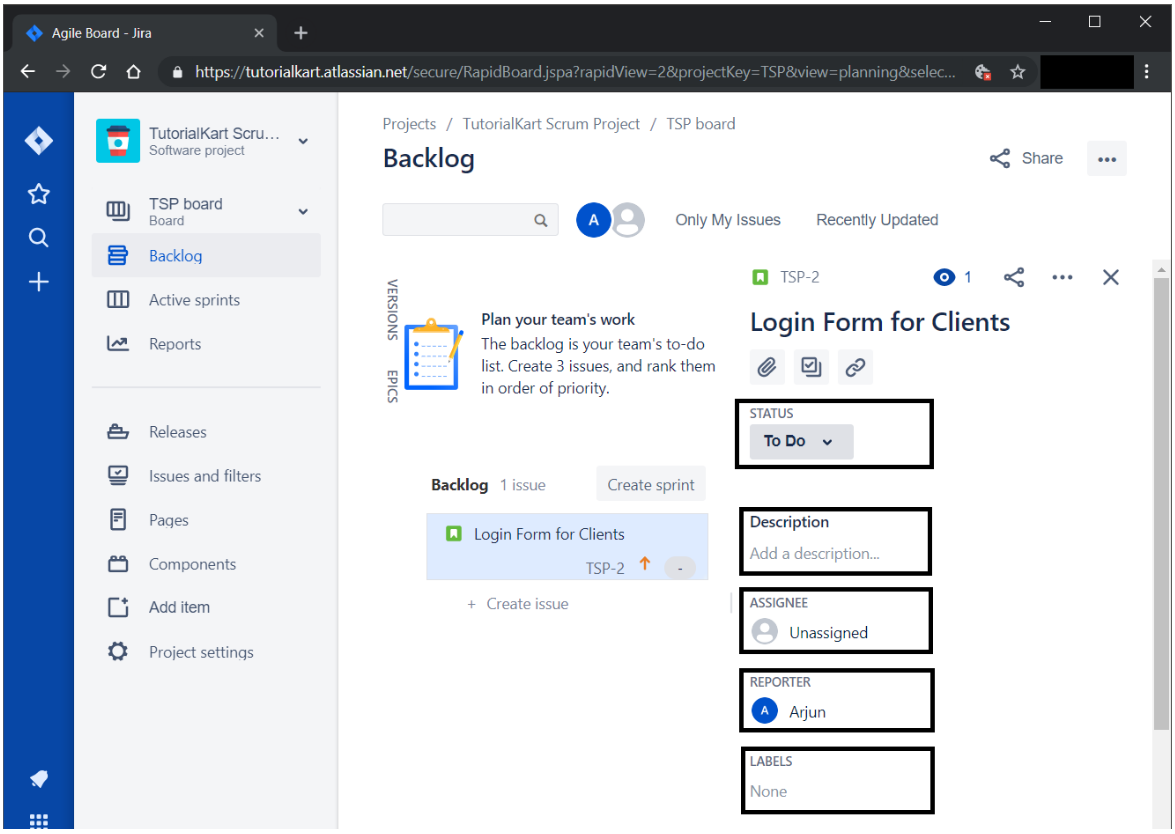
When you click enter after entering some text, an issue is created and listed as shown below.



Similarly, you can create multiple issues. These issues are basically tasks, bugs, defects, etc.

Step 3 – Issue Details

You can click on the newly created issue, to view its details.



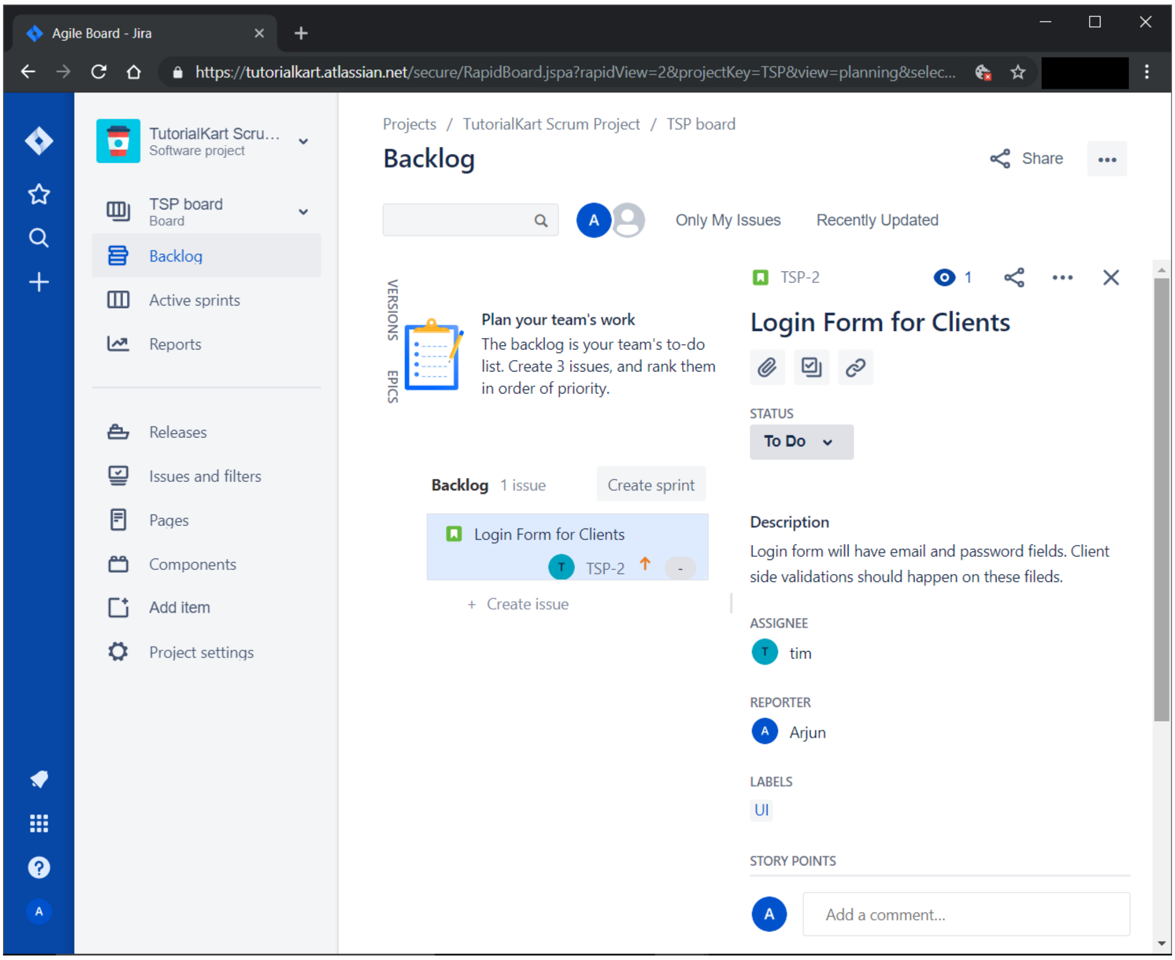
You can change these details like:

- Status (To Do, IN PROGRESS, DONE)
- Description
- ASSIGNEE (You can choose one from the people present in the project)
- REPORTER (You can choose one from the people)
- LABELS (For easy navigation to the issues)
- STORY POINTS
- PRIORITY (Highest, High, Medium, Low, Lowest)

You can also comment on the issue where you can start a discussion on the issue or join the discussion.

Also, while choosing an ASSIGNEE, you can assign to yourself or some other.

In the following screenshot, you can observe that, we have edited some of the fields.



Summary

In this [JIRA Tutorial](), we have learned how to create an issue in JIRA Scrum Board.

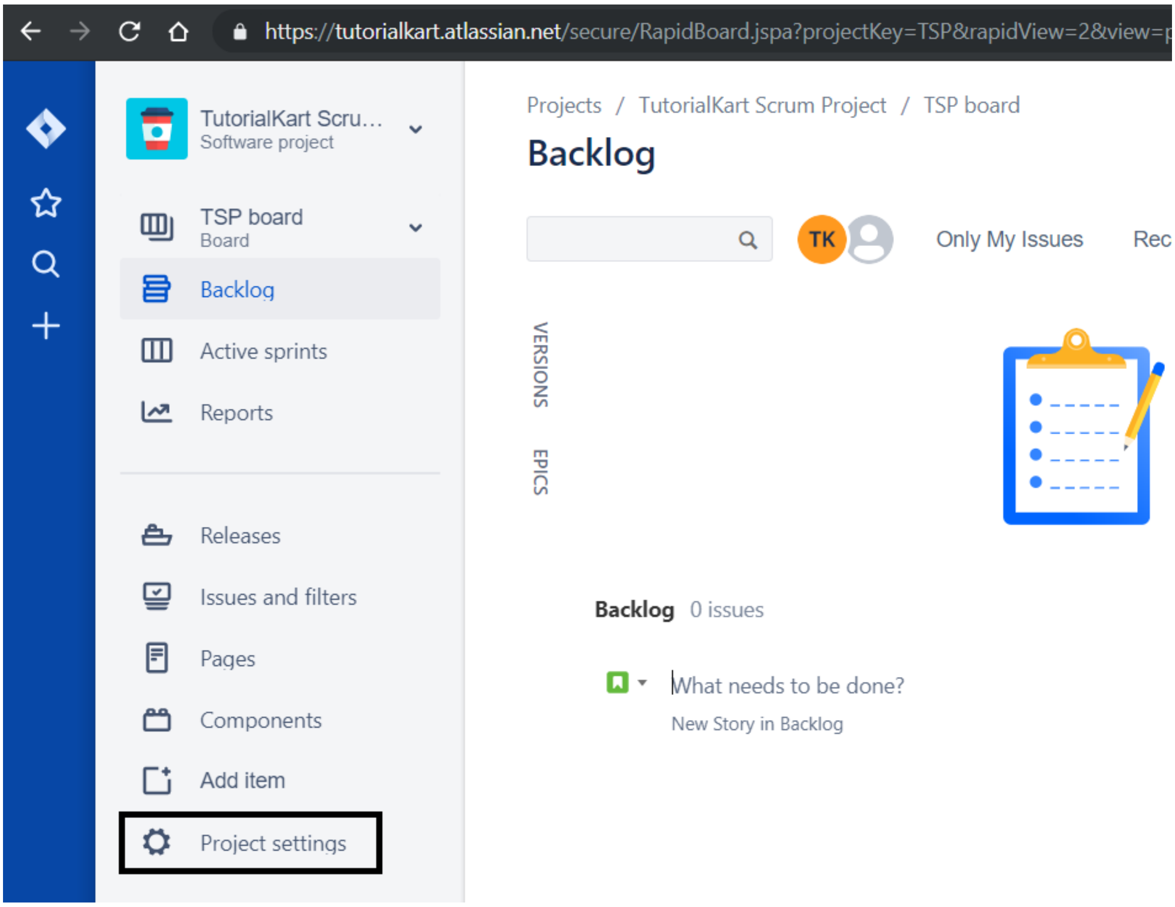
How to Add People to JIRA Scrum Board?

