



Using GitLab as a Project Management Tool

2021

Joseph Valeriano
GitLab Solutions Architect

A Complete DevOps Platform Delivered as a Single Application



Manage



Plan



Create



Verify



Package



Secure



Release



Configure



Monitor



Protect

Single Conversation
Single Data Store
Single Permission Model
Single Interface
Governance & Security
Team Collaboration
Lifecycle Analytics



GitLab

A complete DevOps platform

GitLab is a single application for the entire software development lifecycle. From project planning and source code management to CI/CD, monitoring, and security.

This is a self-managed instance of GitLab.

Username or email

Password

☐ Remember me


[Forgot your password?](#)

Sign in

Forgot the Username and Password?

1. The info is in the file you downloaded when created
2. Create a new registration (it's okay)

You Should Now See this Page

 **GitLab** Menu

M

My Test Group - iugye...

Subgroup information

Epics 0

Issues 0

Merge requests 0

Security & Compliance

Push Rules

Kubernetes

Packages & Registries


Analytics

Wiki


Settings

Training Users > ... > My Test Group - iugyed6r

M

My Test Group - iugyed6r 

Group ID: 1049 [Leave group](#)



New subgroup

New project

Recent activity
Last 90 days

Merge Requests opened
0

Issues opened
0

Members added
2

Subgroups and projects

Shared projects

Archived projects


Search by name

Name

A group is a collection of several projects.

If you organize your projects under a group, it works like a folder.

You can manage your group member's permissions and access to each project in the group.





Plan Stage

Project Management - Lab 1

Lab Assignment

Part 1

Scenario: Create a project structure and views

Key Tasks to Complete

1. Create a Group
2. Create a Project
3. Create Project Milestone
4. Create at least 3 labels
5. Create at least 2 project issues.
6. Create New Board
7. Modify board scoping


Create subgroup






From your workshop group:

1. Select the 'New subgroup' button.

Training Users > ... > My Test Group - iugyed6r




My Test Group - iugyed6r 
Group ID: 1049 [Leave group](#)

  **New subgroup** **New project**

Recent activity Last 90 days

Merge Requests opened	Issues opened	Members added
0	0	2

Subgroups and projects [Shared projects](#) [Archived projects](#)

Name 



Create subgroup cont.



From the Create group page:

- Select the **'Create group'** panel.



Create new group



Create group

Assemble related projects together and grant members access to several projects at once.



Import group

Export groups with all their related data and move to a new GitLab instance.

Enter subgroup details

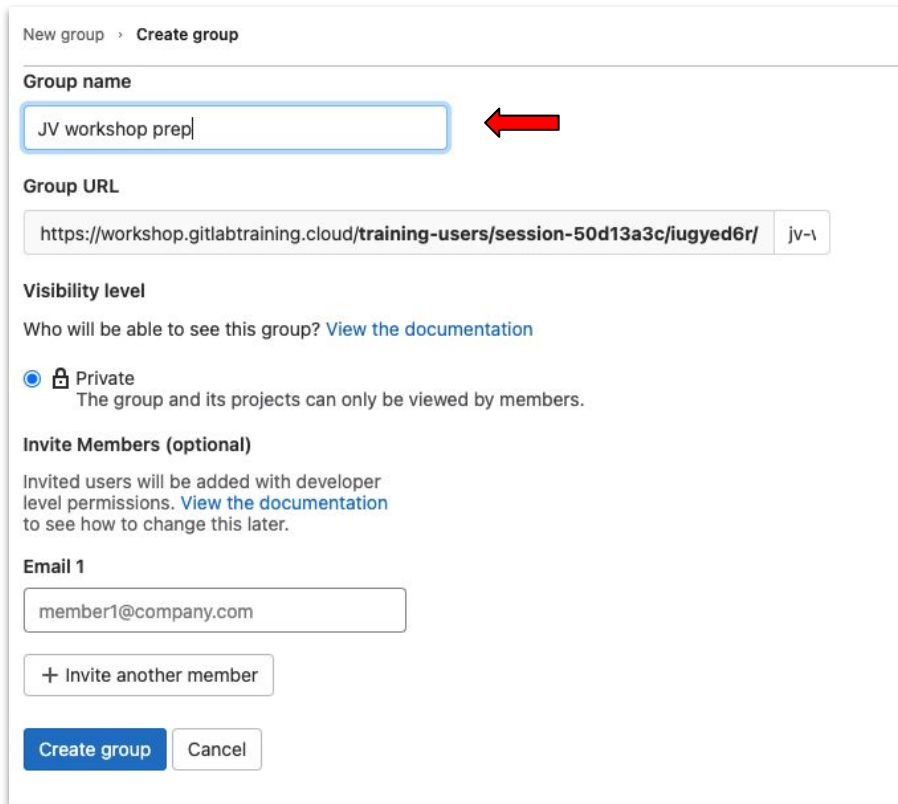


From the Create group tab:

- Enter desired subgroup name in the '**Group name**' field.
- Select the '**Create group**' button.

FYI:

- Do not edit Group URL field.



New group > Create group

Group name

JV workshop prep

Group URL

<https://workshop.gitlabtraining.cloud/training-users/session-50d13a3c/iugyed6r/> jv-v

Visibility level

Who will be able to see this group? [View the documentation](#)

☒ Private
The group and its projects can only be viewed by members.

Invite Members (optional)

Invited users will be added with developer level permissions. [View the documentation](#) to see how to change this later.

Email 1

member1@company.com

+ Invite another member

Create group Cancel


Create project







From your workshop subgroup:

1. Select the 'New project' button.

Training Users > ... > JV workshop prep

Group 'JV workshop prep' was successfully created. 

 **JV workshop prep** 
Group ID: 1050 [Leave group](#)

  [New subgroup](#) [New project](#)

Recent activity	Merge Requests opened	Issues opened	Members added
Last 90 days	0	0	1

Subgroups and projects [Shared projects](#) [Archived projects](#)


Create blank project



In the 'Create new project' page:


1. Select 'Create blank project' quadrant.

Create new project




Create blank project

Create a blank project to house your files, plan your work, and collaborate on code, among other things.




