ADO Boards

Azure DevOps Boards

Project Managers / Analyst

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Sensitivity: Confidential

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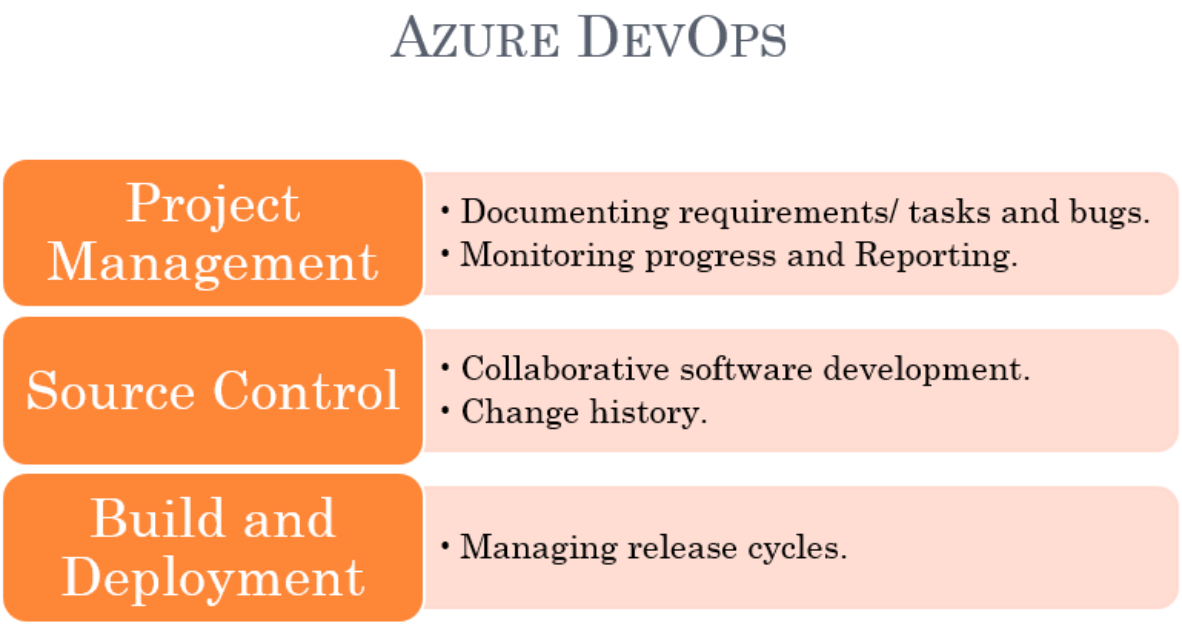
What is Azure DevOps?



Azure DevOps Services is a cloud service for collaborating on code development. It provides an integrated set of features that you access through your web browser or IDE client, including the following:

- Git repositories for source control of your code
- Build and release services to support continuous integration and delivery of your apps
- Agile tools to support planning and tracking your work, code defects, and issues using Kanban and Scrum methods
- A variety of tools to test your apps, including manual/exploratory testing, load testing, and continuous testing
- Highly customizable dashboards for sharing progress and trends
- Built-in wiki for sharing information with your team

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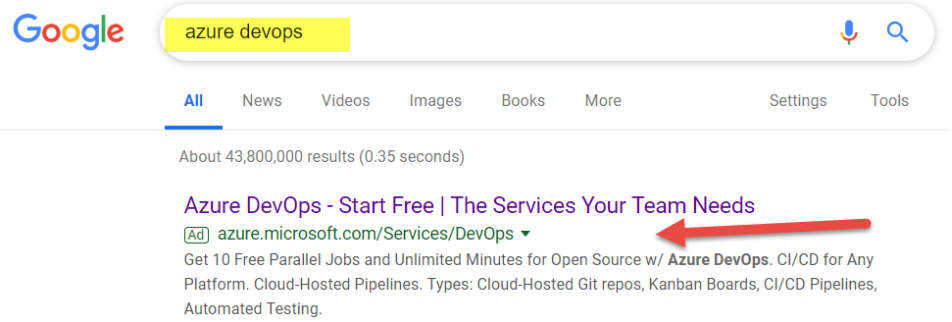
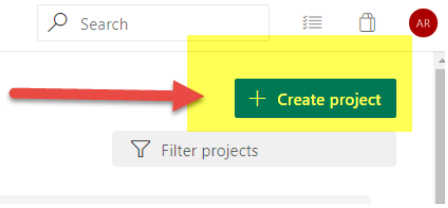
Getting Started

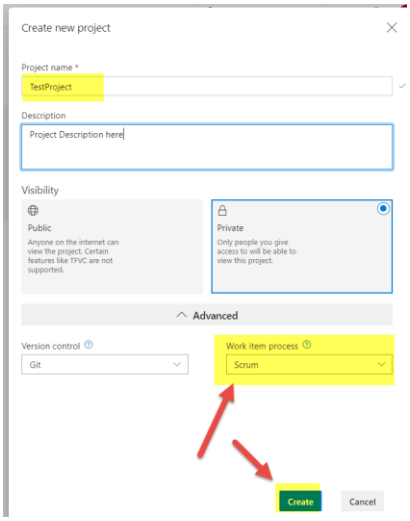
Azure DevOps (VSTS / TFS) access via the Web browser.



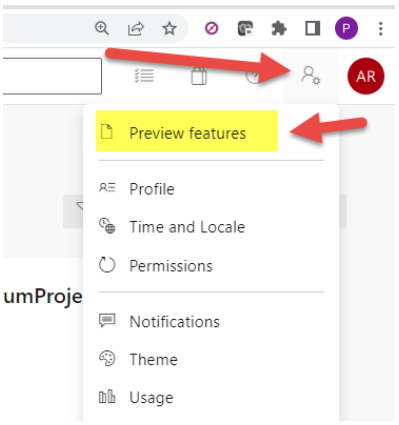
A **project** provides a repository for source code and a place for a group of people to plan, track progress, and collaborate on building software solutions.

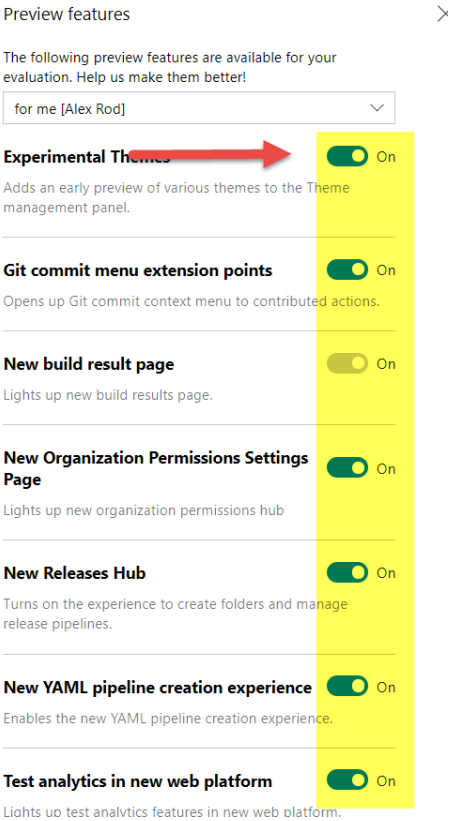


** Always use the Create project button to create a project, so that we can select the scrum process.



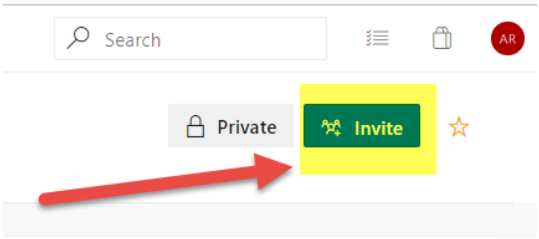
Preview the latest features

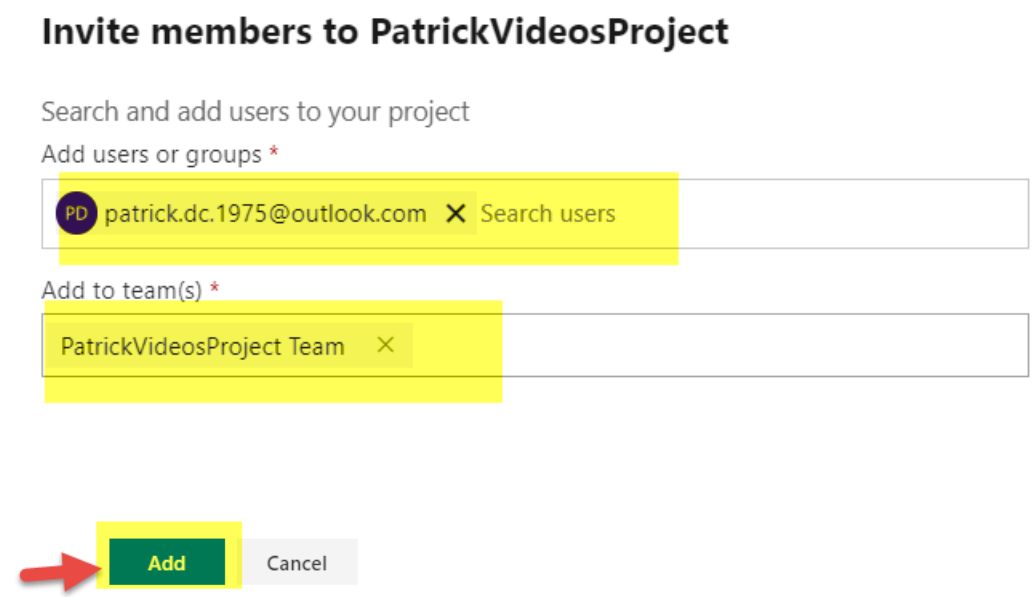




How to Add Team members?

When you create your project, a team of the same name is automatically created. For small teams, this is sufficient. However, for enterprise-level organizations, it may be necessary to scale up, to create additional teams and/or projects.

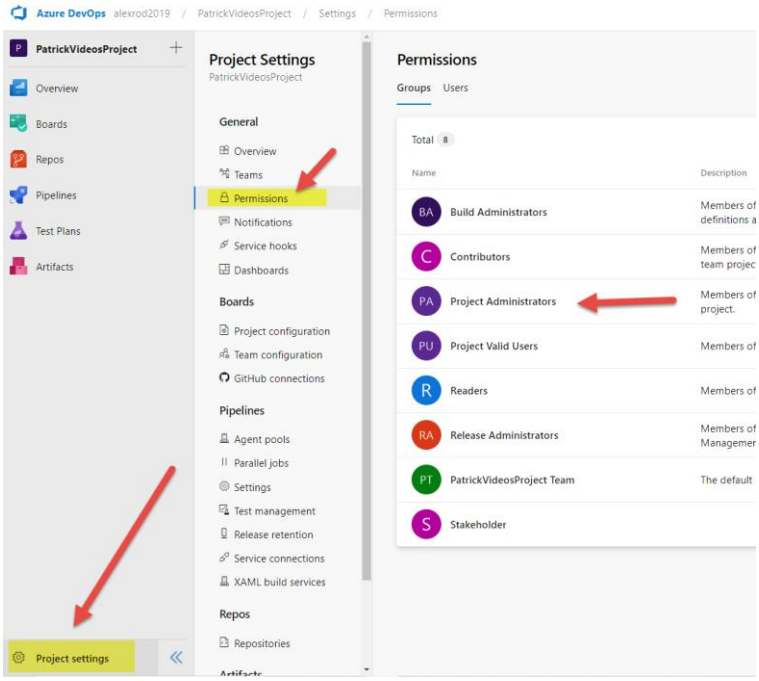


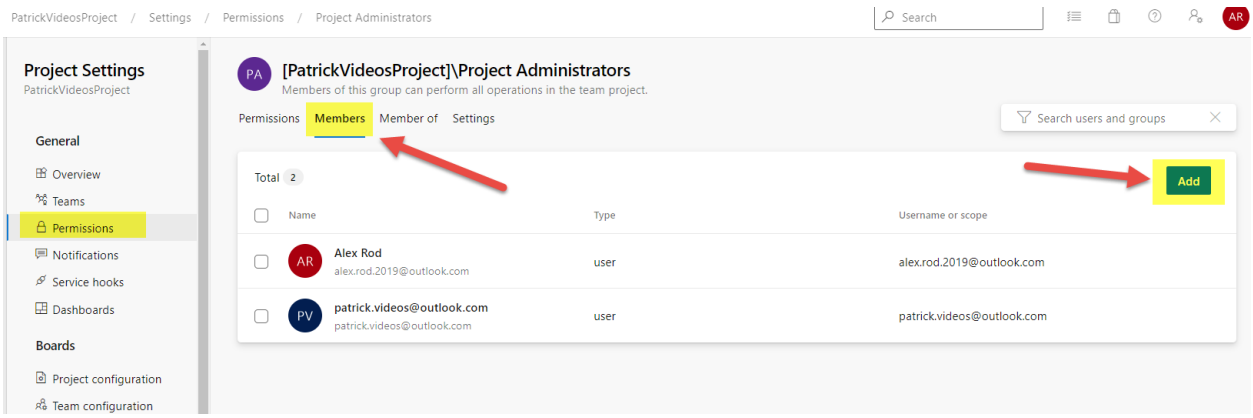


Manage Team member permissions

Open the web portal and choose the project where you want to add users or groups.

Choose **Project Settings** and then **Permissions**.