Steps to Add People to JIRA Scrum Board

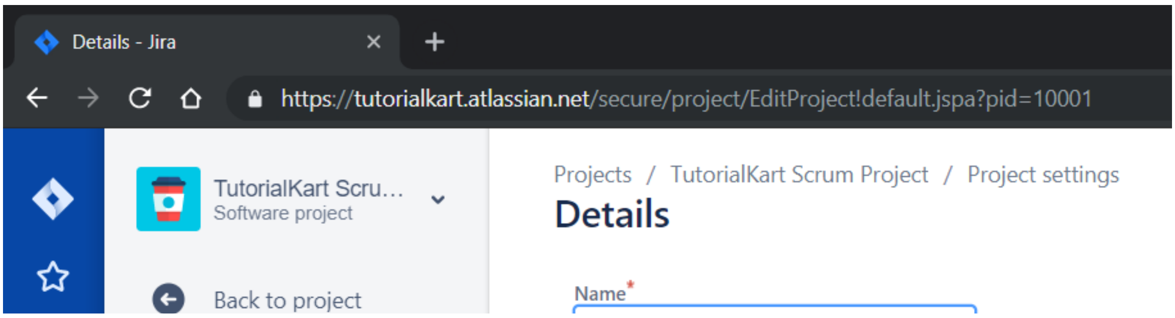
Follow these steps to add people to JIRA Scrum Board.

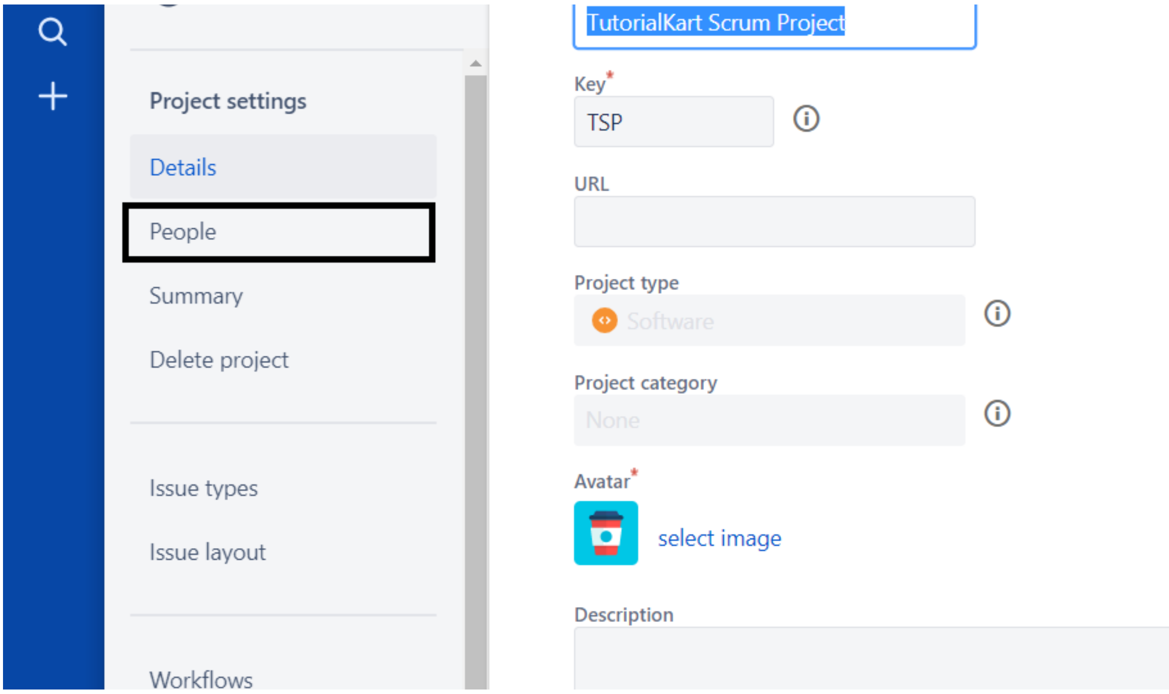
Step 1: Project Settings

Login to the Scrum board and click on Project Settings.