Create from template

Create a project pre-populated with the necessary files to get you started quickly.



Import project

Migrate your data from an external source like GitHub, Bitbucket, or another instance of GitLab.



Run CI/CD for external repository

Connect your external repository to GitLab CI/CD.

You can also create a project from the command line. [Show command](#)

Enter project details



In the Create blank project page:

1. Enter desired project name in the '**Project name**' field.
2. Enter a brief project description in the '**Project description**' (optional) field.
3. Select the **Initialize repository with README** checkbox so it is enabled.
4. Select the '**Create project**' button.

FYI:

- Do not edit Project slug field.

New project > Create blank project

Project name
JV workshop project

Project URL
https://workshop.gitlabtraining.cl training-users/session-50d...

Project slug
jv-workshop-project

Project description (optional)
This project is for a workshop

Visibility Level ⓘ
☒ Private
Project access must be granted explicitly to each user. If this project is part of a group, access will be granted to members of the group.

☒ Initialize repository with a README
Allows you to immediately clone this project's repository. Skip this if you plan to push up an existing repository.

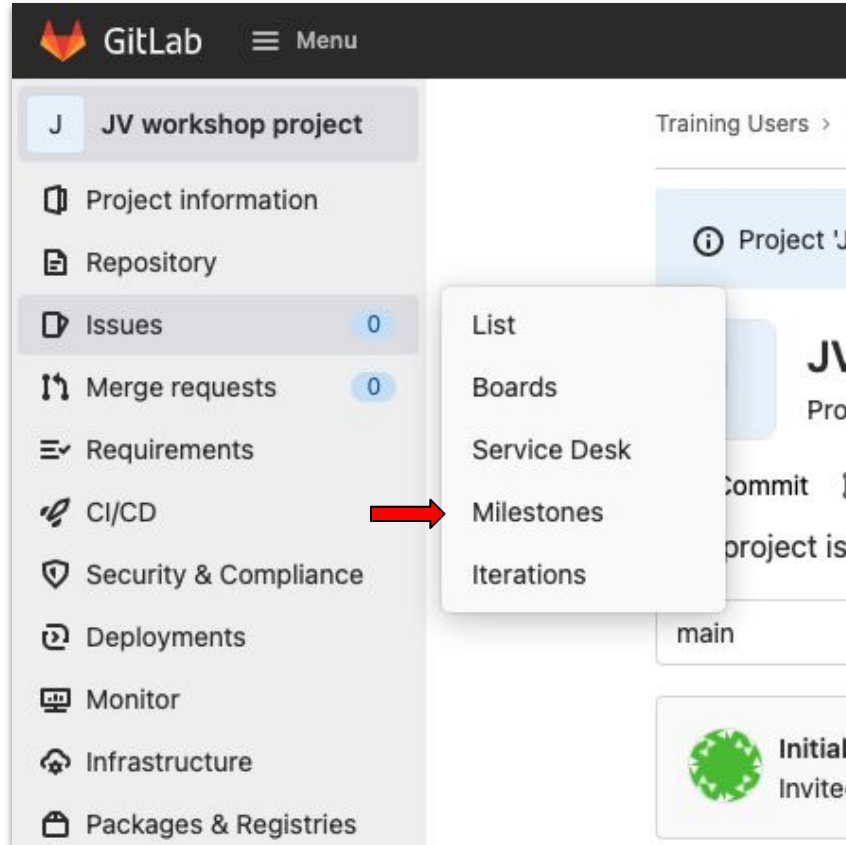
Create project Cancel

Access project milestones



In the project repository:

1. Select 'Issues→Milestones'.

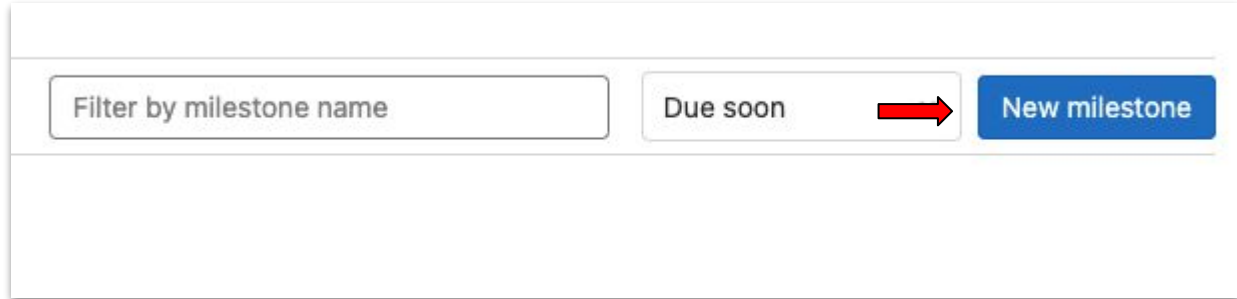


Create new project milestone A



In the project Milestone view:

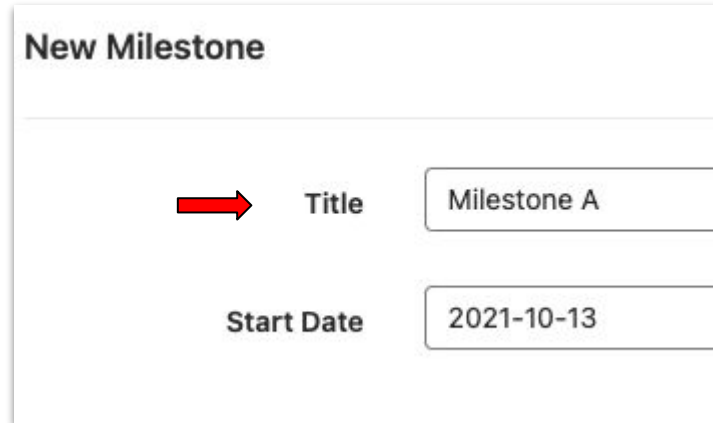
1. No Milestones will be listed.
2. Select the **'New milestone'** button.