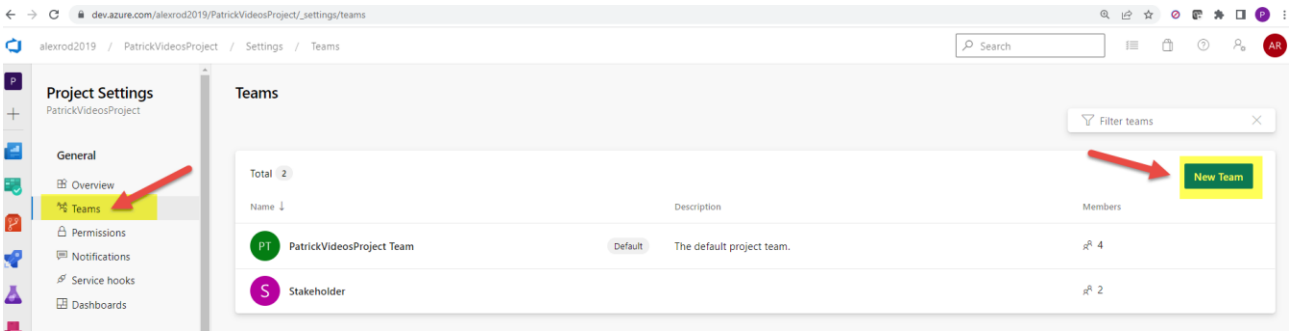


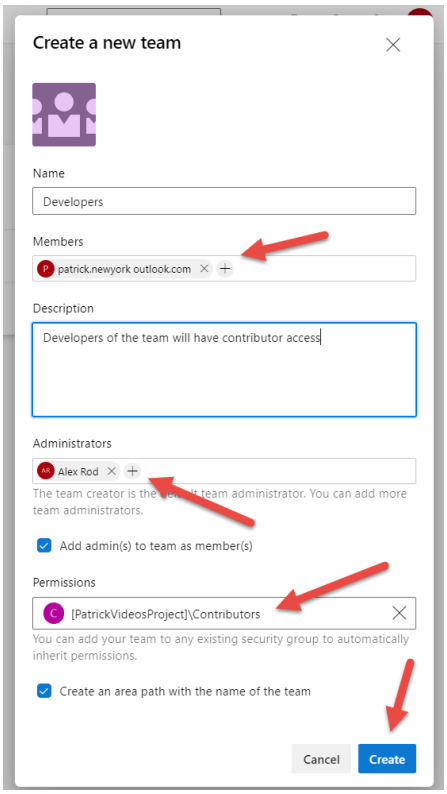


Additional details

https://docs.microsoft.com/en-us/azure/devops/organizations/security/add-users-team-project?view=vsts&tabs=new-nav

Create a new Team





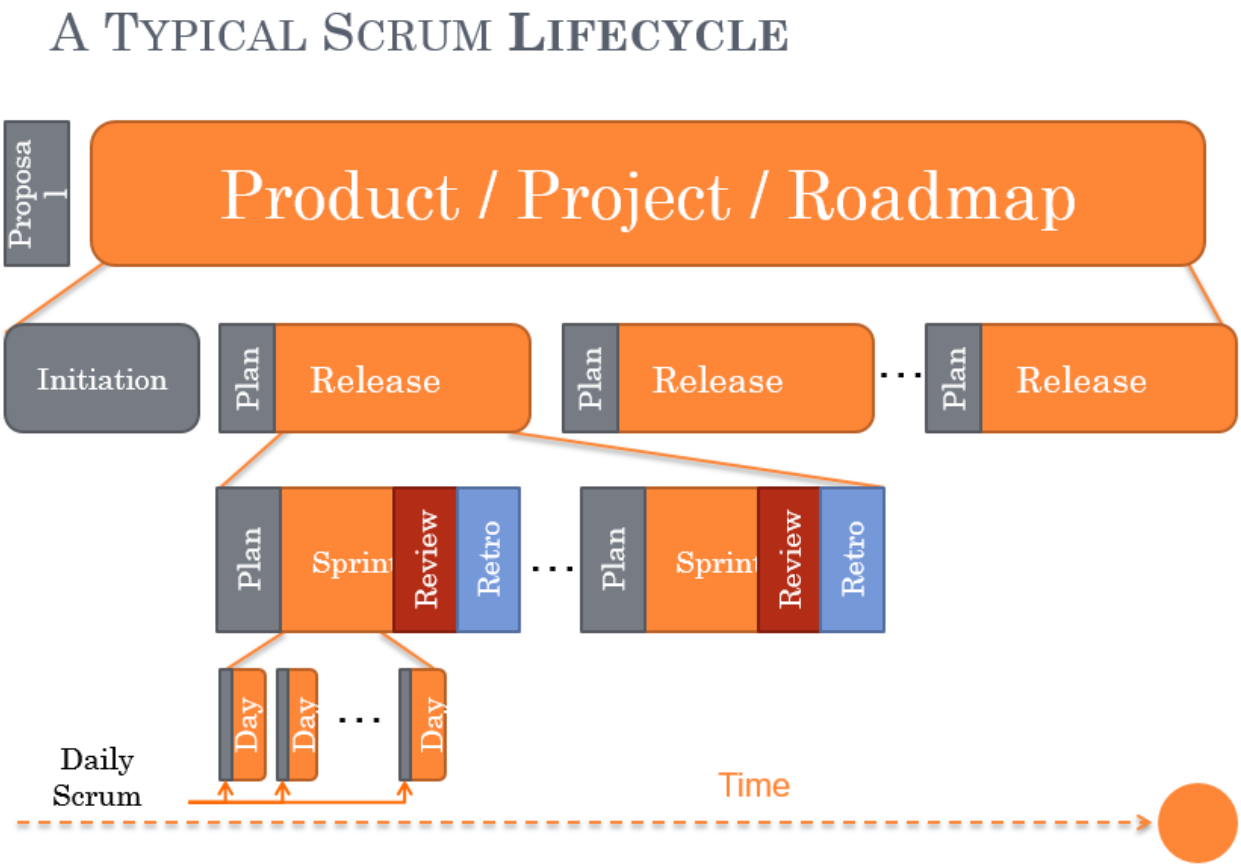
Additional details

https://docs.microsoft.com/en-us/azure/devops/user-guide/project-admin-tutorial?view=vsts

Scrum Lifecycle

With Scrum, teams plan and track work at regular time intervals, referred to as a sprint cadence. You define sprints to correspond to the cadence your team uses.

Many teams choose a two or three week cadence. However, you can specify shorter or longer sprint cycles. Also, you can create a release schedule which encompasses several sprints.



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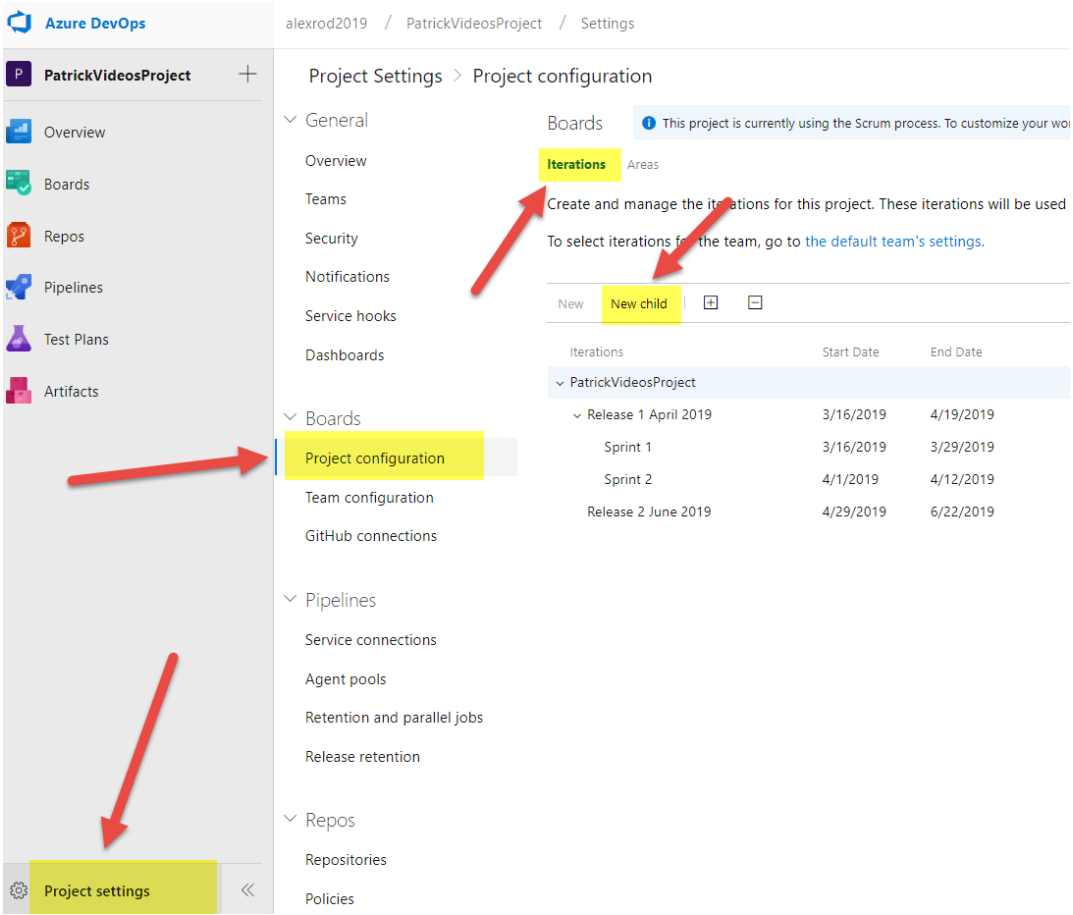
How to configure Release and Sprint cycles

To create or modify areas or iterations, you must be a member of the **Project Administrators** group

Setting up Iteration paths – Project Configuration

Iteration paths allow you to group work into sprints, milestones, or other event-specific or time-related period.



Additional details

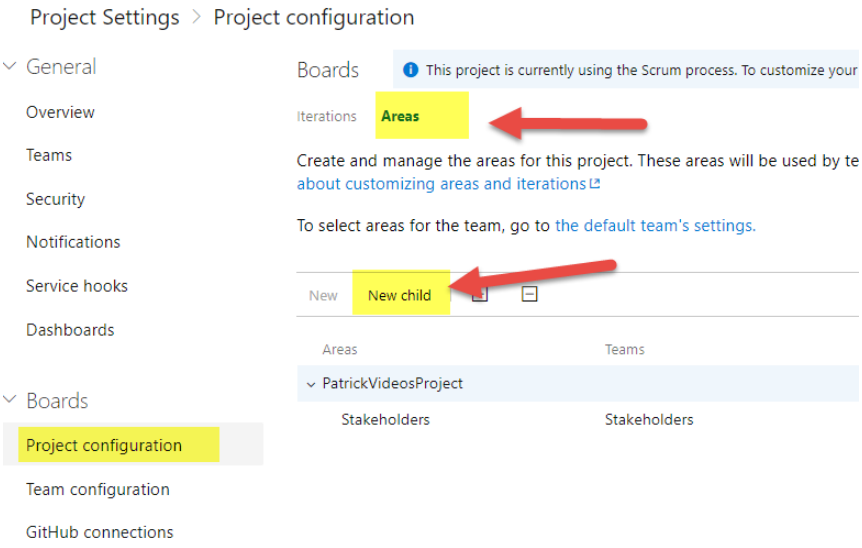
https://docs.microsoft.com/en-us/azure/devops/organizations/settings/set-iteration-paths-sprints?view=vsts&tabs=new-nav

Setting up Area paths – Project Configuration

**Creating a team, creates an area path with that name.

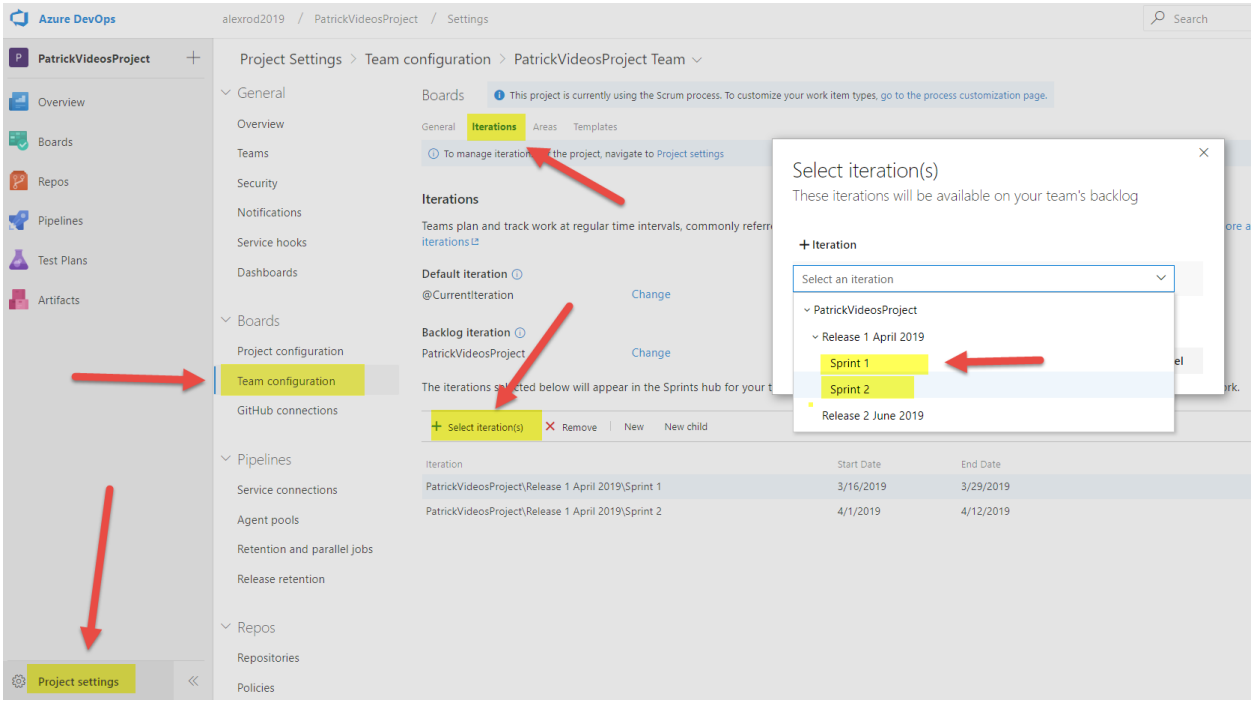
Most teams are using area paths to group work by team and grouping by product/feature area through use of epics or features.

Area paths allow you to group work items by team, product, or feature area.