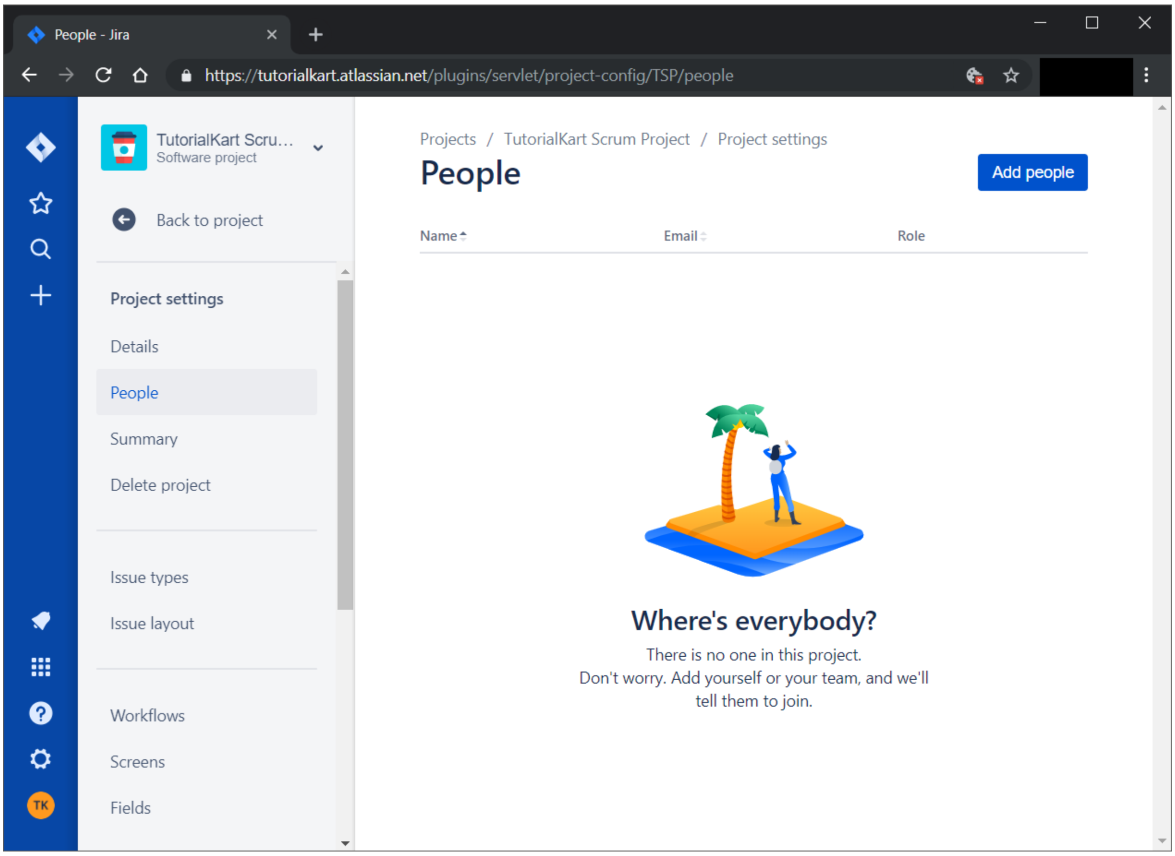
Following Project Settings page loads.



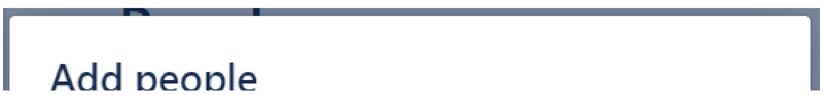


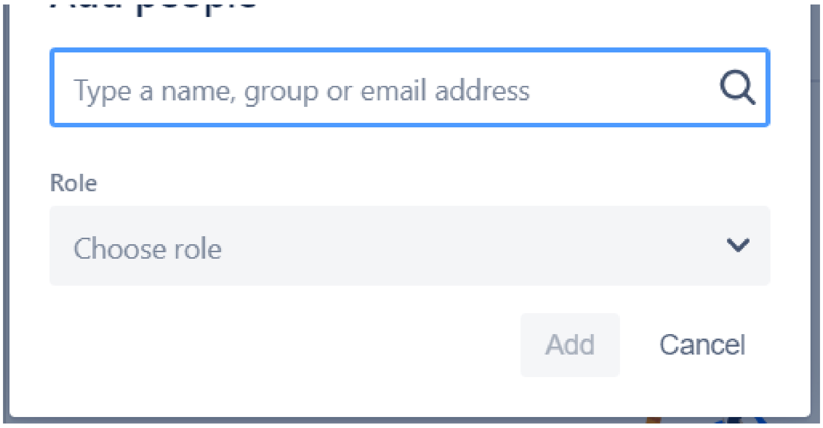
Step 2: Add people

The People page looks as shown below. If there are no people added to the JIRA Project yet, you will get a message that "There is no one in this project". We can add people to this JIRA Scrum Board by clicking on the **Add people** button present on the top right corner.



When you click on **Add people** button, following window appears as a pop up.





Now, you can type a name, group or email address.

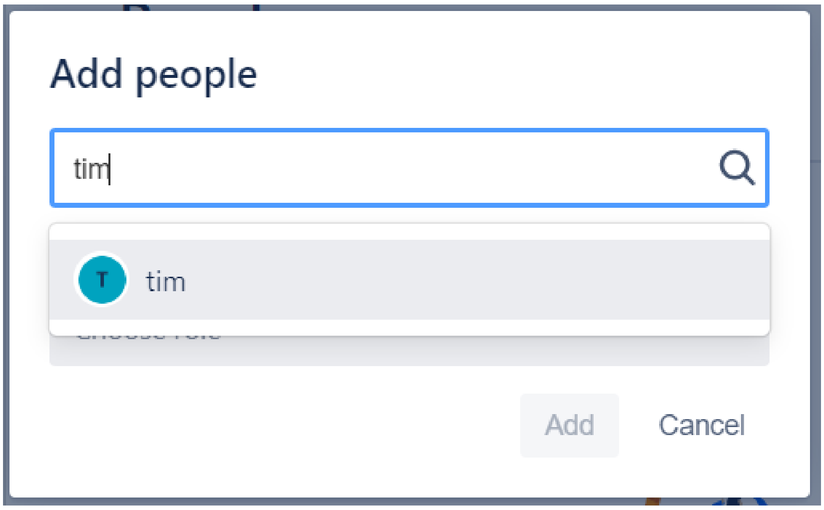
If you type a name, it will search in the list of team members you added while creating the JIRA Project.

