***Jira stories and process***

***Version 1.0***

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| **Epics** | What are Epics:  Who can create them?  Where should they be added? | An Epic is a large body of work that is broken down into smaller stories or also called “Issues”  Epics should be created by the Business owner, BA or the BA Manager  Each ticket should have an Epic attached to it in the “Epic” label of the story |
| **Story creation** | Who can create stories and bugs? | All tickets should be created by the BA’s and PM’s   * **Story** tickets should **not be** created by the Dev or QA. * **Bug** issues **should be** created by Dev or QA |
| **Story Format** | How should stories be written? | All stories should be written in a **AS/ I NEED /SO THAT** format along with an **ACCEPTANCE CRITERIA** below written in **GIVEN/ WHEN/ THEN** format**.**  Example: Note  Notes: In the notes section of the story description should be as much info about the story as posible.  Please also provide the link to the BRD in this section as well. |
| **Story Estimations** | Who should estimate stories? | Generally, stories are estimates during sprint planning or backlog grooming.  We estimate in story points but still track in time as well.   |  |  | | --- | --- | | **Story Point** | **Hours** | | 1 | 6 | | 2 | 15 | | 3 | 30 | | 5 | 45 | | 8 | 60 |   Anything above 8 story points for DEV & QA should be split into separate stories as that would mean that this ticket would not be able to be completed within a given sprint. |
| **Sub Task** | What is sub task and who should create them? | Once a story is created for a project, the dev and qa team will need to create sub task for their work that needs to be completed to meet the projects requirements. The task should also be estimated. |
| **Bugs** | Who and how do we resolve issues on tickets | Dev and QA should resolve any bugs found on tickets between each other and should not wait on BA/PM to coordinate this conversation. Please setup a call between each other and resolve the issue. If the issue needs clarification from the AM team, client, or questions about the requirements then the BA or PM should get involved for answers. |
| **Comments on ticket** | How should the comments on tickets be written and what information should they include | **Comments on tickets:**  Tickets should have a comment from Dev or QA each day with the following info on:   * **Comment** -what was done today as a part of dev or qa’s work * **Percentage completed** * **Issues found** -and if so, what is the defect number and who is looking into it? * **Next steps** * **ETA of completion** or time remaining for completion. |
| **Moving tickets** | Who should and can move tickets? | 1. **Sprint-** When a sprint has been started, we should not move any tickets to the existing sprint unless the team collectively agrees that it is a must to move a ticket to the current sprint. In that case the BA, BA Manager or PM can move the ticket. 2. **From board to Board -**Only BA, BA Manager or the PM can move tickets from board to board. 3. **Column to Column-** As the card is progressing Dev and QA can move the column to the next column as needed on the same board. 4. **QA-When QA is done and signed off-** please make sure that you tag the dev person who worked on this ticket and ask them to push the changes to UAT if UAT is required on this ticket. 5. **Dev- When changes are pushed to UAT-** please makes sure that you provide the link to the UAT environment so that they client or AM can start UAT. |
| **Logging time on the ticket** | Who should log time?  How should time be logged | **Dev and QA** should be logging their time on tickets each time a ticket is being worked on.  On the Jira ticket there is a “Work Log” button under activity where this time should be logged. |