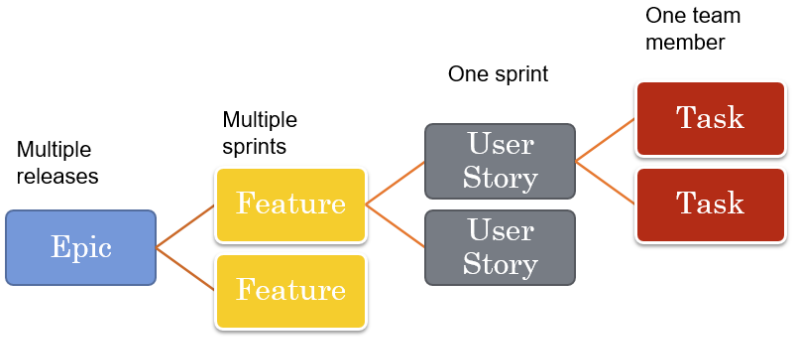
Team Configuration

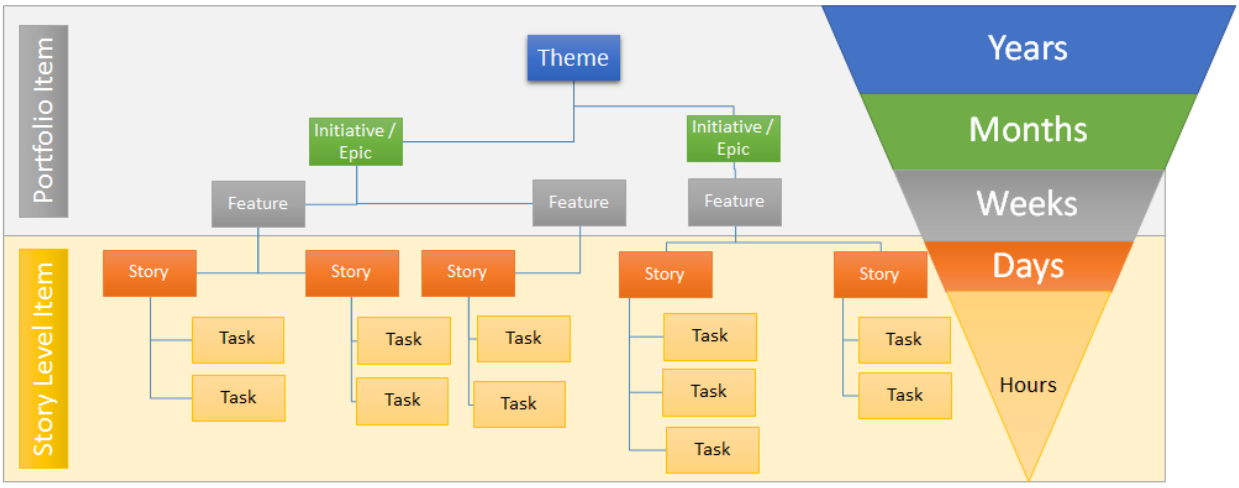
**Once you create Iterations and Areas under project configuration, you need to add it under Team configuration, else it will not show up while creating user stories.



Epics, Features, User Stories, Tasks

The first step in planning your sprint is to assign work from your backlog to a sprint. Your team builds the sprint backlog during the sprint planning meeting, typically held on the first day of the sprint. Each sprint corresponds to a time-boxed interval which supports your team's ability to work using Agile processes and tools. During the planning meeting, your product owner works with your team to identify those stories or backlog items to complete in the sprint.

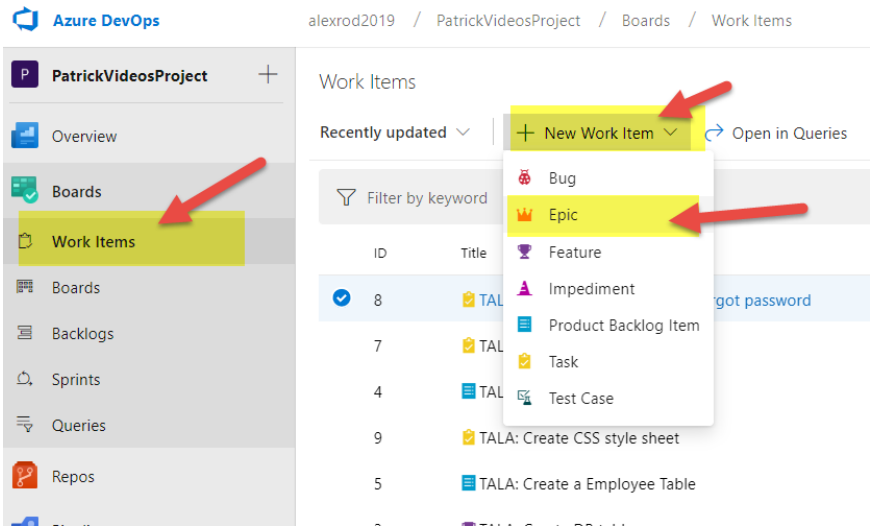




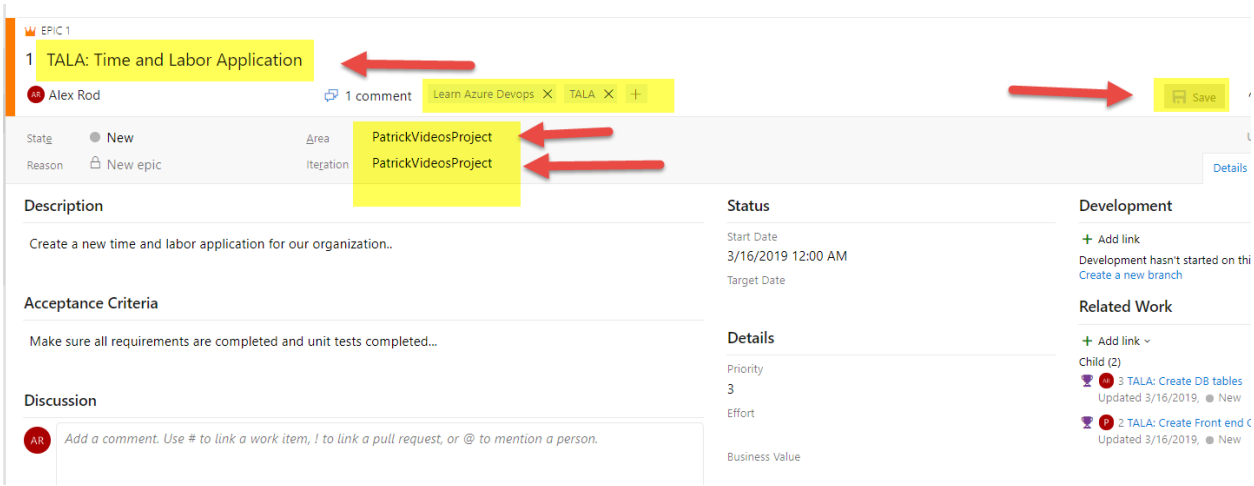
Creating Work Items

Let's create Epic – Feature – User Story – Tasks

Create an Epic

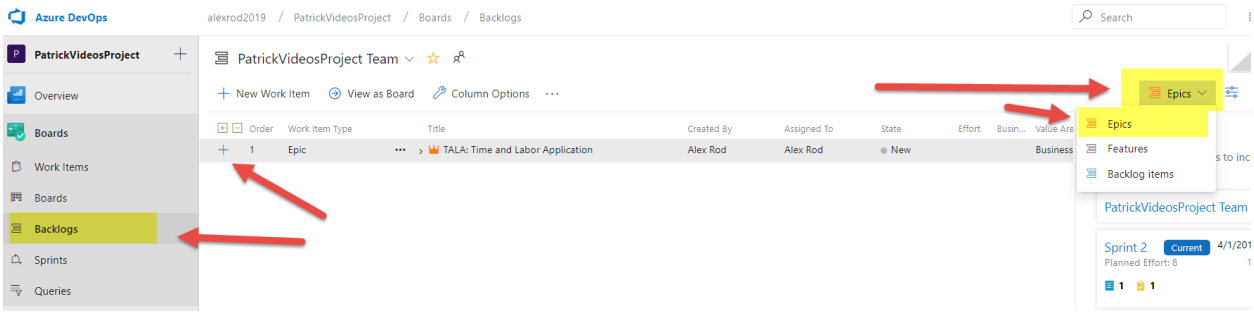


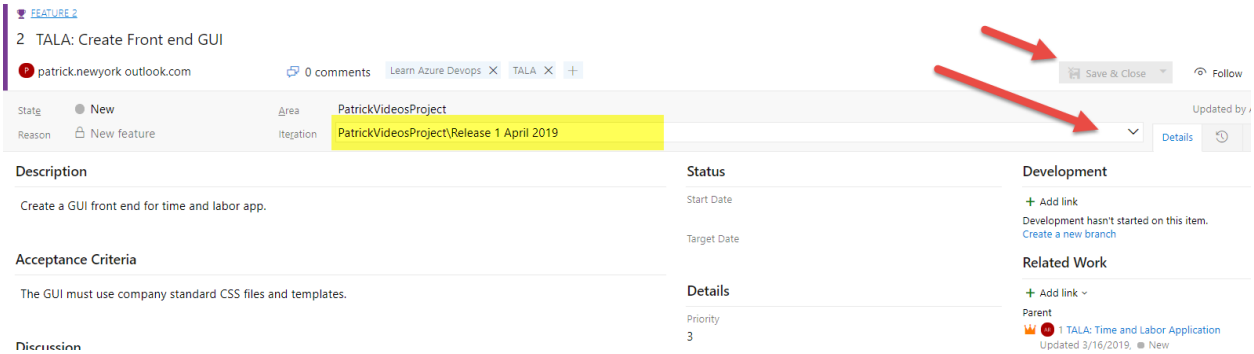
Using an abbreviation makes it easy for you to search.



How to Create a Feature?

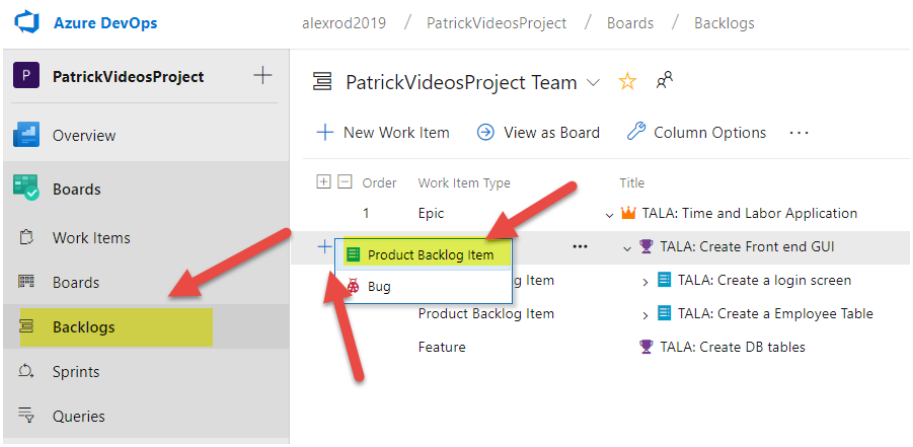
Show the Epics in backlog and click the plus sign next to the Epic.



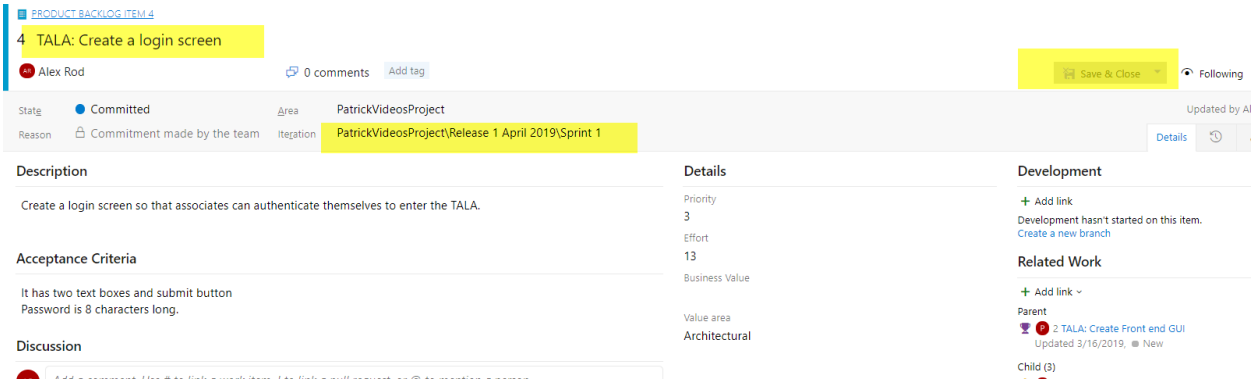


How to Create a User Story?

Click on the + sign next to the feature to create user stories.

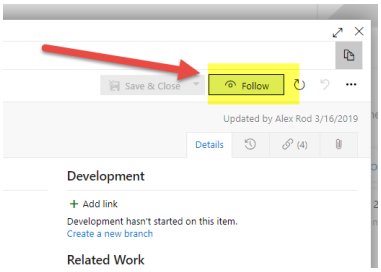


**Tags are discussed and created by the Team. Tags help in search.

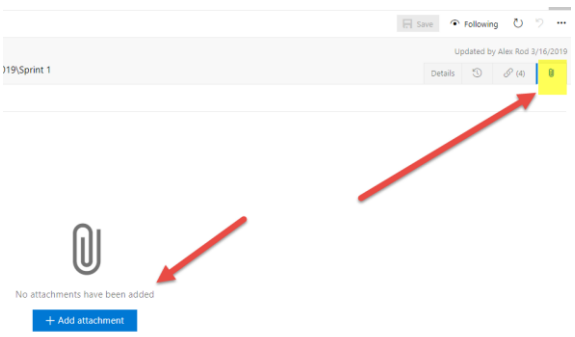


Follow a User Story

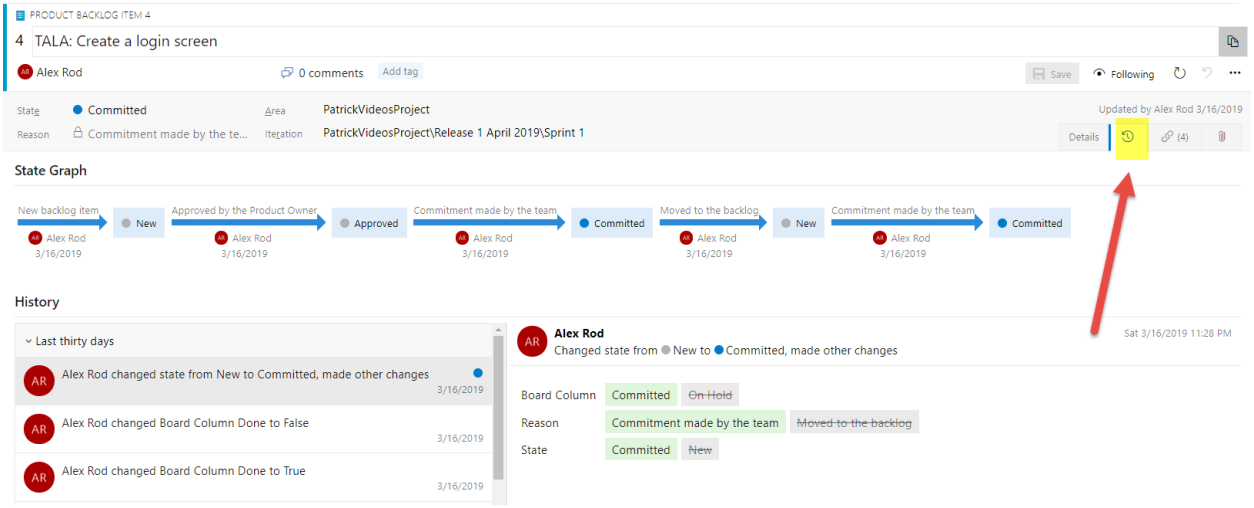
You can choose to follow a User Story is you are interested in updates to the story.