Or you can also type an email address to add people to JIRA Scrum Board.

In this tutorial, we will try with two scenarios of typing a name and the other with an email address.

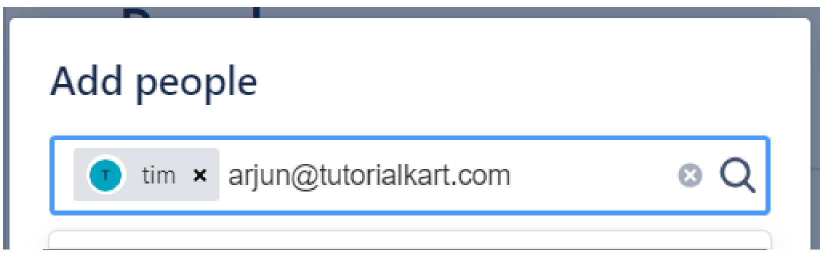
Type a name

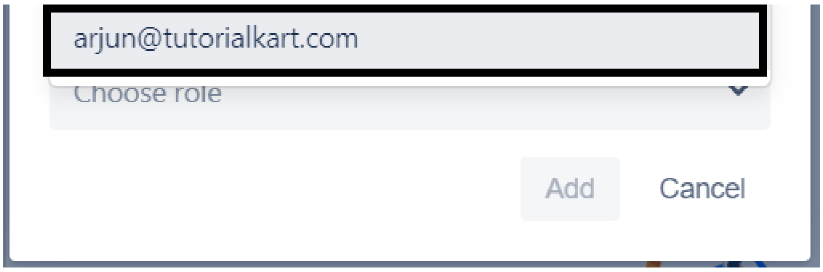
When you type a name, suggestions start appearing as a list and you can choose from it.



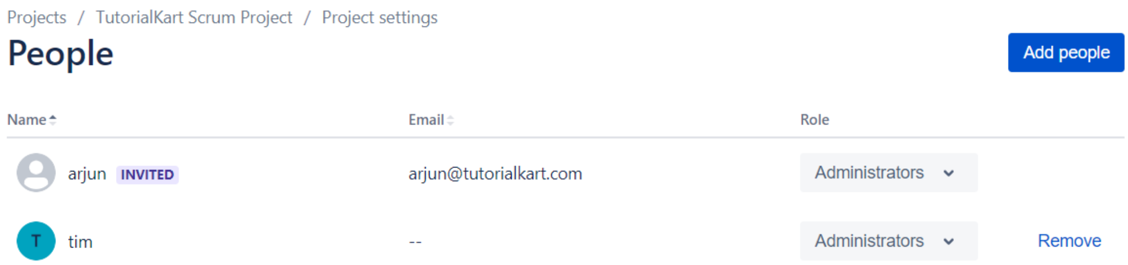
Type an email

You can also type an email. After you type the email completely, select the email that appears in the list below the text field.





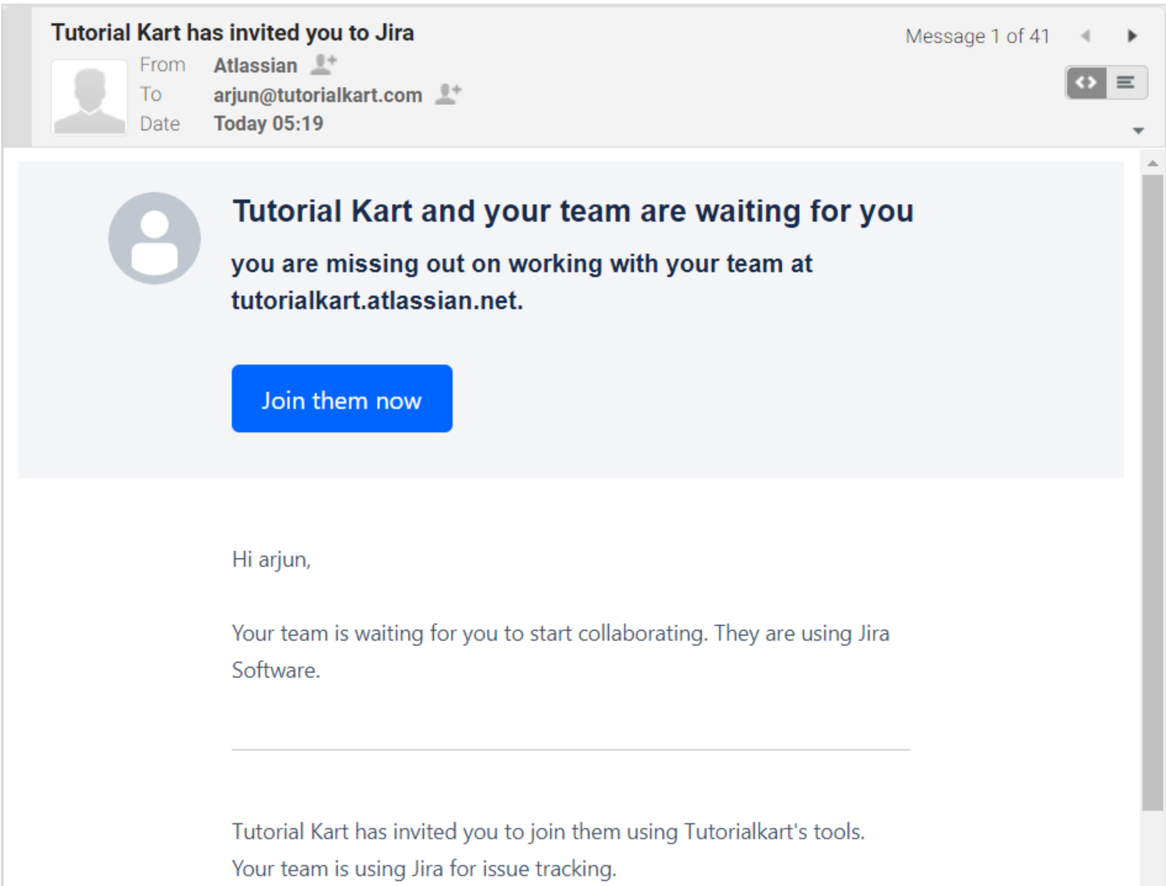
Now choose the role. By default, Administrators role will be present in the drop down. Select it and click on **Add** button.