The screenshot shows the project Milestone view interface. It features a search bar labeled "Filter by milestone name", a "Due soon" button, and a blue "New milestone" button. A red arrow points to the "New milestone" button.

In the New Milestone page:

1. Enter a milestone title into the **'Title'** field.



The screenshot shows the "New Milestone" page. It has a title field labeled "Title" with a red arrow pointing to it, containing the text "Milestone A". Below it is a "Start Date" field containing the date "2021-10-13".

Enter project milestone A start and due dates



In the New Milestone page:

1. Enter a brief milestone description into the '**Description**' field.

Enter a Start Date.

1. Select the '**Start Date**' field.
2. Select **today's date**.

Enter a Due Date.

1. Select the '**Due Date**' field.
2. Select the date **six days from the Start Date**.

Create the Milestone

1. Select the '**Create milestone**' button.

New Milestone

Title: Milestone A

Start Date: 2021-10-13 [Clear start date](#)

Due Date: 2021-10-19

Description: **Write** Preview **B I ' ' </>**
Milestone A is the first milestone created
Markdown is supported

Create milestone Cancel

Project milestone A details



In the Milestone details:

1. Select 'Milestones'.



Training Users > ... > JV workshop prep > JV workshop project > Milestones > Milestone A


Upcoming Milestone Oct 13, 2021–Oct 19, 2021 Edit Promote Close milestone Delete

Milestone A


Milestone A is the first milestone created

Filter by Issues Issue weight

Burndown chart



Burnup chart

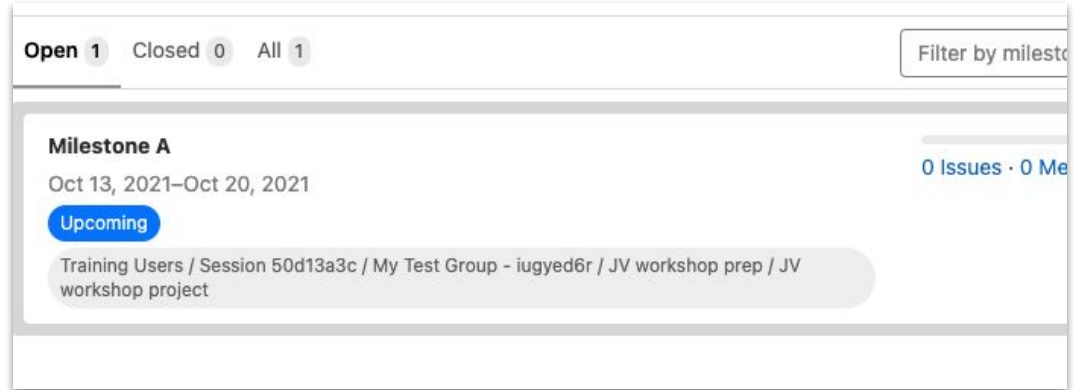


Create new project milestone



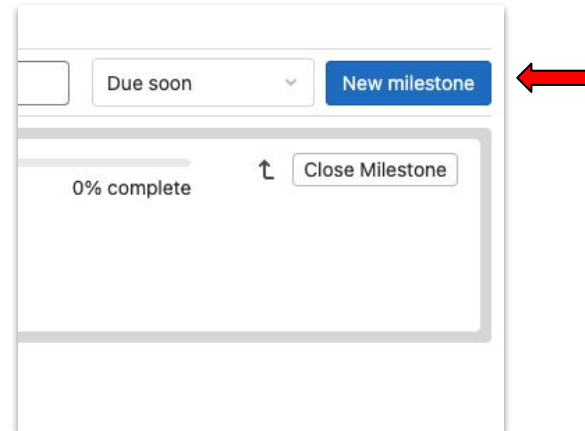
In the project Milestone view:

1. Milestone A will be listed.

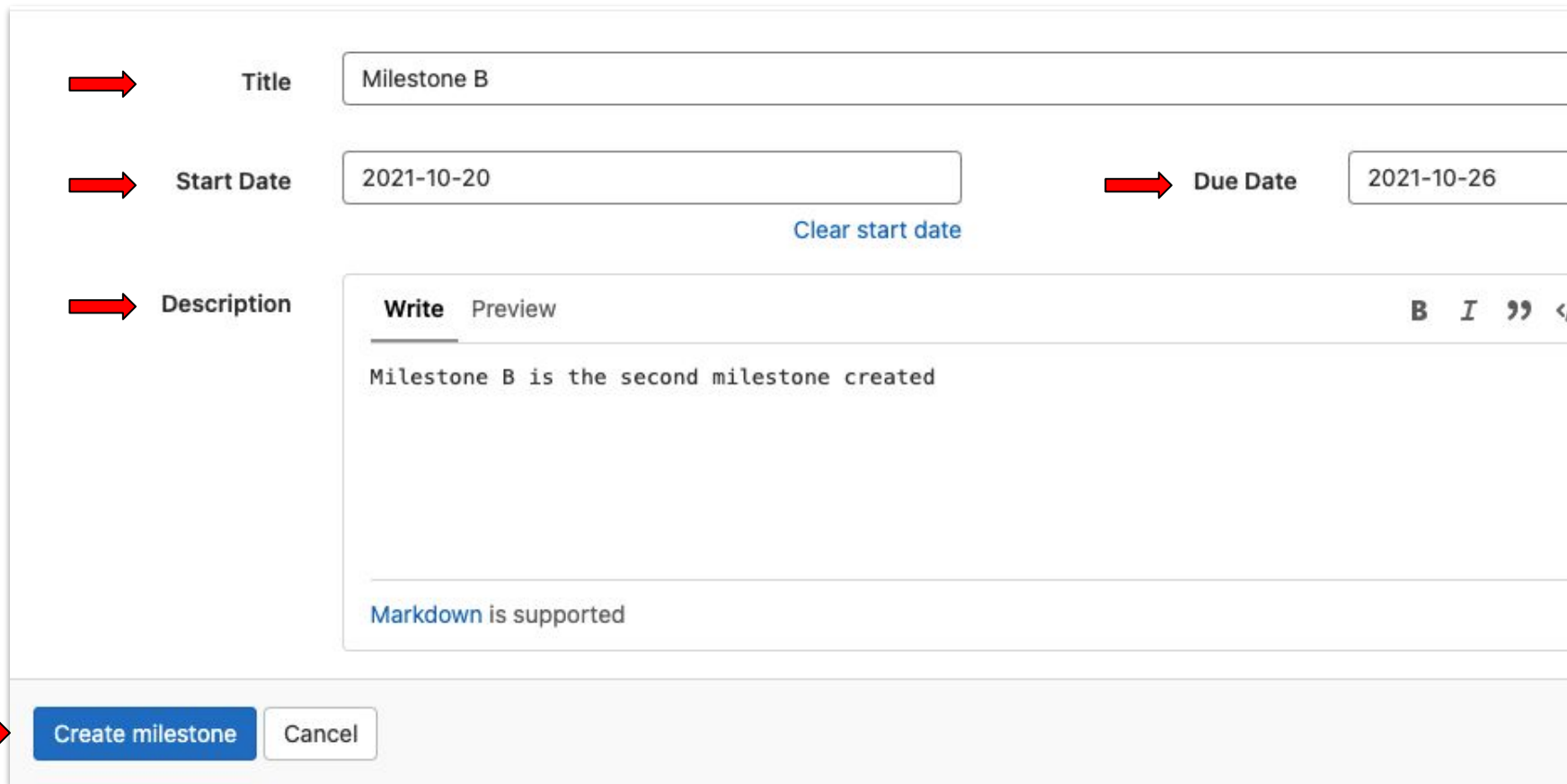


Create a new Milestone:

1. Select the 'New milestone' button.



Repeat: Create a project milestone



The screenshot shows a 'Create project milestone' dialog box. It has the following fields and controls:

- Title:** A text input field containing 'Milestone B'. A red arrow points to the label.
- Start Date:** A date input field containing '2021-10-20'. A red arrow points to the label. Below the field is a blue link labeled 'Clear start date'.
- Due Date:** A date input field containing '2021-10-26'. A red arrow points to the label.
- Description:** A rich text editor with a 'Write' tab selected. It contains the text 'Milestone B is the second milestone created'. A red arrow points to the label. The editor has a toolbar with bold (B), italic (I), quote (”), and code (</) icons.
- Buttons:** At the bottom, there are two buttons: 'Create milestone' (blue) and 'Cancel' (white). A red arrow points to the 'Create milestone' button.

Project milestone B details



Training Users > ... > JV workshop prep > JV workshop project > Milestones > **Milestone B**


Upcoming Milestone Oct 20, 2021–Oct 26, 2021 [Edit](#) [Promote](#) [Close milestone](#) [Delete](#)

Milestone B


Milestone B is the second milestone created

Filter by [Issues](#) [Issue weight](#)

Burndown chart



Burnup chart

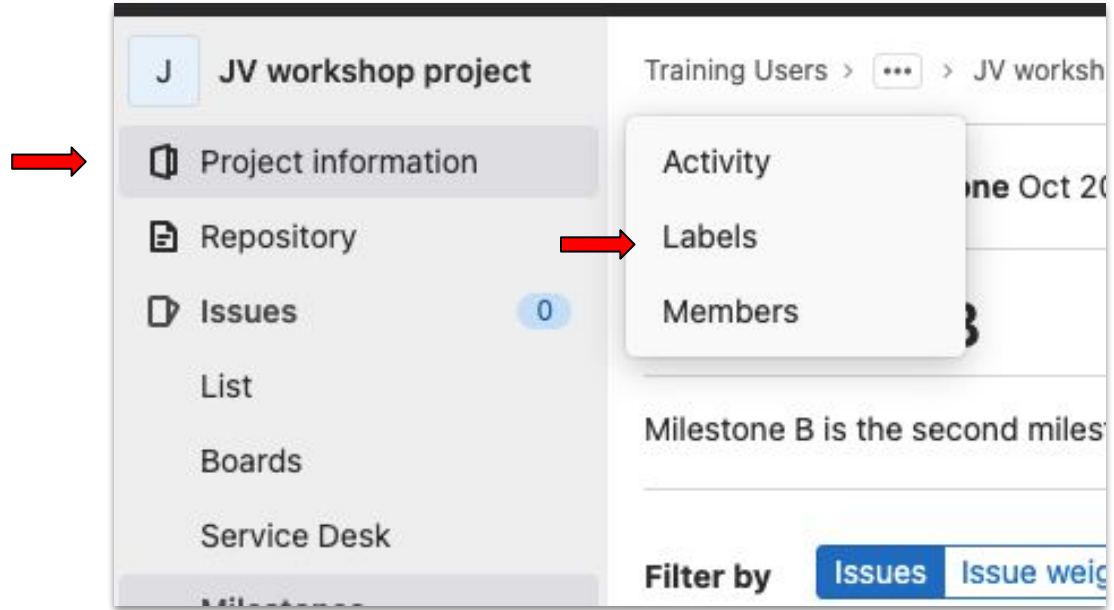


Access project labels



In the project repository:

1. Select 'Project information→Labels'.



Create new scoped project label



In the project Labels view:

1. No Labels will be listed.
2. Select the '**New label**' button.

Labels can be applied to issues and merge requests to categorize them.

You can also star a label to make it a priority label.



New label

Generate a default set of labels

Enter new scoped project label title



In the project Labels view:

1. Enter a scoped label title in the '**Title**' field.
2. For example, enter '**OS::Mac**'.

FYI, scoped labels are formatted as <value>::<value>

In the project Labels view:

1. Enter a brief scoped label description in the '**Description**' field.
2. Select a background color from the color options listed.
3. Select the '**Create label**' button.

The screenshot shows a 'New Label' dialog box with the following fields and options:

- Title:** A text input field containing 'OS::Mac'. A red arrow points to this field.
- Description:** A text input field containing 'Scoped Mac'. A red arrow points to this field.
- Background color:** A color selection area showing a blue swatch with the hex code '#6699cc'. A red arrow points to this area. Below the swatch, there is a tooltip that says 'Green-cyan' pointing to a green swatch in a row of color options.
- Create label button:** A blue button labeled 'Create label'. A red arrow points to this button.
- Cancel button:** A white button labeled 'Cancel'.