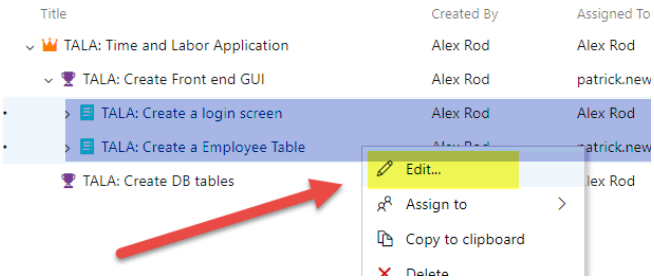
Attach a document

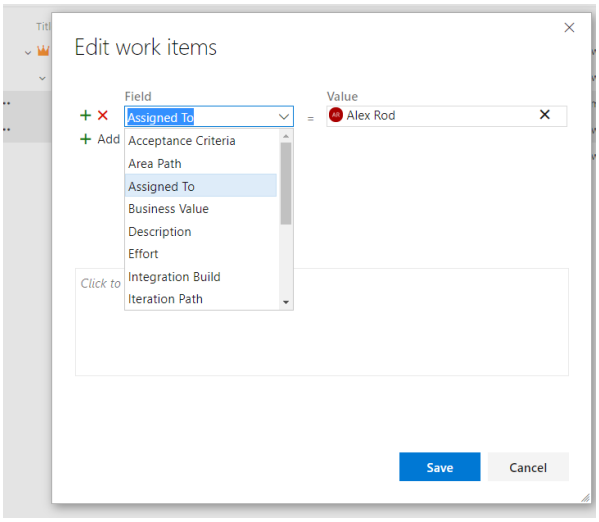


History of User Story



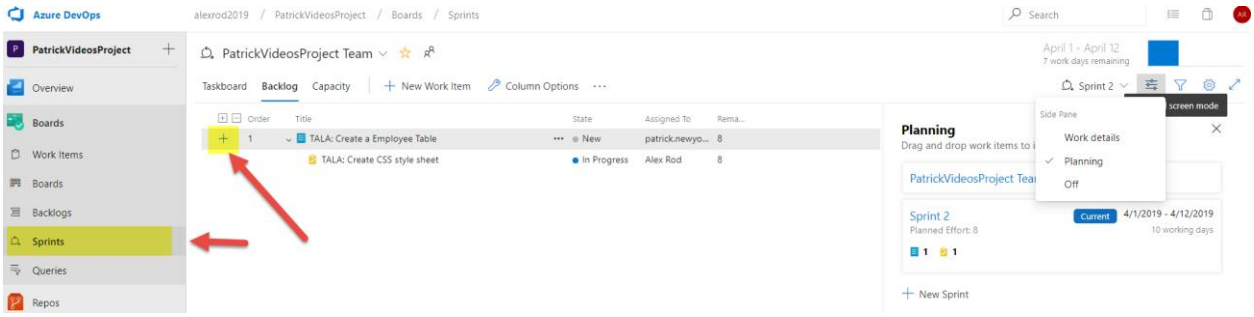
Mass update to user stories

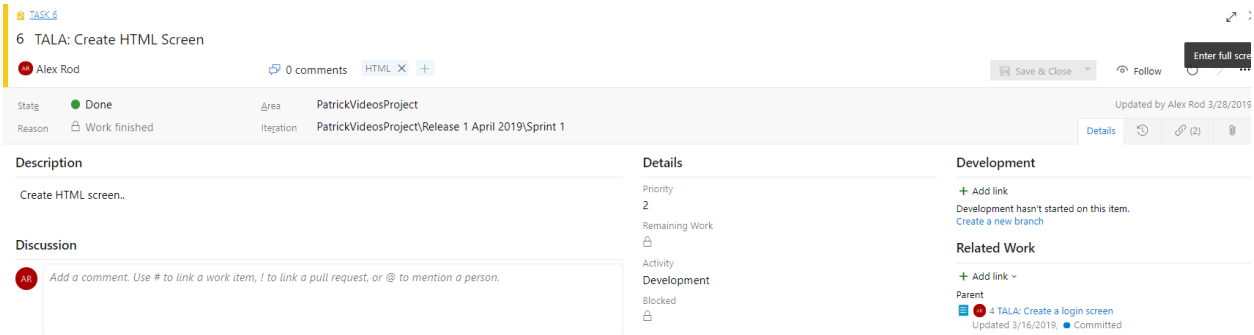


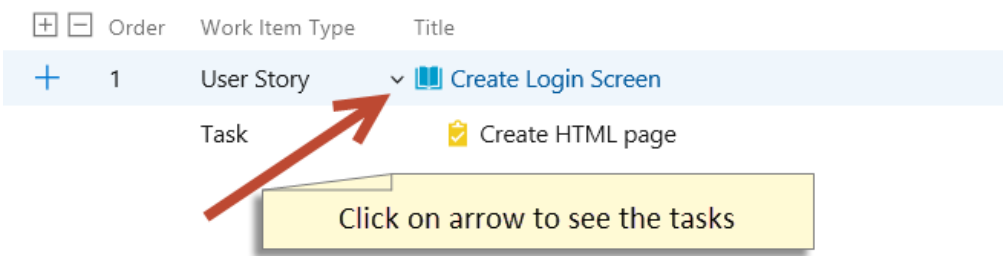


How to create a Task?

You add tasks to backlog items when you want to track the work required to implement them and to estimate the work assigned to individual team members and the team. The capacity tool tells you how much work your team can commit to. However, to compare capacity with actually planned work, you need to define and estimate tasks for each backlog item.

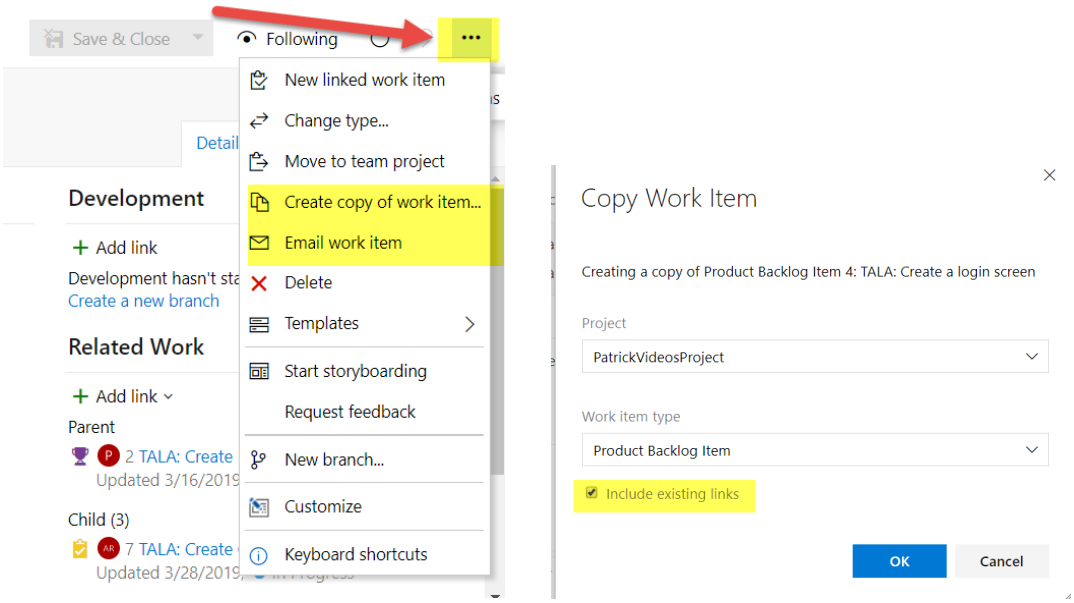




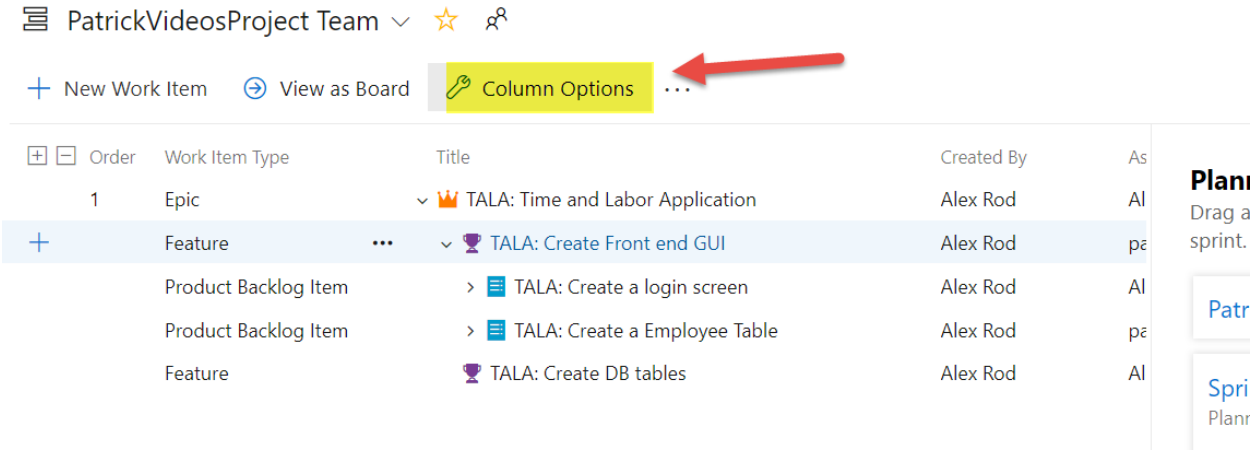


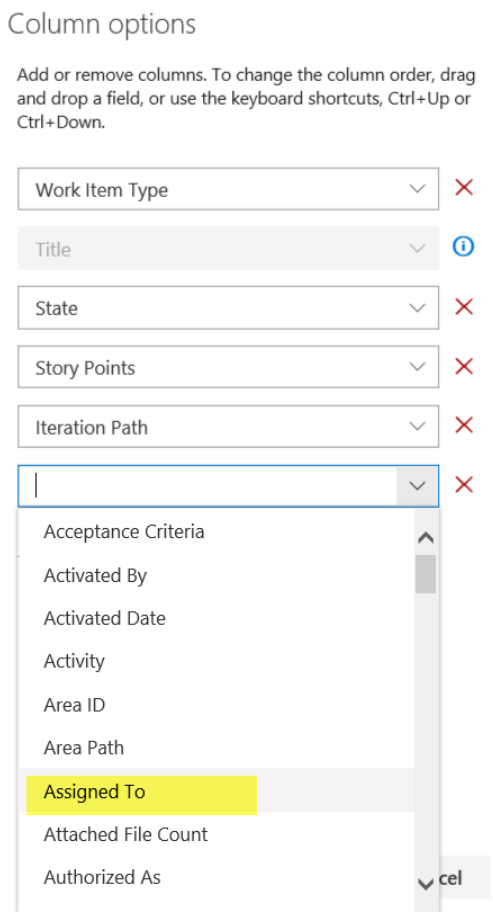
You can create a Copy of the work item & Email the work item.

When you create copy of work item, select include existing links if you want the work item to have the same parent.



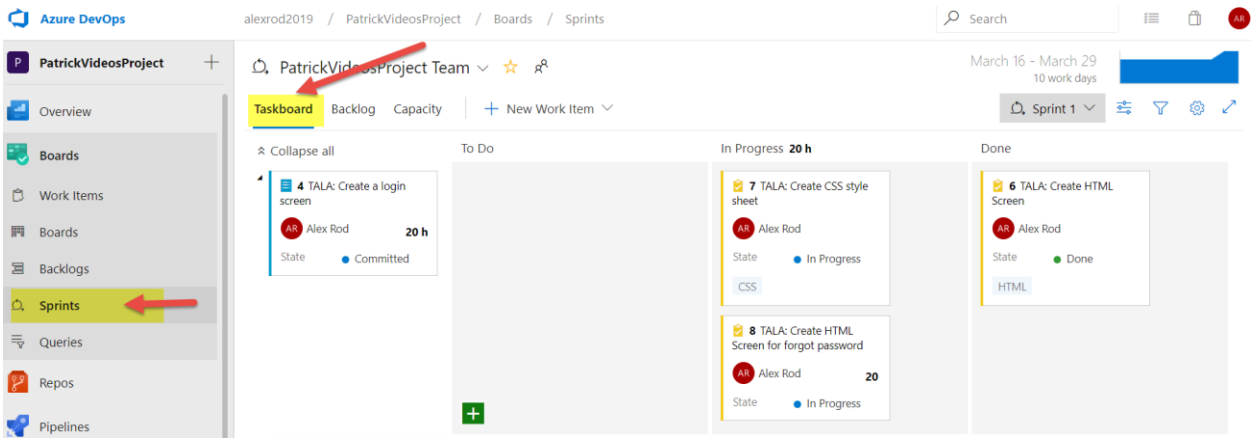
Customize column options



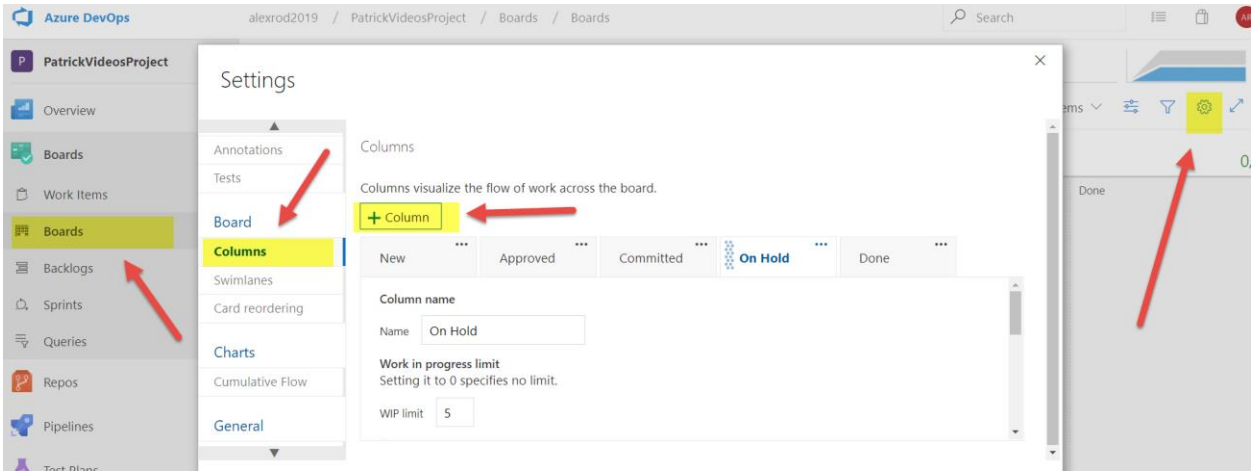


Tracking work using Task board

Your task board provides a visualization of flow and status of each sprint task. With it, you can focus on the status of backlog items as well as work assigned to each team member.