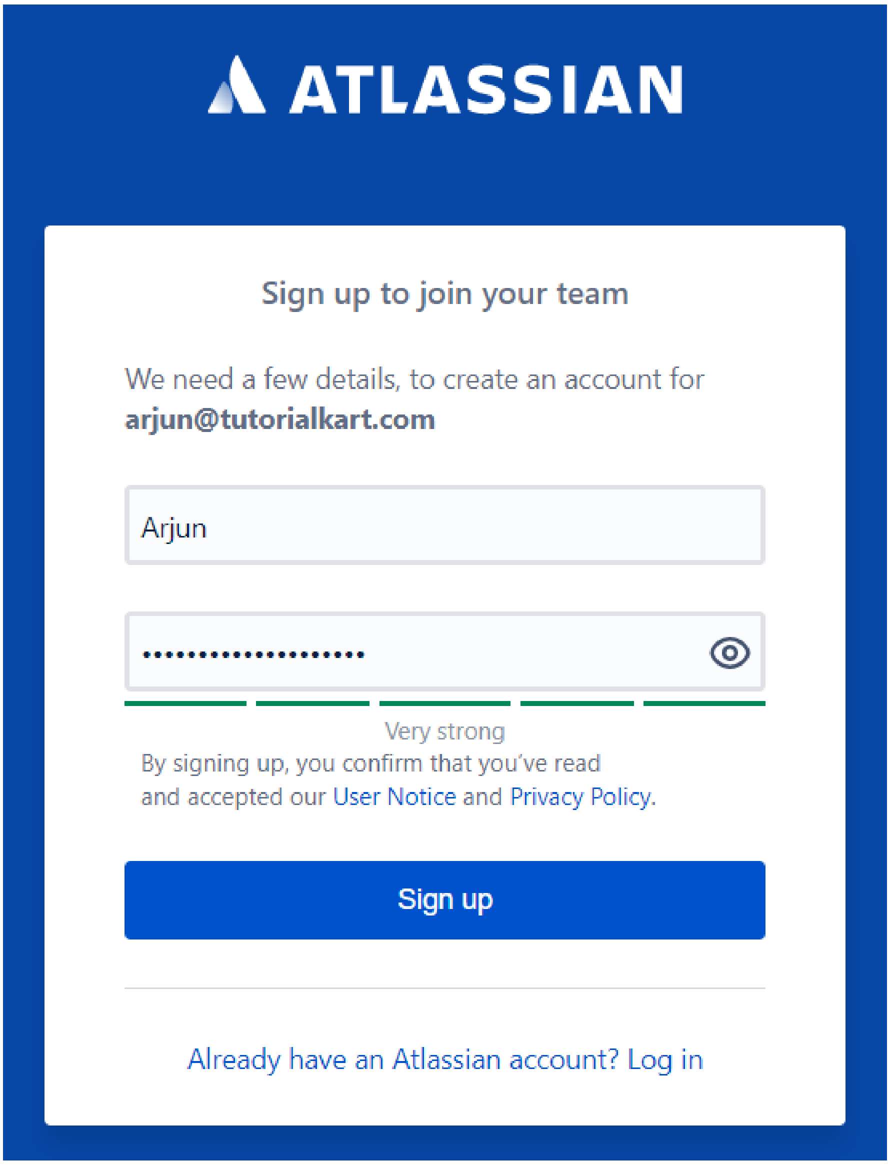
Step 3: Email Invitation

If you are already added as member while creating project, you will be automatically added to the project.

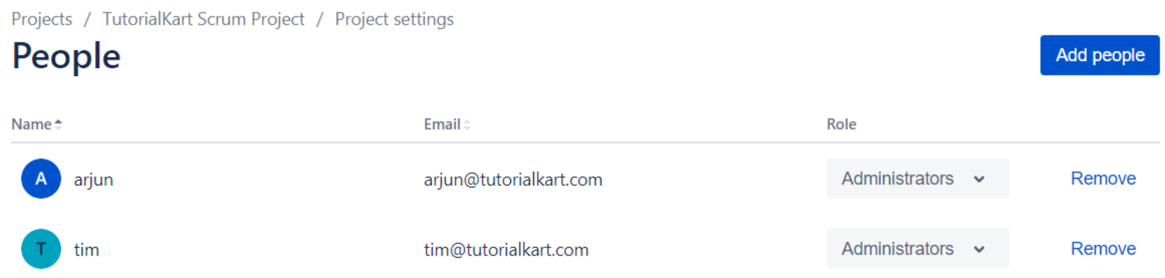
Or else, you will see an **INVITED** button next to the name. An email would be sent to the mail as shown below.