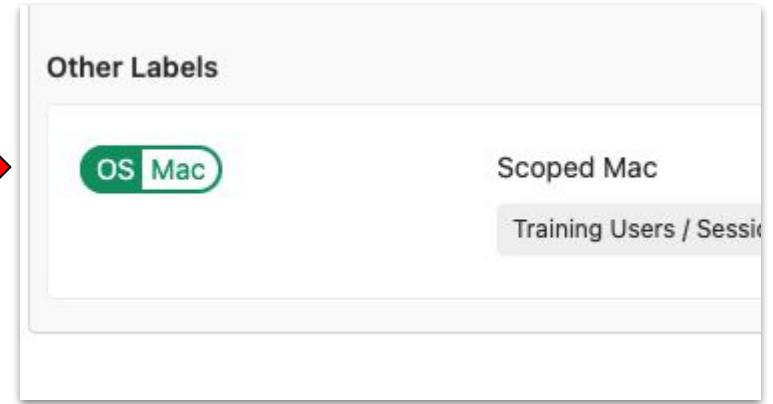
Additional text in the dialog includes: 'Using :: denotes a scoped' and 'Choose any color. In choose one of the'.

Project labels list



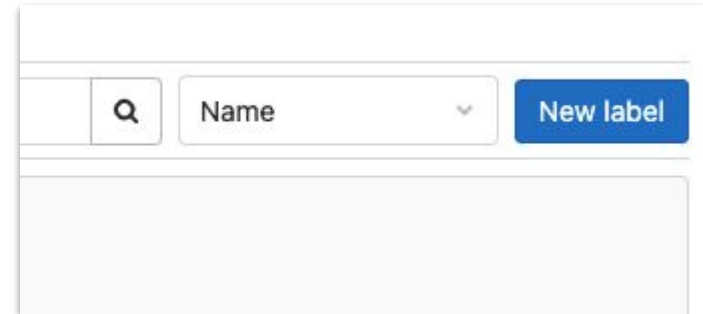
In the project Labels list:

1. Confirm '**OS::Mac**' label is listed.



In the project Labels list:

1. Select the '**New label**' button.



Enter another scoped project label title



In the project Labels view:

1. Enter a scoped label title in the '**Title**' field.
2. For example, enter '**OS::Linux**'.
3. Enter a brief scoped label description in the '**Description**' field.
4. Select a background color from the color options listed.
5. Select the '**Create label**' button.

New Label

Title OS::Linux

Using :: denotes a [scoped label set](#)

Description Scoped Linux

Background color #6699cc

Choose any color.
Or you can choose one of the following colors:

Blue-gray

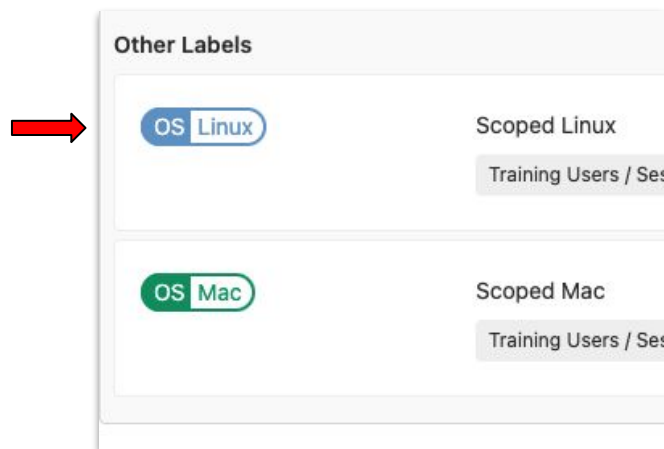
Create label Cancel

Project labels list



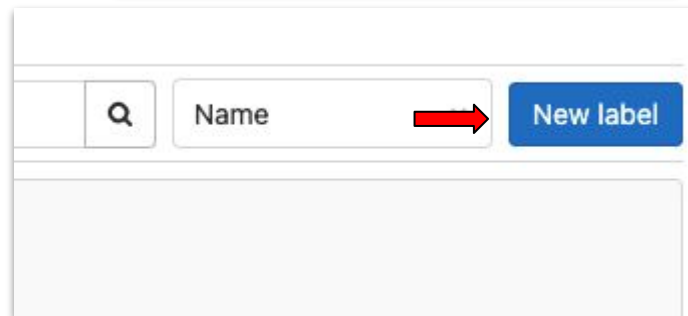
In the project Labels list:

1. Confirm '**OS::Linux**' label is listed.



In the project Labels list:

1. Select the '**New label**' button.



Enter new non-scoped project label title



In the project Labels view:

1. Enter a non-scoped label title in the '**Title**' field.
2. For example, enter '**Bugs**'.
3. Enter a brief label description in the '**Description**' field.
4. Select a background color from the color option listed.
5. Select the '**Create label**' button.

The screenshot shows the 'New Label' dialog box. It has four main input fields: 'Title', 'Description', 'Background color', and 'Create label'. Red arrows point to each of these fields. The 'Title' field contains the text 'Bugs'. The 'Description' field contains the text 'Bad things'. The 'Background color' field shows a blue color swatch with the hex code '#0000ff'. Below the color swatch, there is a row of color swatches, with the blue one highlighted and a tooltip labeled 'Blue' pointing to it. At the bottom, there are two buttons: 'Create label' and 'Cancel'.

New Label

Title Bugs

Use :: to create a [scoped label set](#) (eg. [priority](#))

Description Bad things

Background color #0000ff

Choose any color.
Or you can choose one of the suggested colors

Blue

Create label Cancel

Project labels list



In the project Labels list:

1. Confirm '**Bugs**' label is listed.



Other Labels

Bugs	Bad things Training Users / Sessi
OS Linux	Scoped Linux Training Users / Sessi
OS Mac	Scoped Mac Training Users / Sessi

In the project Labels list:

1. Select the '**New label**' button.

New label

Enter new non-scoped project label title



In the project Labels view:

1. Enter a non-scoped label title in the **'Title'** field.
2. For example, enter **'Feature'**.
3. Enter a brief label description in the **'Description'** field.
4. Select a background color from the color option listed.
5. Select the **'Create label'** button.

