

# **Jira**

## **What is Jira?**

Jira is widely used by IT specialists, although other types of businesses can also engage the software. In fact, over 50% of Jira's customers use the software for non-IT projects!

Here are only some of this tool's main functionalities, listed according to job roles within a company:

- **Project managers:** Jira is equipped to take on project management requirements, including task management, workflow estimation, logging and customization, project reports creation, project analytics, assigning user permissions, notifications by emails, and much more.
- **Software engineers:** Jira is perfect for the issue and backlog tracking, release planning, CI/CD and developer tools integrations, etc.
- **Software testers:** from tracking bugs to setting tasks, Jira offers issue prioritization, and more to allow software testers to iron out issues in software products.
- **Product managers.** An all-rounder, Jira allows product managers to complete product road mapping, establish map dependencies, share roadmaps, and more.

## **Jira Basics: Understanding The Hierarchy**

Here is a brief description of the main Jira functions you'll need to be acquainted with to start your Jira journey.

When you enter Jira, the first thing you encounter is a Project. You should create it by choosing a type – classic or next-gen (scroll down to learn more about these project types).


**Create a project**

Project name\* Teams in Space

Project key\* TIS

Eg. AT (for a project named Atlassian)

Description Advancing humanity into the cosmos!

Project avatar  [Change avatar](#)

[Create project](#) [Cancel](#)

Once created, all your projects are located in the “My Work” tab. You can find it in the top bar. By the way, the top bar also contains:

- My Work including all your active projects
- Projects that you can view or create
- Filters to conveniently sort your data
- Dashboards you can customize to view your stats on projects quickly
- People where you can view your team
- Apps that you can integrate into your Jira for extra features
- A Create button to generate issues.

## What is Jira project

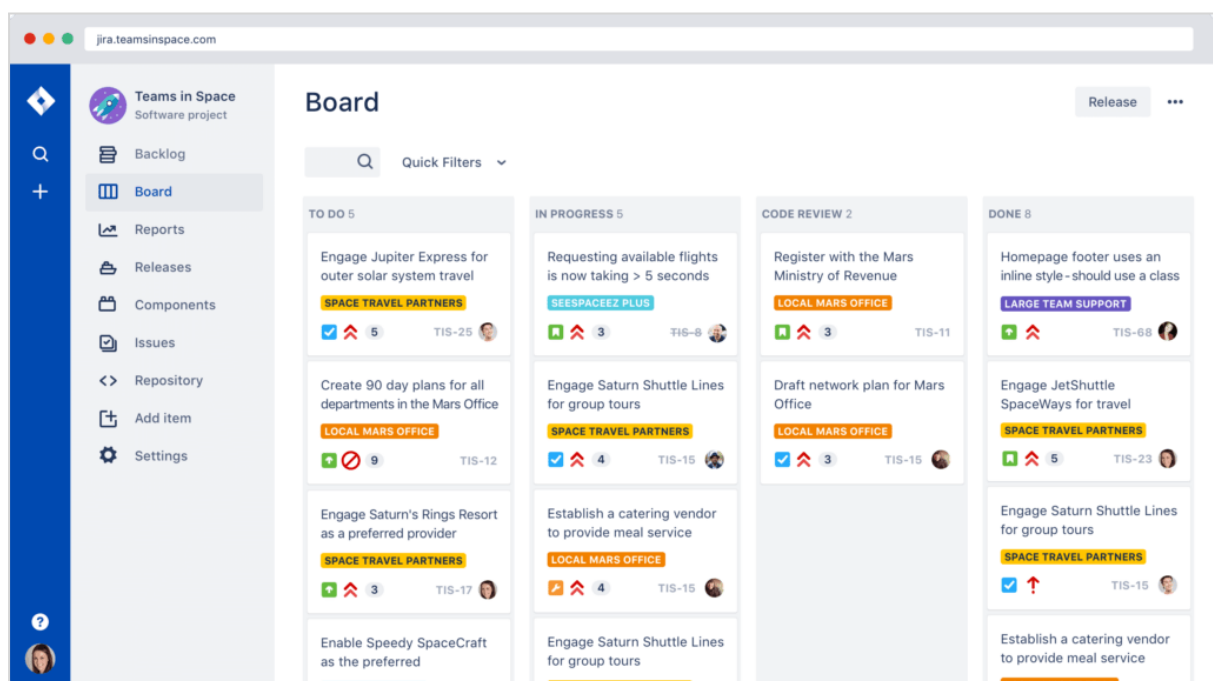
A Jira project is a collection of issues (tasks). Your team could use a Jira project to coordinate the development of a product, track a project, manage a help desk, and more, depending on your requirements. A Jira project can also be configured and customized to suit the needs of you and your team.