Click on Join them now. As you joining for the first time, you would be asked to provide your name and set a password for enabling login to the JIRA Project.



If you refresh the people page after this sign up process by the team members, you would see similar like in the below screenshot.



Summary

In this [JIRA Tutorial](), we learned to add members to the JIRA Scrum Board.

JIRA Tutorial

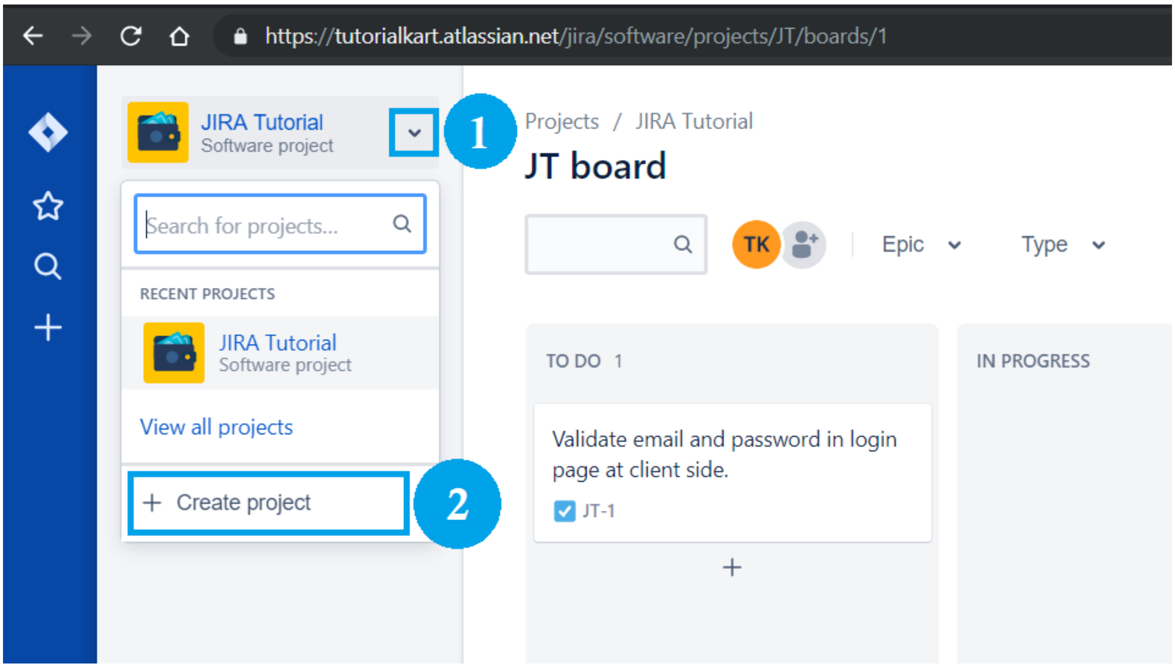
JIRA Scrum

How to Create Scrum Board in JIRA?

Steps to create JIRA Project with Scrum Board

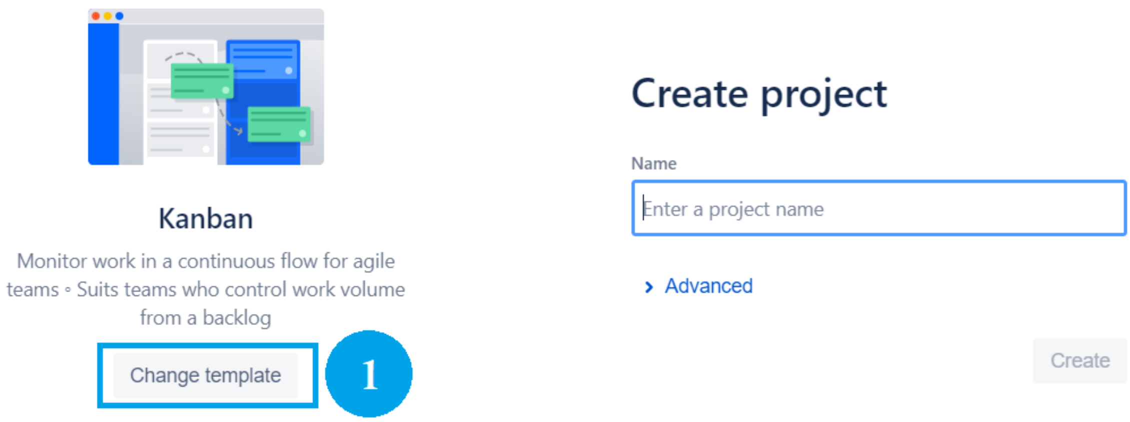
Step 1

Click on the down arrow button next to the project. Then click on the Create Project button.