New Label

→ **Title** Feature

Use :: to create a [scoped label set](#) (eg. `priority::1`)

→ **Description** Good things

→ **Background color** #e6e6fa

Choose any color.
Or you can choose one of the suggested colors below

→ **Create label** Cancel

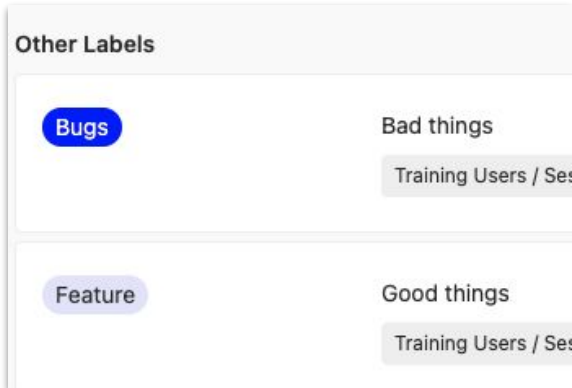
Lavendar

Project labels list



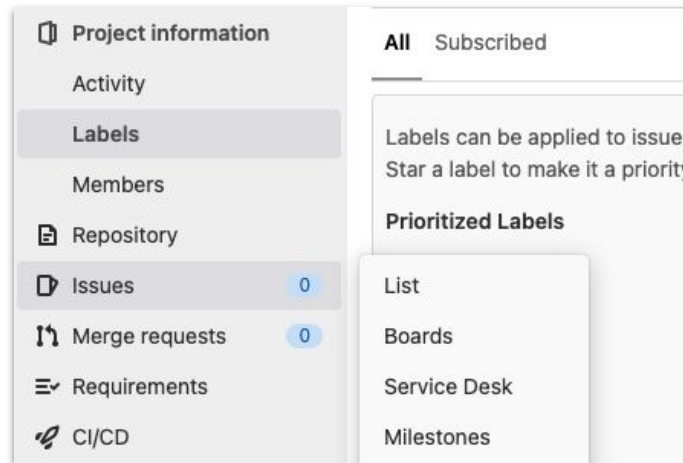
In the project Labels list:

1. Confirm 'Feature' label is listed.



In the project Labels list:

1. Select the 'Issue' panel.





In the project Labels view:

1. No issues will be listed.
2. Select the **'New issue'** button.

The Issue Tracker is the place to add things that need to be improved or solved in a project

Issues can be bugs, tasks or ideas to be discussed. Also, issues are searchable and filterable.



New issue

Import issues ▾

Enter issue metadata/create issue



In the project New issue view:

1. Enter an issue title in the **'Title'** field.
2. Enter an issue description in the **'Description'** field.
3. Select the **'Assign to me'** hyperlink.
4. Select the **'Milestone'** drop-down→<any milestone>.
5. Select the **'Labels'** drop-down→<any label>.
6. Select the **'Submit issue'** button.

The screenshot shows the 'New Issue' form in a project view. Red arrows point to the following fields and buttons:

- Title:** A text input field containing 'Issue A'.
- Description:** A text area with a 'Write' tab selected and a 'Preview' tab. The text 'Feature request' is entered.
- Assignees:** A dropdown menu showing 'Invited User iugyed6r'.
- Milestone:** A dropdown menu showing 'Milestone A'.
- Labels:** A dropdown menu showing 'OS::Linux'.
- Create issue:** A blue button at the bottom left.

Other visible elements include a 'Type' dropdown set to 'Issue', a 'Feature request' template link, a checkbox for 'This issue is confidential', and a 'Cancel' button.

Issue details



Issue A



Feature request

Drag your designs here or [click to upload](#).



Linked issues

0



0



0



Oldest first

Show all activity

Create merge request



Invited User iugyed6r @iugyed6r changed milestone to %Milestone A just now



Invited User iugyed6r @iugyed6r added OS Linux scoped label just now



Invited User iugyed6r @iugyed6r assigned to @iugyed6r just now

Write

Preview

B *I* ” </> 🔗 ☰ ☷ ☰ 📎 📄 ↗

Write a comment or drag your files here...

@iugyed6r

Epic
None

Milestone
Milestone A

Iteration
None

Time tracking
No estimate or time spent

Due date
None

Labels
OS Linux x

Weight
None

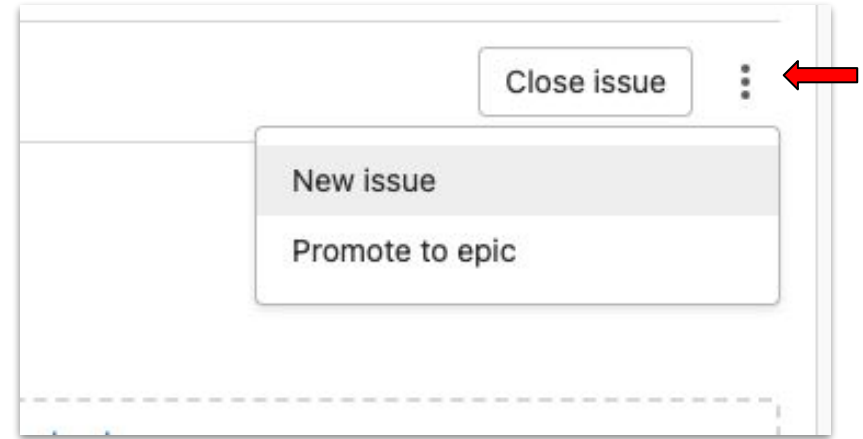


Create issue



In the project issue view:

1. Select the 
2. Select '**New issue**' option.



Repeat: enter issue details

In the project New issue view:

1. Enter an issue title in the '**Title**' field.
2. Enter an issue description in the '**Description**' field.
3. Select the '**Milestone**' drop-down→<any milestone>.
4. Select the '**Labels**' drop-down→<scoped label> and <non-scoped label>.
5. Select the '**Submit issue**' button.