Customize Board columns and swim lanes

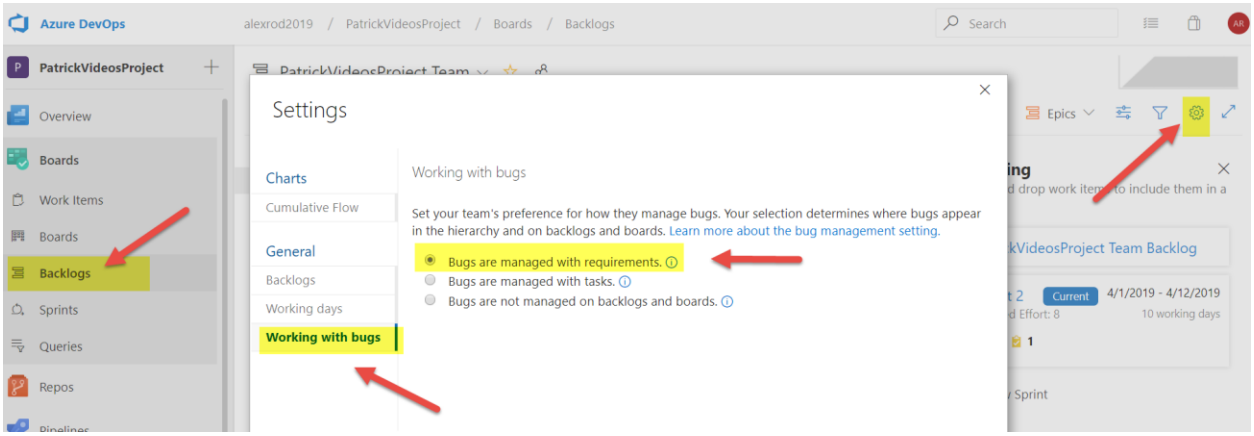


Additional details

https://docs.microsoft.com/en-us/azure/devops/boards/sprints/task-board?view=vsts&tabs=new-nav

Tracking Bugs

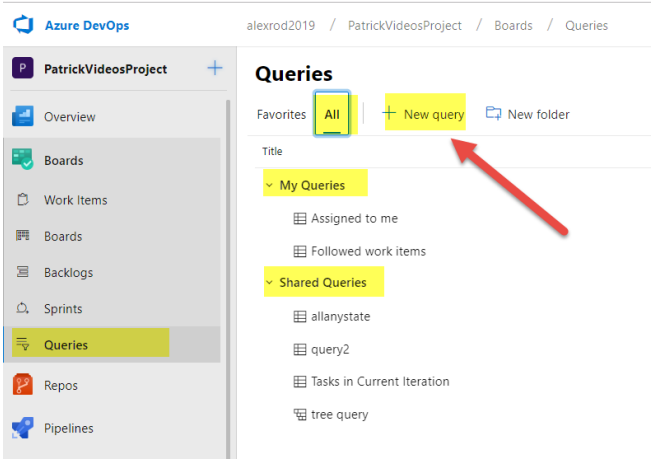
Bugs can be tracked on the Kanban board by enabling the below setting.

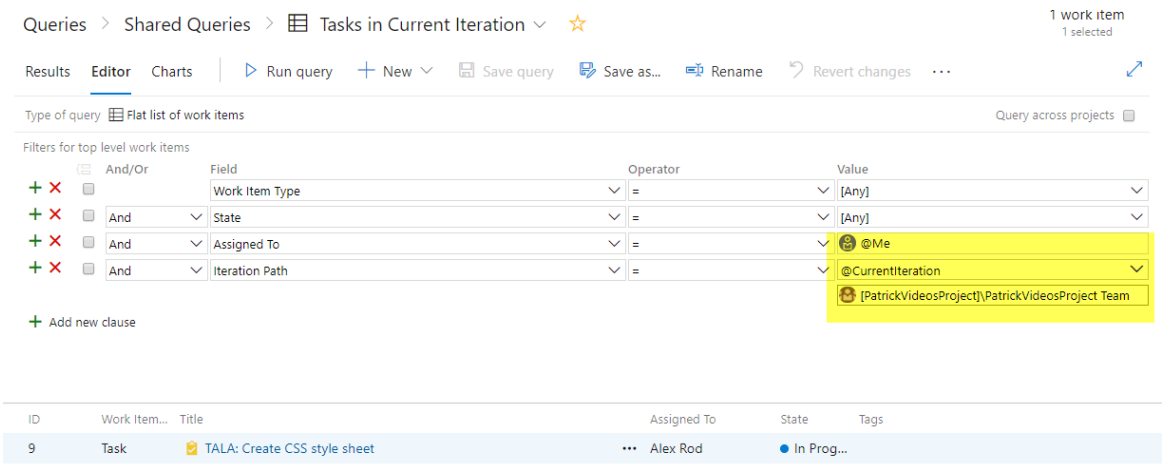


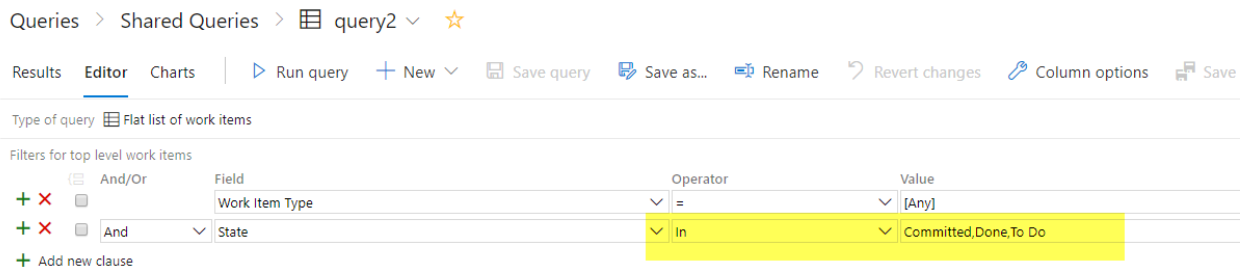
Query Work Items

A query lists a filtered set of work items. You can initiate a query using the query editor. Optionally, you can perform an adhoc search using the search box.

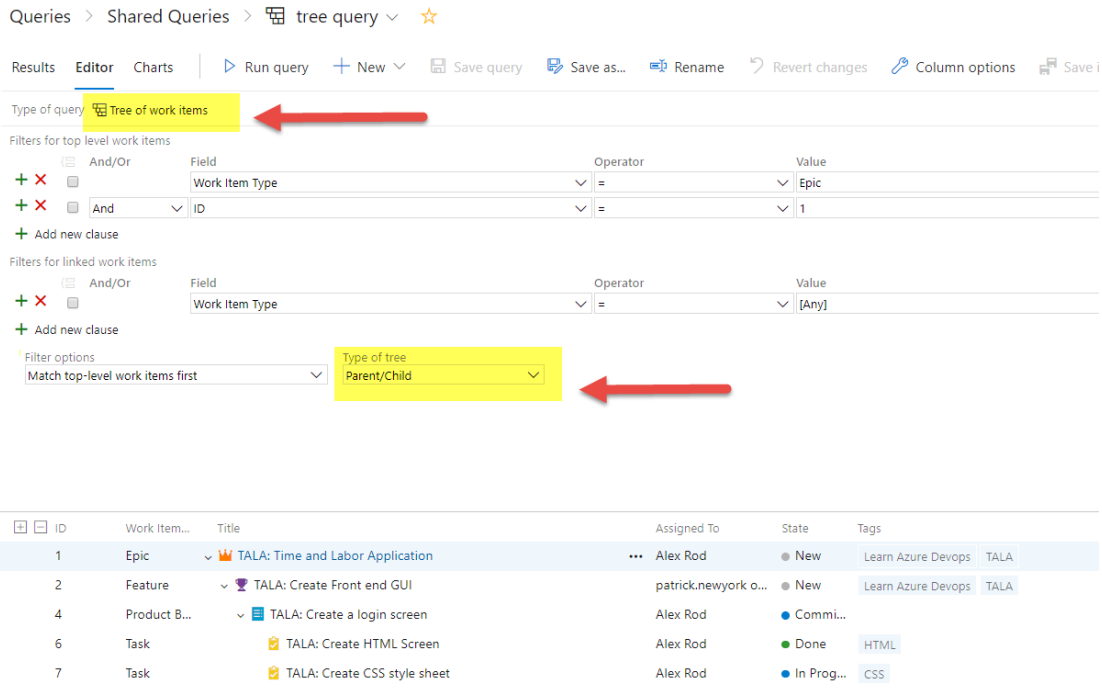
To find work items assigned to you or your team, run a query. A number of work item queries are predefined with your process. Also, members of your team may have created shared queries that you can view and run. Oftentimes, it's easier to define a new query by building on the query definition that's already available to you.



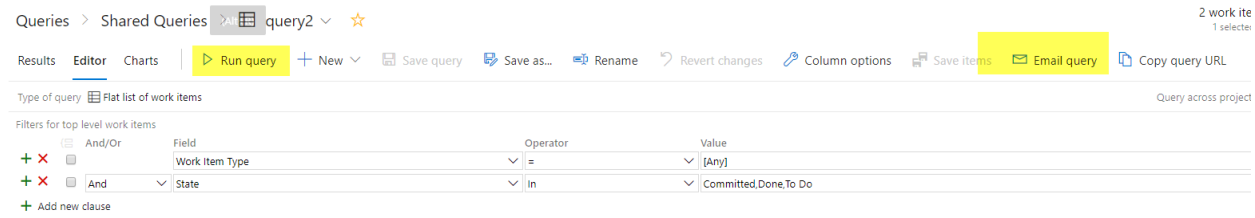


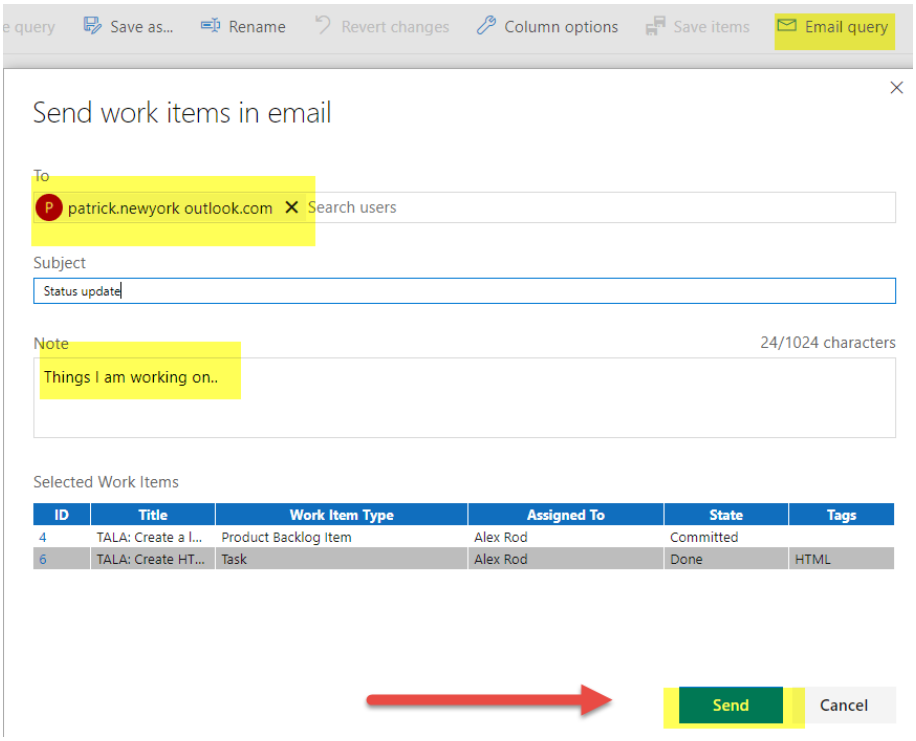

Queries
Shared Queries
query2
Results
Editor
Charts
Run query
New
Save query
Save as...
Rename
Revert changes
Column options
Save
Type of query
Flat list of work items
Filters for top level work items
And/Or
Field
Operator
Value
Work Item Type
=
[Any]
And
State
In
Committed,Done,To Do
Add new clause

Tree Query


Queries
Shared Queries
tree query
Results
Editor
Charts
Run query
New
Save query
Save as...
Rename
Revert changes
Column options
Type of query
Tree of work items
Filters for top level work items
And/Or
Field
Operator
Value
Work Item Type
=
Epic
And
ID
=
1
Add new clause
Filters for linked work items
And/Or
Field
Operator
Value
Work Item Type
=
[Any]
Add new clause
Filter options
Match top-level work items first
Type of tree
Parent/Child
ID
Work Item...
Title
Assigned To
State
Tags
1
Epic
TALA: Time and Labor Application
Alex Rod
New
Learn Azure Devops
TALA
2
Feature
TALA: Create Front end GUI
patrick.newyork o...
New
Learn Azure Devops
TALA
4
Product B...
TALA: Create a login screen
Alex Rod
Commi...
6
Task
TALA: Create HTML Screen
Alex Rod
Done
HTML
7
Task
TALA: Create CSS style sheet
Alex Rod
In Prog...
CSS