## Jira project templates

In Jira, project templates allow you to quickly create Jira projects with a predefined set of project configuration settings and properties. Jira comes with several built-in project templates, but you can create your own.

## Jira boards

A Board is an intuitive representation of a project, which can include one or more projects, depending on the filter configuration of the board, including the kanban board and Scrum board options.



The configuration of the project determines which issue types, screen and field, notification, and so on are included. The board configuration determines how you manage your projects, such as Scrum.

## Jira workflow

Remember those Jira projects we just talked about? Well, they contain issues that your team can work on and transition through stages of work. The path that your issues take is called a workflow. Each Jira

workflow is composed of a set of statuses and transitions that your issue moves through during its lifecycle, and typically represents work processes within your organization.

Jira has built-in workflows that you can use without needing to make any changes, or you can start fresh and create your own. You can't edit the built-in workflows, or you can copy them and use the copy as a basis to create your own.

## **Jira issue**

Issues are the building blocks of any Jira project. An issue could represent a story, a bug, a task, or another issue type in your project. Different organizations use Jira to track different kinds of issues. It can range from representing a single unit of work, like a simple task, to a larger parent work item to be tracked, like a story or an epic.

## **Jira issue types**

There are five main issue types in Jira. You can find an excellent explanation [here](#) – and below is a quick breakdown:

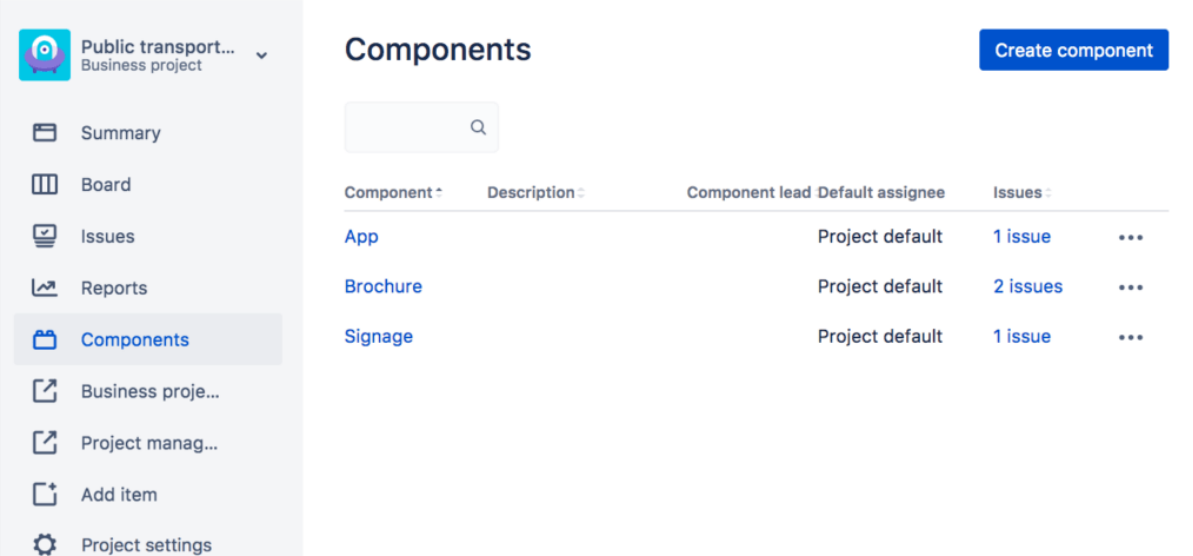
- Epic – These are your main buckets of work. They can be long-lived workstreams like Prod Bugs or releasable projects. The former doesn't have a fix version (release), the latter does.
- Story – A capability. Keep the summary name short and concise. Put the “As a user, I want to X, so I can Y” in the description. Stories are a “deliverable”, part of your software product, and should be releasable. They should have a fix version assigned. Stories also get points.
- Sub-Tasks – Subtasks break down a deliverable like a Story into tasks. Sub-tasks should not have points. (Jira does not expect this and the points in your standard Jira reports will be over-stated if your project is configured to allow sub-tasks to

