

# Jira Guidelines

OAK Network

*Linda Liang, 10.02.2023*

# Introduction

Welcome to the Jira Guidelines for OAK Team. Jira is a powerful project management and issue tracking tool that helps us streamline our work, collaborate efficiently, and deliver high-quality results. These guidelines are designed to ensure consistent and effective use of Jira across the organization.

# Common functionalities

## Issue Types

### Story

Story means “User story” or “User requirement” – something that our users will care about

- “Change dashboard color from green to blue”
- “Add phone number to user profile”

## Bug

But is something that does not work as expected and needs to be fixed.

- “Username allows space characters”

## Task

A work that needs to be completed.

- “Delete users not active in the last five years”

## Sub-task

Task “Delete users not active in the last five years”

- “Filter users in the last five years”

## Epic

Grouping of several issues of any type related to the same functionality

Shopping Cart:<>Epic

- add item to cart
- remove item from cart
- show related items

# Examples



## Engineers Example: story, bug, task

- Enable password reset
- Enable email address change
- Add phone number to user profile
- Username allows space characters
- Username length is not validated
- Delete users not active in the last five years
- Re-index user database

## Epic 1: User Authentication

- Enable password reset
- Username allows space characters
- Username length is not validated

## Epic 2: User Profile

- Enable email address change
- Add phone number to user profile

# Marketing Example

Epic: Multi-channel Partnership Announcement

- Youtube Video Publish
- Twitter Post
- LinkedIn Post
- Telegram Announcement Message
- Discord Announcement Message

# Operation Example

## Epic: Jira Practical Tutorial

- Discuss with Chris of functionality that need to be include
- Research of the basic operate
  - The definition of issue type & usage
  - How to customize Kanban board
  - Explore & suggest more functions that we could use
- Set a test board & practice each functions
- Jira Guideline Script
  - Create content draft in google drive
  - Record & edit video

# Questions