Run Queries and Email the results

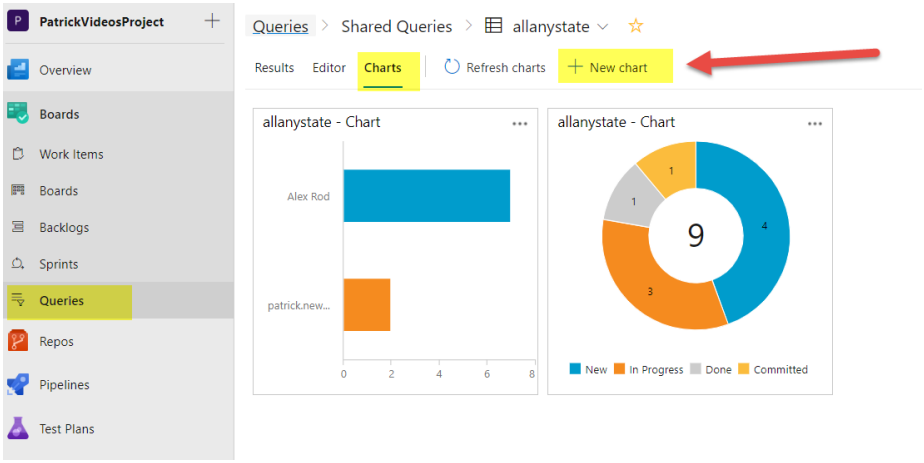


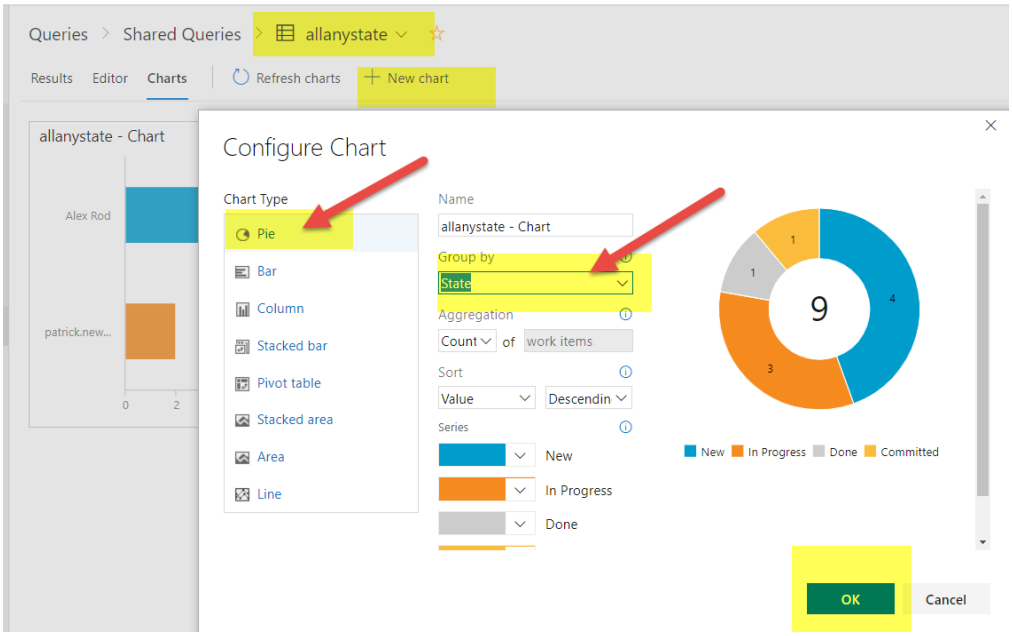


Queries:

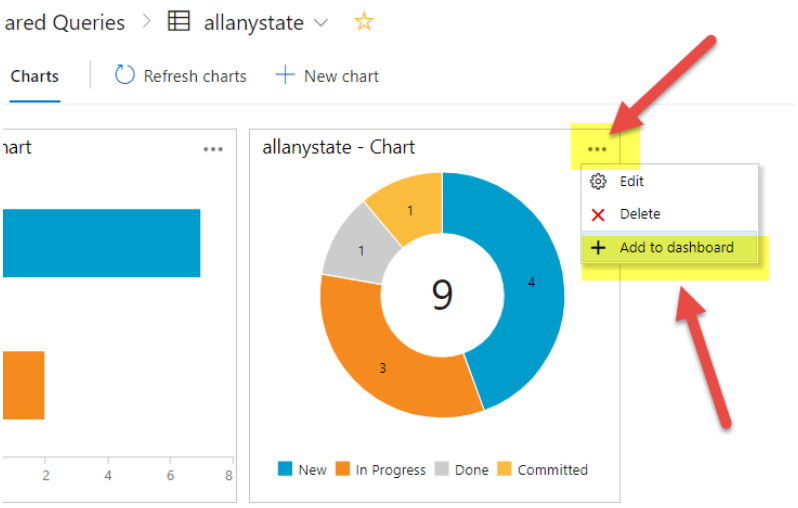
https://docs.microsoft.com/en-us/azure/devops/boards/queries/?view=vsts

Create charts out of queries

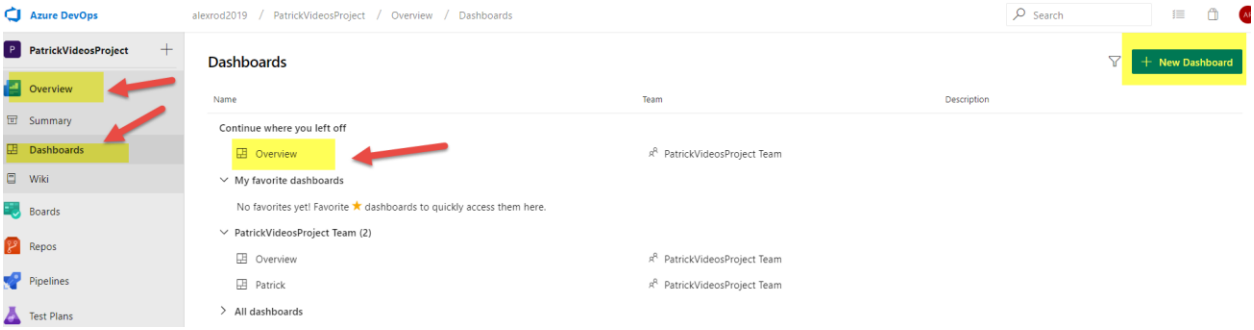


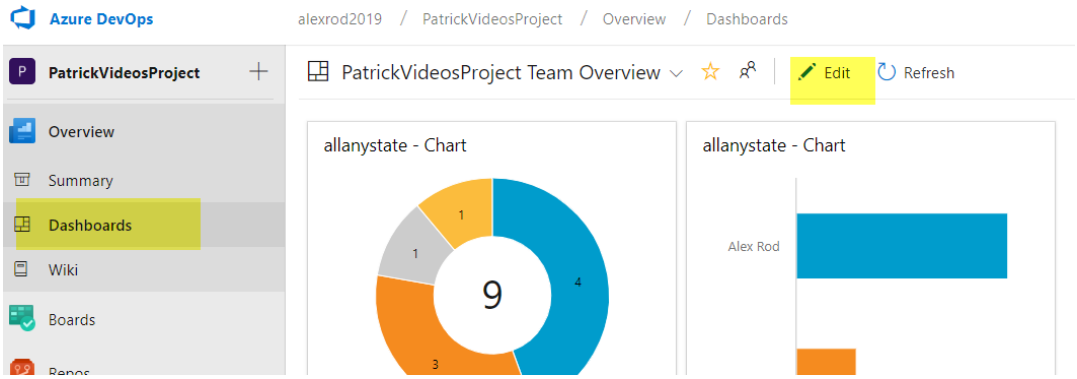


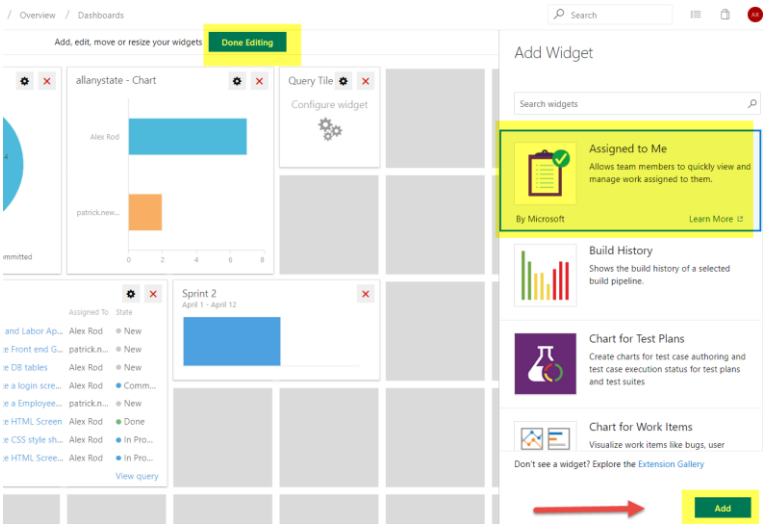
**Shared query charts can be added to the Team dashboard



Customize Dashboard

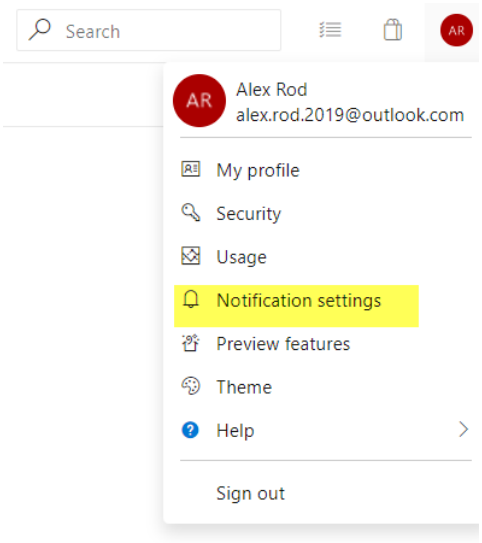




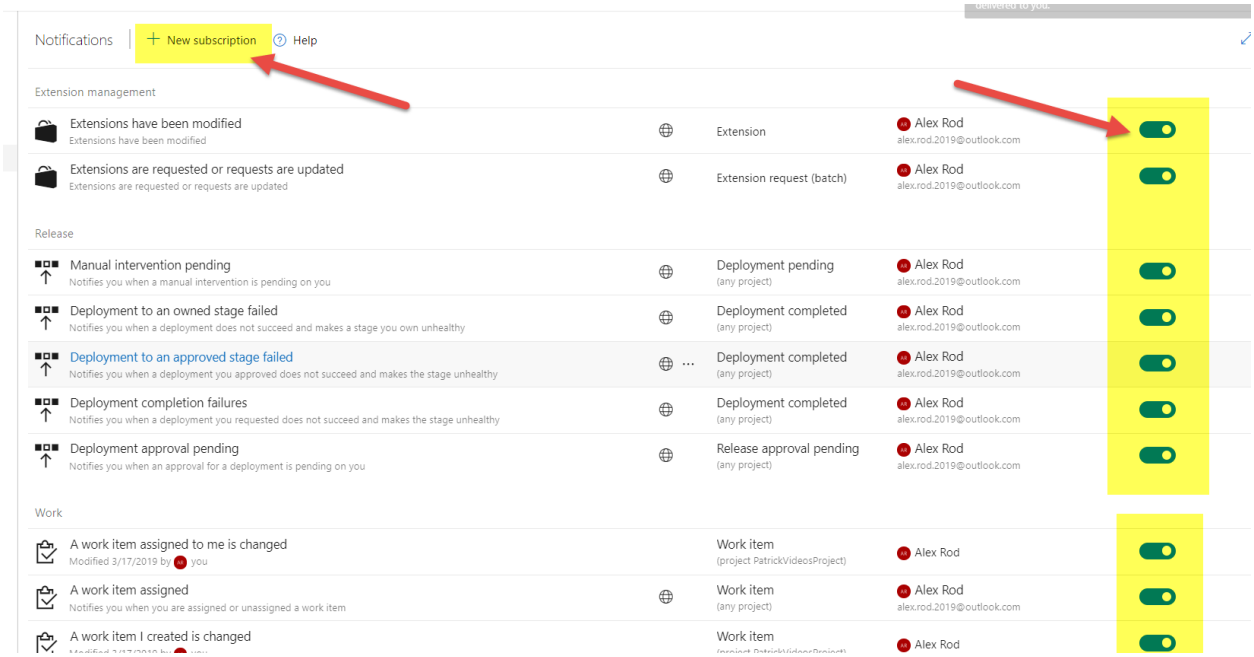


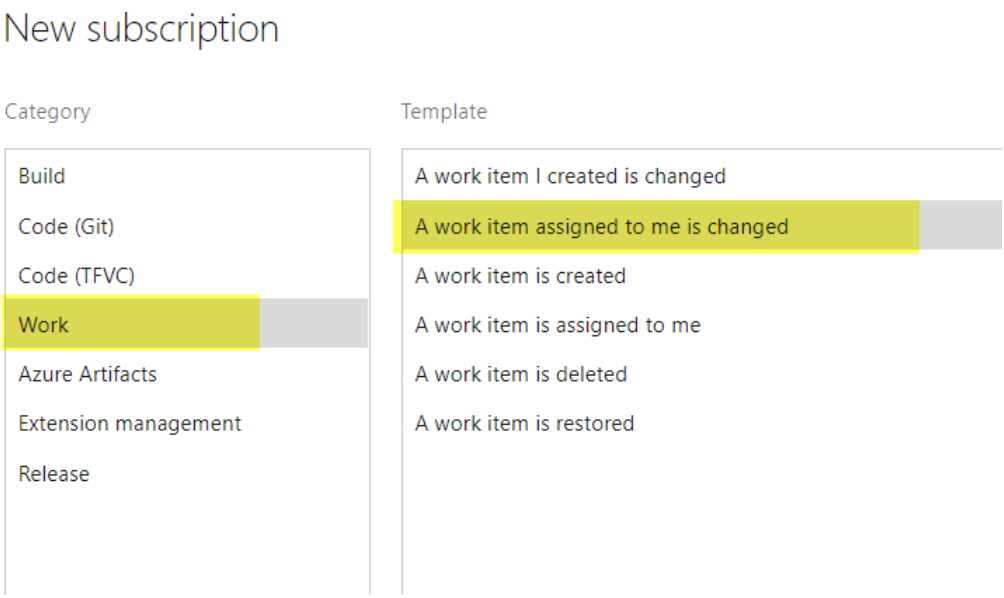
Manage your notifications

As changes occur to your code base, builds, work items, and other operations, you can receive email notifications. For example, you can set an alert to be notified whenever a bug that you opened is resolved or a work item is assigned to you.



Turn on or off notifications and create custom notifications.