have points and people use that field). Pure Scrum process recommends estimating sub-tasks in hours.

- Tasks – Remember, Tasks are Tasks and not Stories. They are also not sub-tasks, however, they can have sub-tasks. Tasks also get points. Good examples of tasks are creating documents, operational tasks, and other work activities. Tasks should be backlog items and related to a project or product. Only product-related work should be tracked in Jira.
- Bugs – Bugs are Bugs and not Stories or Tasks. Bugs should get points, and have an affected version/s and a fix version/s. There should also be some way of denoting production bugs vs. pre-production.

## Jira components

Components are useful for the technical team as they can span across many epics. A typical component might be ‘database’ or ‘UI’. JIRA offers the option to assign work for a particular component to a particular JIRA user.



The screenshot shows the Jira interface for a project named 'Public transport... Business project'. The left sidebar contains navigation links: Summary, Board, Issues, Reports, Components (highlighted), Business proje..., Project manag..., Add item, and Project settings. The main content area is titled 'Components' and features a search bar and a 'Create component' button. Below these is a table listing components.

Component	Description	Component lead	Default assignee	Issues	
App			Project default	1 issue	...
Brochure			Project default	2 issues	...
Signage			Project default	1 issue	...

For example, all issues created with a component of ‘database’ could be assigned to John Smith. Using components, you can generate

reports, collect statistics, display them on dashboards, etc. Below are a few components examples:

- Android or iOS app
- API
- Database

### **Jira labels**

Labels in Jira are tags or keywords that you can add to issues to show whether they possess certain characteristics. They let you classify issues more flexibly and more informally than by assigning version numbers or components.

They are much more adaptable and have the advantage of allowing multiple assignments. With labels, it is very much up to you how you use them. Here are just a few examples:

- Business logic
- Design
- Usability
- User request
- Etc.

### **Jira versions**

Versions are another type of container that reflect product or project versions. These are particularly useful in software development. It helps your team define which version of the project they are working on.

### **Jira backlog**

The Jira Backlog is a list of tasks that represents work that is outstanding (uncompleted) in a project. Usually, a project would have

issues in the backlog, and you can add these issues to a sprint so your team can work on them. Backlogs help organize sprints, systematize their stories, create product versions, and much more.

## **Jira dashboards**

Your dashboard is the main display you see when you log in to Jira. You can create multiple dashboards from different projects or multiple dashboards for one massive overview of all the work you're involved with. You can create a personal dashboard and add gadgets to keep track of assignments and issues you're working on. Dashboards are designed to display gadgets that help you organize your projects, assignments, and achievements in different charts.

## **Jira reports**

Jira delivers relevant information in a convenient format called reports. There are numerous reports available in Jira, which enables you to gain visibility of the situation. In addition, these reports offer project statistics throughout the entire lifecycle. For example, the Burndown chart displays the actual as well as the estimated amount of work to be finished in the sprint. Their reporting framework is also extendible. This means there are add-ons that you can install to add additional reports from the Atlassian Marketplace.

## **Jira add ons**

As the Jira is equipped with flexible Java APIs & REST, you can easily extend its power and make it function in line with your business terms. Moreover, the 800+ Jira add ons & plugins available in the Atlassian Marketplace allow you to control everything about a product.

The popular add-ons for Jira are Gantt charts (WBS Gantt Charts for Jira, BigGantt, and BigPicture), time tracking (Everhour, Tempo), and tools to help with script and coding (ScriptRunner for Jira, Automation for Jira, etc.).

No matter what you're looking for, there's pretty much a Jira add-on for you out there in the Marketplace.