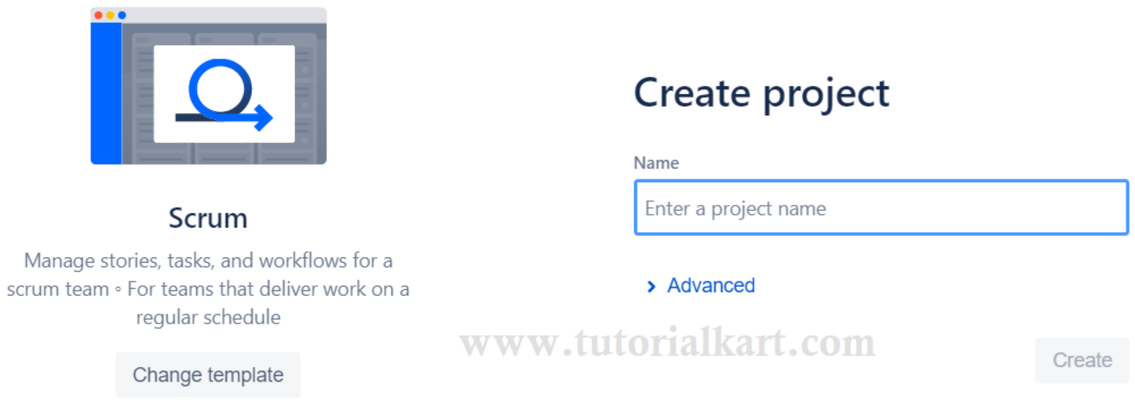
A new window appears to create the project.

Step 2 – Change template

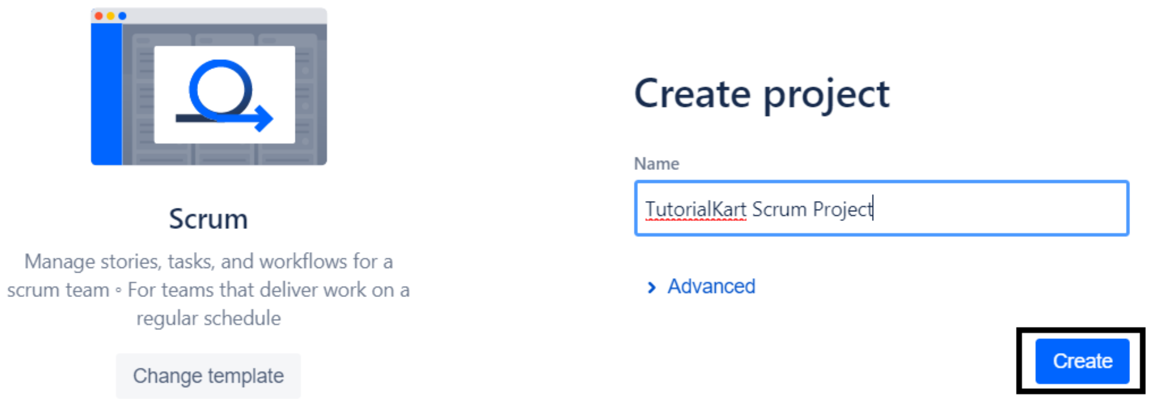


A list of classic templates will appear. Scrum template should be in the list of classic template. Scroll and find it, click on **Select** button for Scrum template.

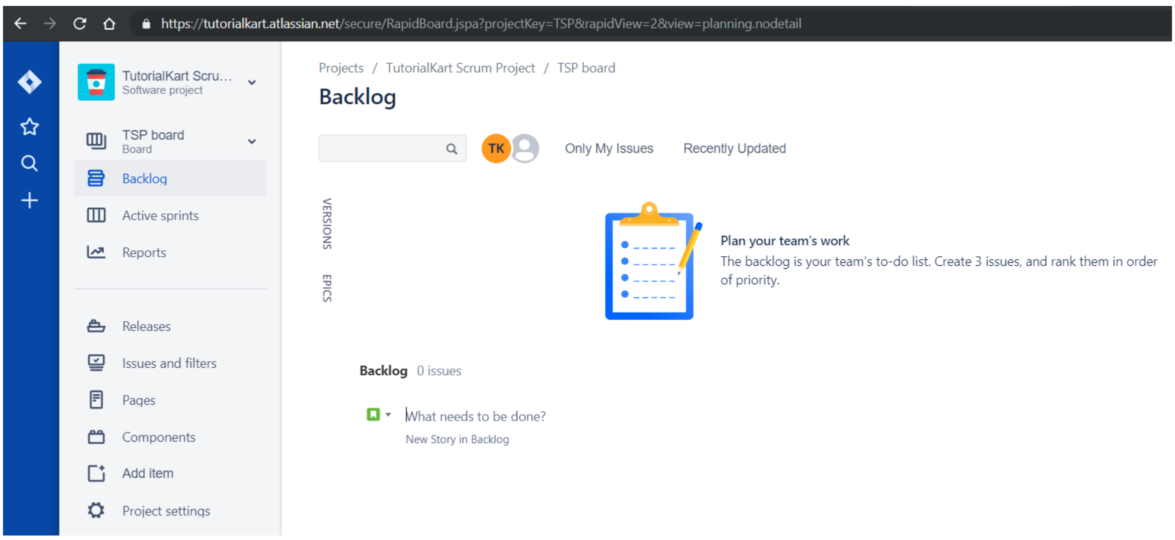
Scrum template will be selected for your project.



Enter a project name for the Name field and click on Create button.



Once you click on the create button, a JIRA project will be created with Scrum board and will be opened in the browser as shown below.



Summary

In this [JIRA Tutorial](), we have successfully created a JIRA Project with Scrum board in JIRA Tool.