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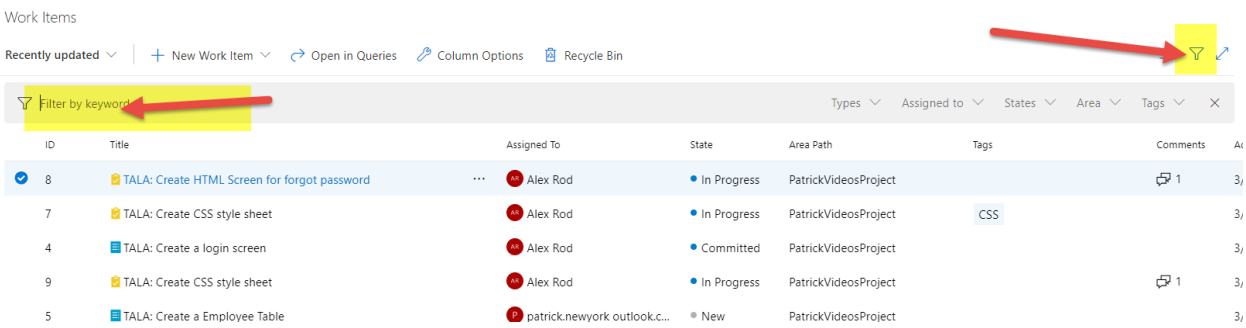
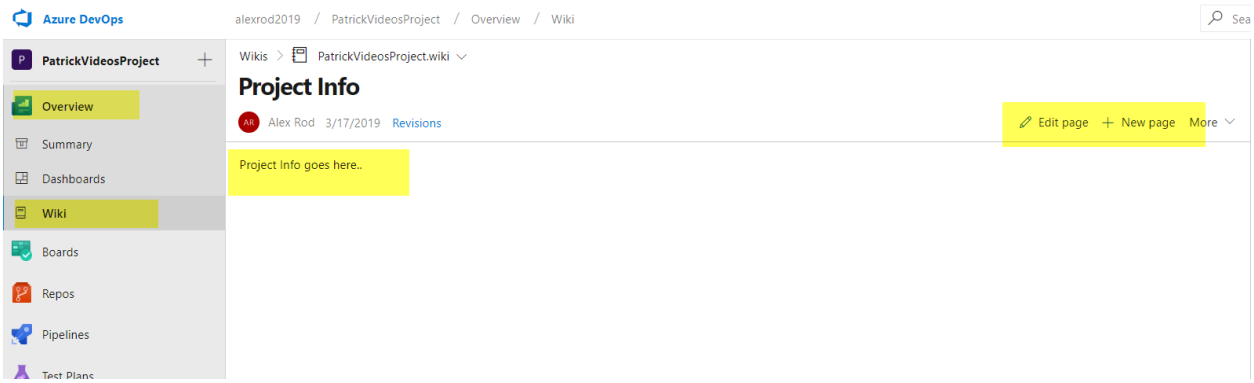
Using Filters



Create a Wiki for your project

Each team project can be provisioned with a wiki. Use it to share information with your team to understand, use, and contribute to your project.



Additional details:

https://docs.microsoft.com/en-us/azure/devops/project/wiki/wiki-create-repo?view=vsts&tabs=new-nav

Integrating with Excel Trouble shooting

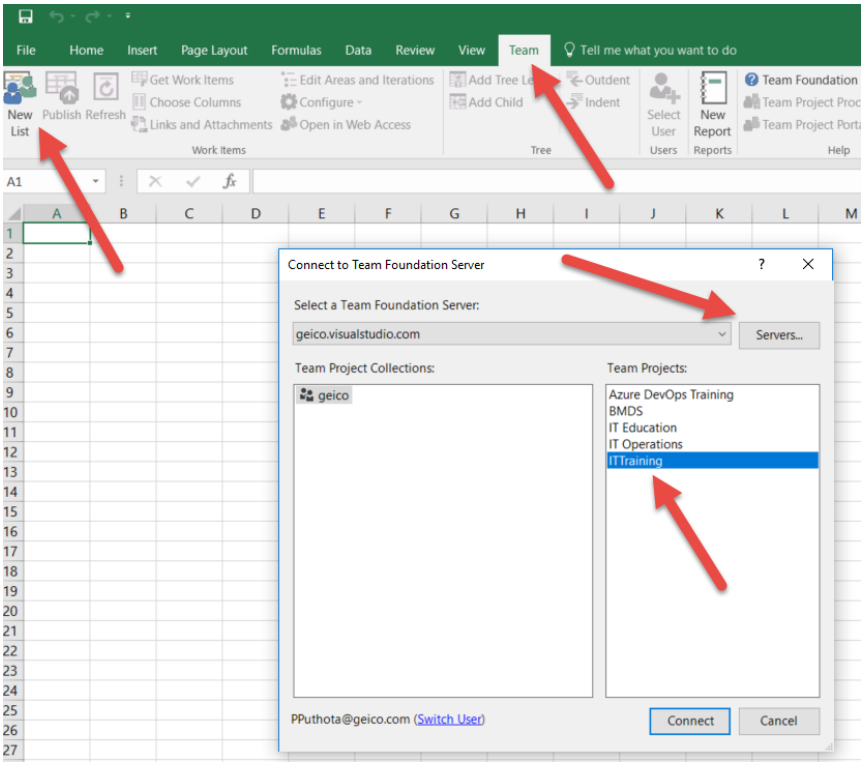
If you are unable to see the Team menu or open in excel please see below link.

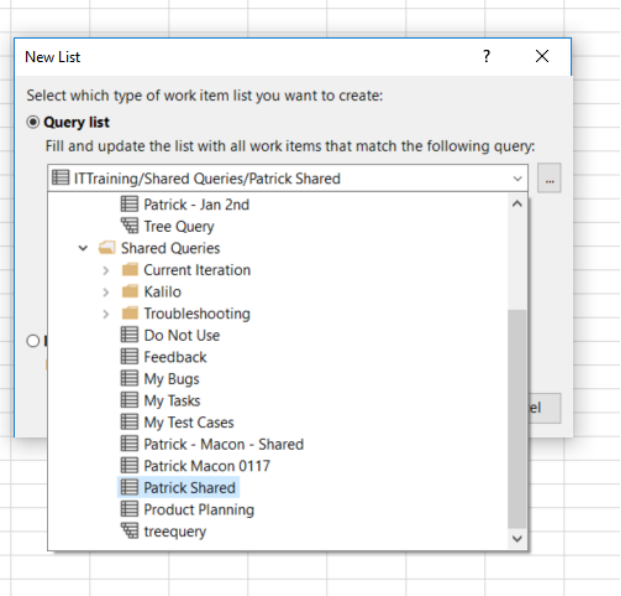
https://docs.microsoft.com/en-us/azure/devops/boards/backlogs/office/tfs-office-integration-issues?view=vsts

Integrating with Excel

**In Excel Team menu you can connect to VSTS and run a query.

Opening from Excel




New List
Select which type of work item list you want to create:
Query list
Fill and update the list with all work items that match the following query:
ITTraining/Shared Queries/Patrick Shared
Patrick - Jan 2nd
Tree Query
Shared Queries
Current Iteration
Kalilo
Troubleshooting
Do Not Use
Feedback
My Bugs
My Tasks
My Test Cases
Patrick - Macon - Shared
Patrick Macon 0117
Patrick Shared
Product Planning
treequery

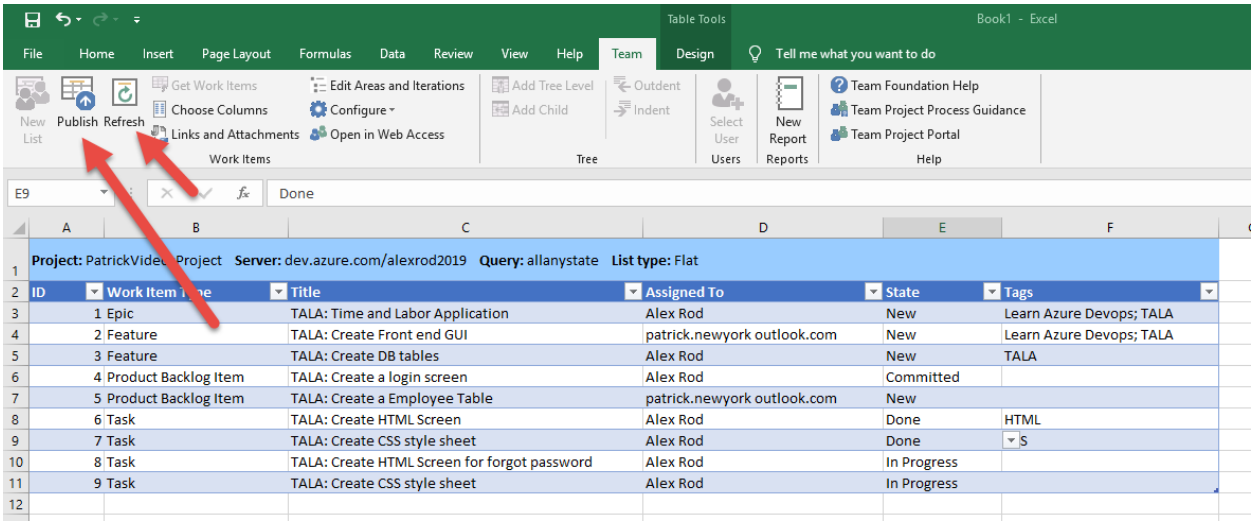
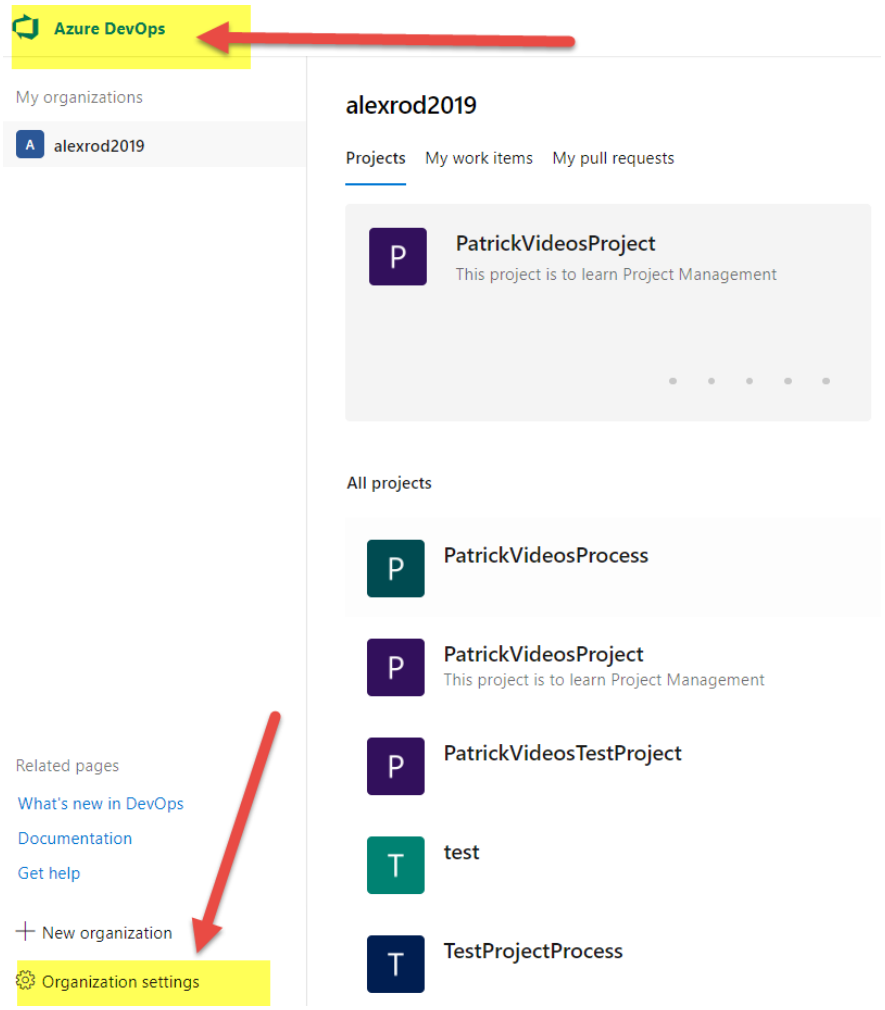
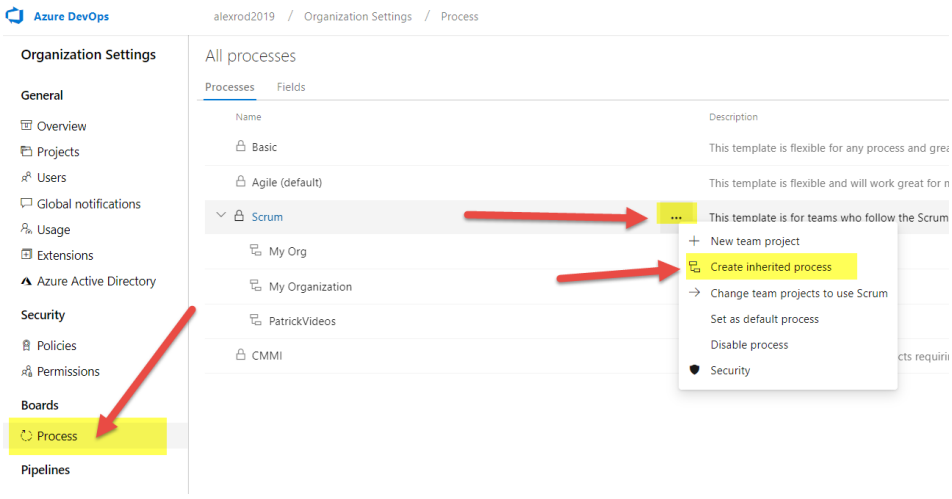
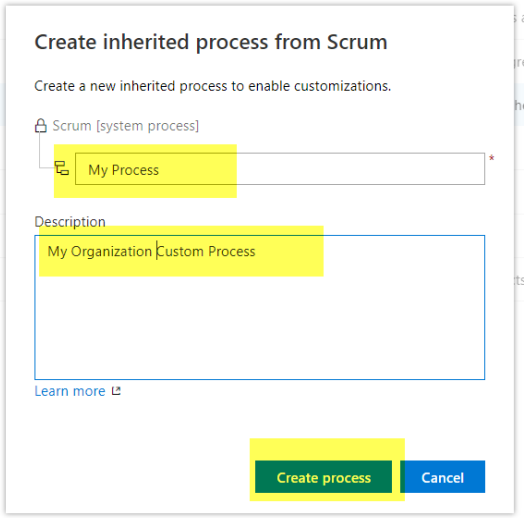


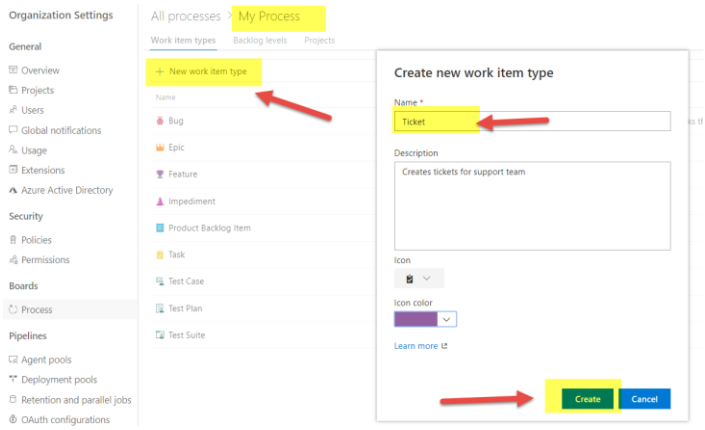
Table Tools
Book1 - Excel
File Home Insert Page Layout Formulas Data Review View Help Team Design
Tell me what you want to do
New List
Publish
Refresh
Get Work Items
Choose Columns
Links and Attachments
Edit Areas and Iterations
Configure
Open in Web Access
Work Items
Add Tree Level
Add Child
Outdent
Indent
Tree
Select User
Users
New Report
Reports
Team Foundation Help
Team Project Process Guidance
Team Project Portal
Help
E9
Done
Project: PatrickVideo Project Server: dev.azure.com/alexrod2019 Query: allanystate List type: Flat
ID Work Item Type Title Assigned To State Tags
1 Epic TALA: Time and Labor Application Alex Rod New Learn Azure Devops; TALA
2 Feature TALA: Create Front end GUI patrick.newyork outlook.com New Learn Azure Devops; TALA
3 Feature TALA: Create DB tables Alex Rod New TALA
4 Product Backlog Item TALA: Create a login screen Alex Rod Committed
5 Product Backlog Item TALA: Create a Employee Table patrick.newyork outlook.com New
6 Task TALA: Create HTML Screen Alex Rod Done HTML
7 Task TALA: Create CSS style sheet Alex Rod Done S
8 Task TALA: Create HTML Screen for forgot password Alex Rod In Progress
9 Task TALA: Create CSS style sheet Alex Rod In Progress

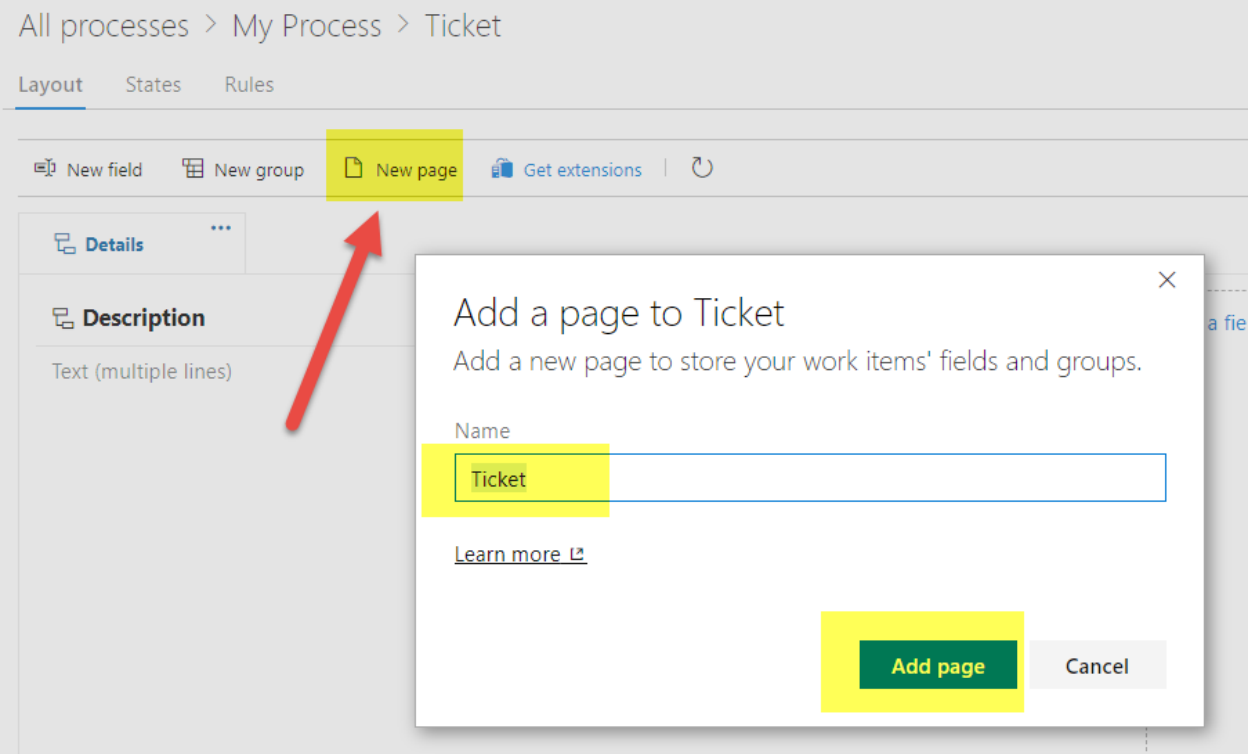
Custom Process

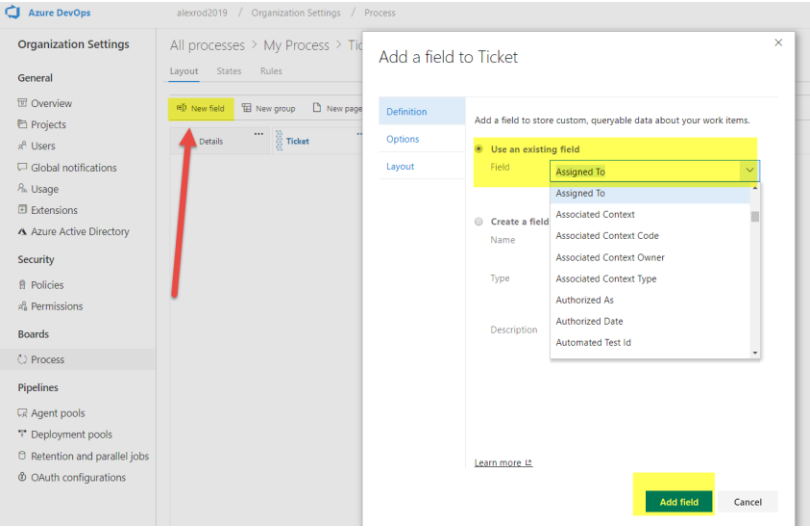


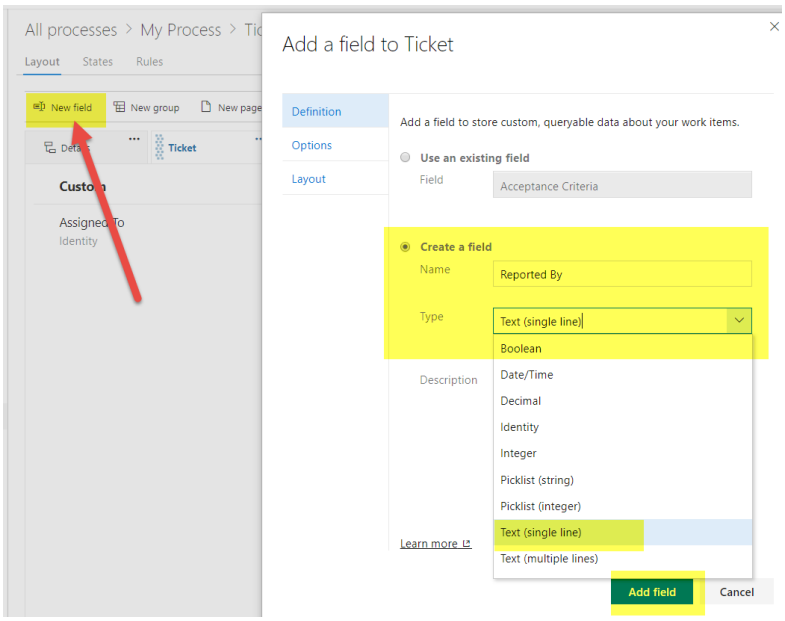

Azure DevOps
alexrod2019 / Organization Settings / Process
Organization Settings
General
Overview
Projects
Users
Global notifications
Usage
Extensions
Azure Active Directory
Security
Policies
Permissions
Boards
Process
Pipelines
All processes
Processes
Fields
Name
Description
Basic
This template is flexible for any process and grea
Agile (default)
This template is flexible and will work great for n
Scrum
This template is for teams who follow the Scrum
My Org
My Organization
PatrickVideos
CMMI
New team project
Create inherited process
Change team projects to use Scrum
Set as default process
Disable process
Security

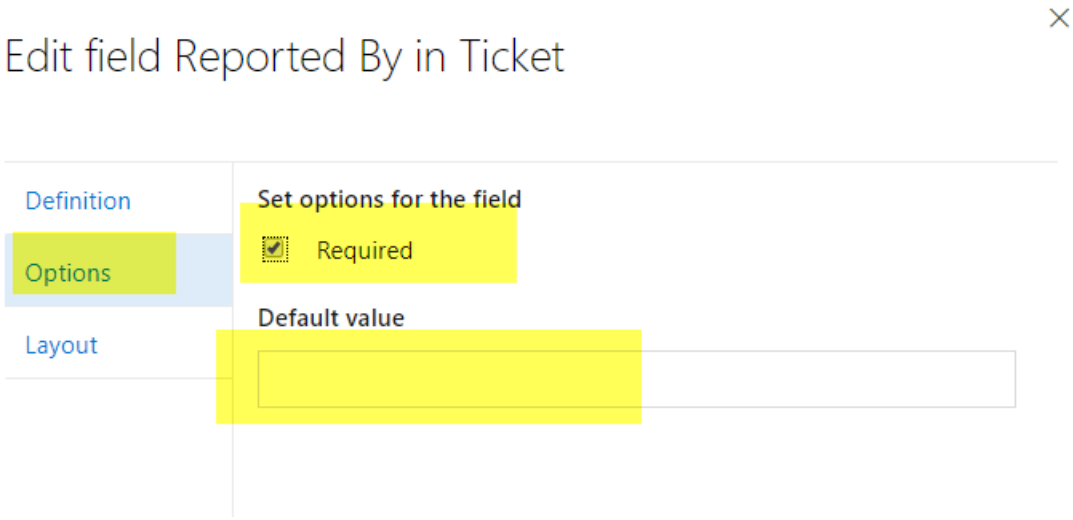

Create inherited process from Scrum
Create a new inherited process to enable customizations.
Scrum [system process]
My Process
Description
My Organization Custom Process
Learn more
Create process
Cancel

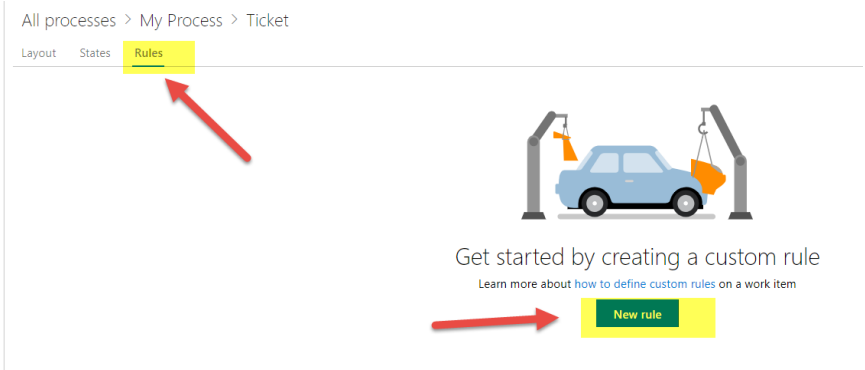

Organization Settings
General
Overview
Projects
Users
Global notifications
Usage
Extensions
Azure Active Directory
Security
Policies
Permissions
Boards
Process
Pipelines
Agent pools
Deployment pools
Retention and parallel jobs
OAuth configurations
All processes > My Process
Work item types
Backlog levels
Projects
New work item type
Name
Bug
Epic
Feature
Impediment
Product Backlog Item
Task
Test Case
Test Plan
Test Suite
Create new work item type
Name *
Ticket
Description
Creates tickets for support team
Icon
Icon color
Learn more
Create
Cancel

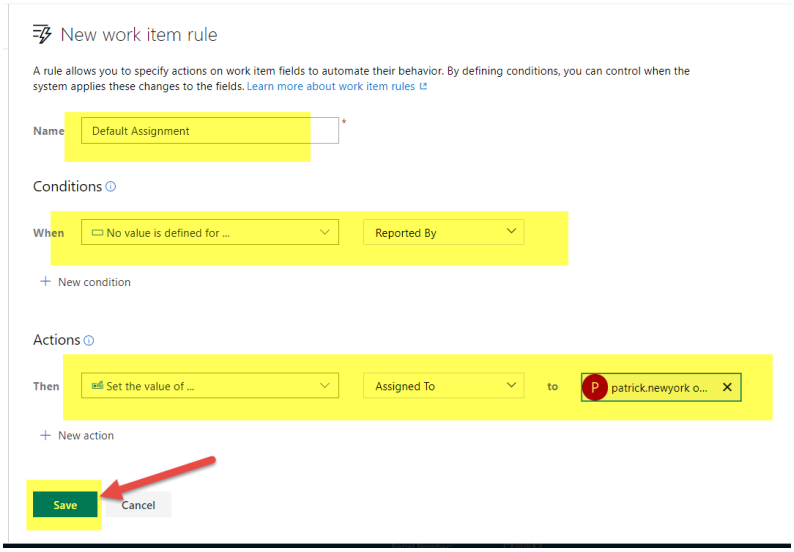

All processes > My Process > Ticket
Layout
States
Rules
New field
New group
New page
Get extensions
Details
Description
Text (multiple lines)
Add a page to Ticket
Add a new page to store your work items' fields and groups.
Name
Ticket
Learn more
Add page
Cancel


Azure DevOps
Organization Settings
General
Overview
Projects
Users
Global notifications
Usage
Extensions
Azure Active Directory
Security
Policies
Permissions
Boards
Process
Pipelines
Agent pools
Deployment pools
Retention and parallel jobs
OAuth configurations
Add a field to Ticket
Definition
Options
Layout
Add a field to store custom, queryable data about your work items.
Use an existing field
Field
Assigned To
Associated Context
Associated Context Code
Associated Context Owner
Associated Context Type
Authorized As
Authorized Date
Automated Test Id
Create a field
Name
Type
Description
Learn more
Add field
Cancel


All processes > My Process > Tic
Layout
States
Rules
New field
New group
New page
Ticket
Custom
Assigned To
Identity
Add a field to Ticket
Definition
Options
Layout
Add a field to store custom, queryable data about your work items.
Use an existing field
Field
Acceptance Criteria
Create a field
Name
Reported By
Type
Text (single line)
Boolean
Date/Time
Decimal
Identity
Integer
Picklist (string)
Picklist (integer)
Text (single line)
Text (multiple lines)
Description
Learn more
Add field
Cancel


Edit field Reported By in Ticket
Definition
Options
Layout
Set options for the field
Required
Default value


All processes > My Process > Ticket
Layout
States
Rules
Get started by creating a custom rule
Learn more about how to define custom rules on a work item
New rule



Additional details:

https://docs.microsoft.com/en-us/azure/devops/organizations/settings/work/customize-process-wit?view=azure-devops

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