The screenshot shows the 'New issue' form in a project view. The form is divided into several sections. The 'Title' field is at the top, with a red arrow pointing to it. Below the title is a section for 'Similar issues' and a 'Type' dropdown set to 'Issue'. The 'Description' field is below that, with a red arrow pointing to it. It has tabs for 'Write' and 'Preview', and a text area containing 'There's a bug in the code'. Below the description is a checkbox for 'This issue is confidential and should only be visible to team'. At the bottom, there are four dropdown menus: 'Assignees' (set to 'Unassigned'), 'Epic' (set to 'Select epic'), 'Milestone' (set to 'Milestone B'), and 'Labels' (set to 'Bugs +1 more'). Red arrows point to each of these four dropdowns. A small orange fox icon is in the top right corner.

Title Issue B

Add [description templates](#) to help your contributors communicate

Similar issues [?](#) **Issue A**
#1 • 2 minutes ago by [?](#)

Type Issue [?](#)

Description

Write **Preview**

There's a bug in the code

[Markdown](#) and [quick actions](#) are supported

☐ This issue is confidential and should only be visible to team

Assignees Unassigned [Assign to me](#)

Epic Select epic

Milestone Milestone B

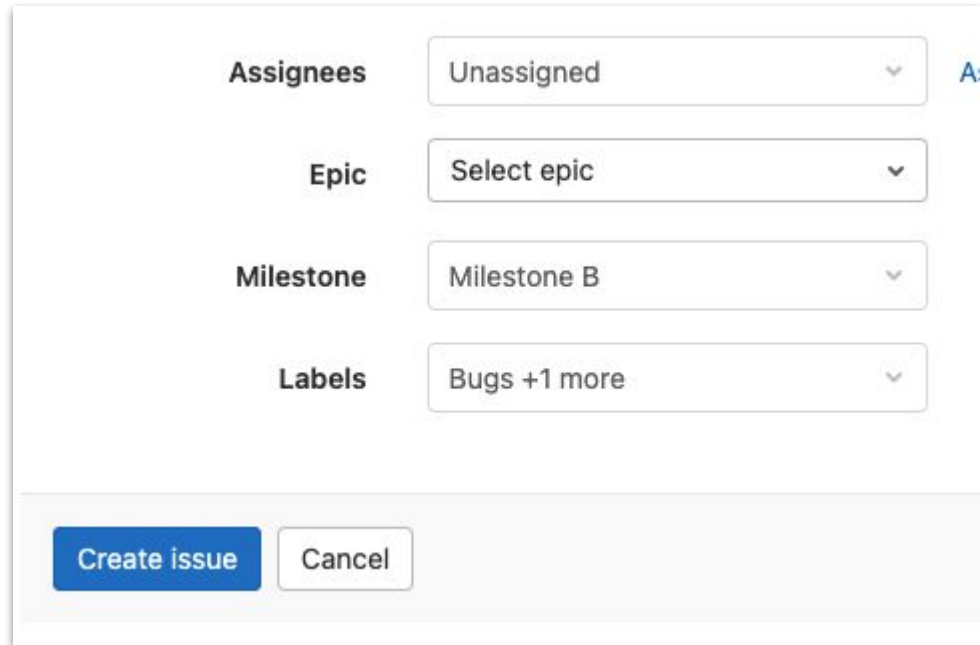
Labels Bugs +1 more

Finalize the issue creation



In the project New issue view:

1. Select the **'Create issue'** button.



Assignees Unassigned

Epic Select epic

Milestone Milestone B

Labels Bugs +1 more

Create issue Cancel

New issue details



Issue B

There's a bug in the code

Drag your designs here or [click to upload](#).

Linked issues

0



0



0



Oldest first



Show all activity



Create merge request



Invited User iugyed6r @iugyed6r changed milestone to %Milestone B just now



Invited User iugyed6r @iugyed6r added OS Mac scoped label just now



Invited User iugyed6r @iugyed6r added Bugs label just now

Epic
None

Milestone

Milestone B

Iteration

None

Time tracking

No estimate or time spent

Due date

None

Labels

Bugs



OS Mac



Access project issue boards



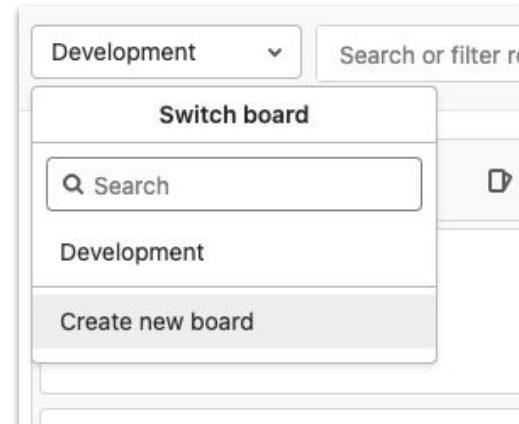
In the project repository:

1. Select '**Issues**→**Boards**'.



In the project Issue Board view:

1. Select the '**Switch board**' menu→ '**Create new board**' option.



Name new project issue board



In the Create new board view:

1. Enter a board title into the **'Title'** field.
2. Select the **'Create board'** button.



Create new board

×

Title

WIP Board

List options

Configure which lists are shown for anyone who visits this board

☒ Show the Open list

☒ Show the Closed list

Scope

Expand

Board scope affects which issues are displayed for anyone who visits this board

Cancel

Create board



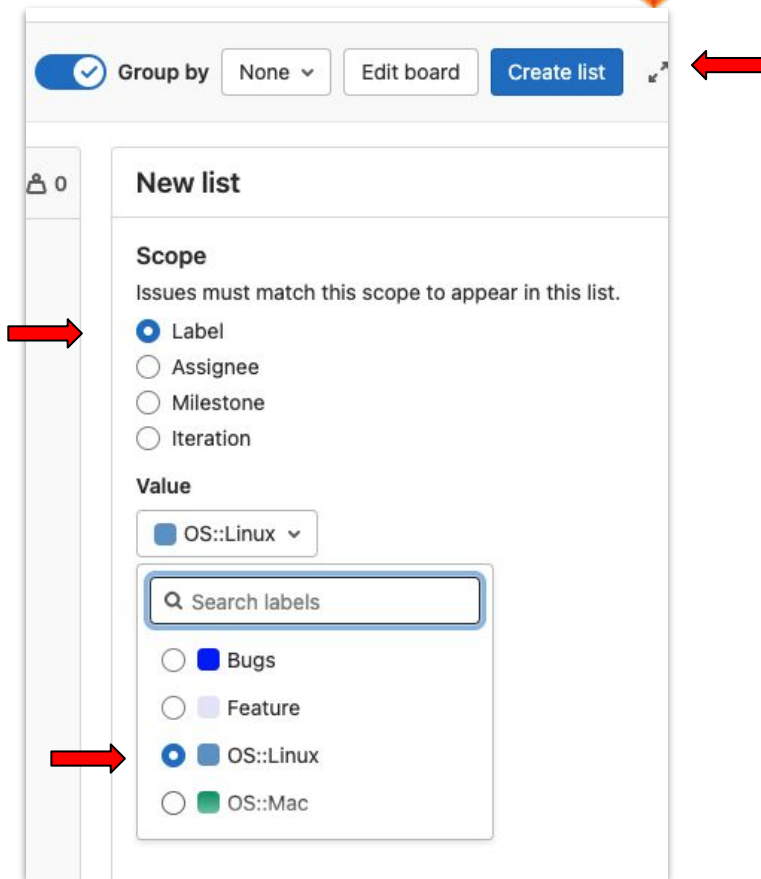
Modify issue board scope

In the project Issue Board view:

1. Select the **'Create list'** menu→ **'Label'** radio button.
2. Select **'Value'** drop-down.
3. Select a **'<scoped label>'**.
4. Select the **'Add to board'** button.

In the project Issue Board view:

5. Select the **'Create list'** menu→ **'Label'** radio button.
6. Select **'Value'** drop-down.
7. Select the **'<other scoped label>'**.
8. Select the **'Add to board'** button.

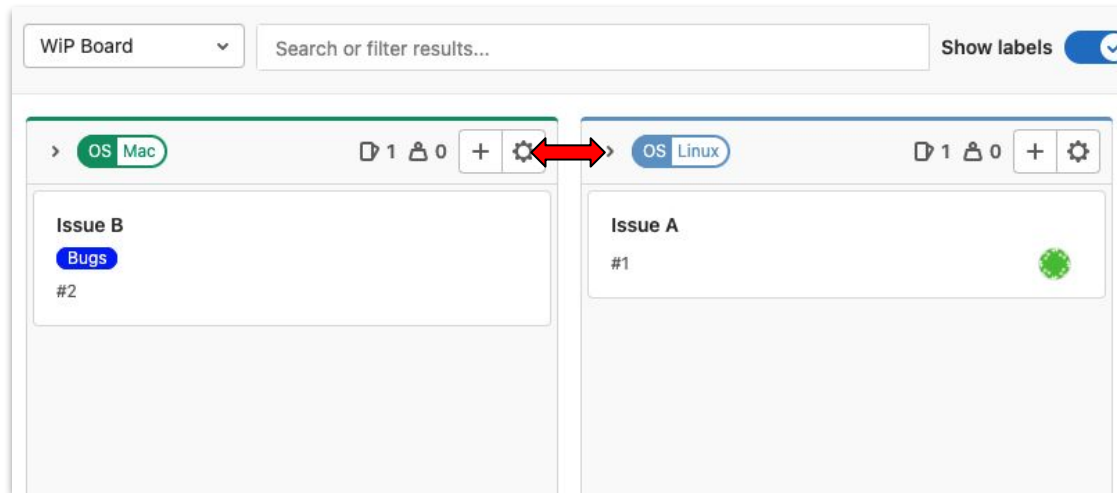


Move board columns



In the project Issue Board view:

1. Select and hold a '<scoped column>' and move it before/after the other "<scoped label>" column.
2. Example: 'OS::Mac' before 'OS::Linux' column.

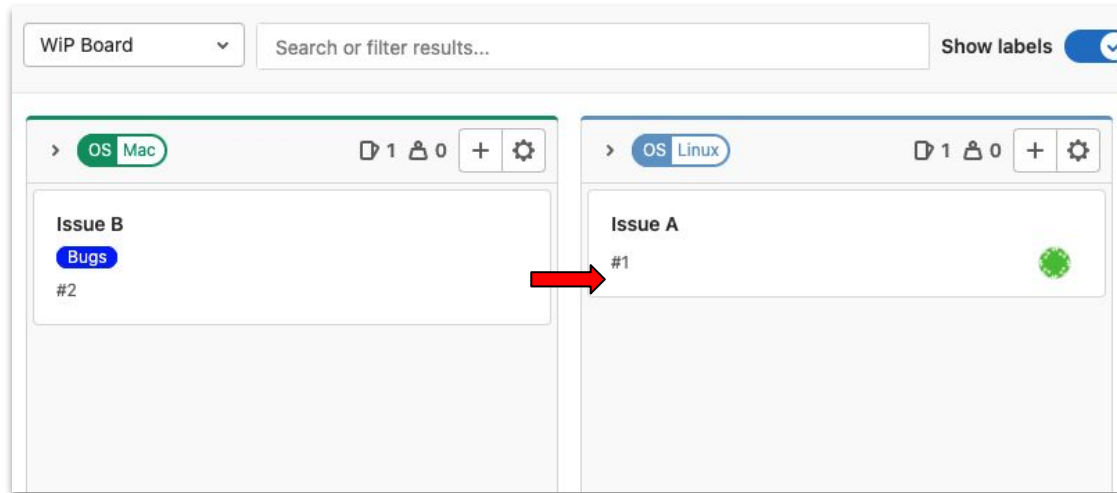


Move issue within board



In the project Issue Board view:

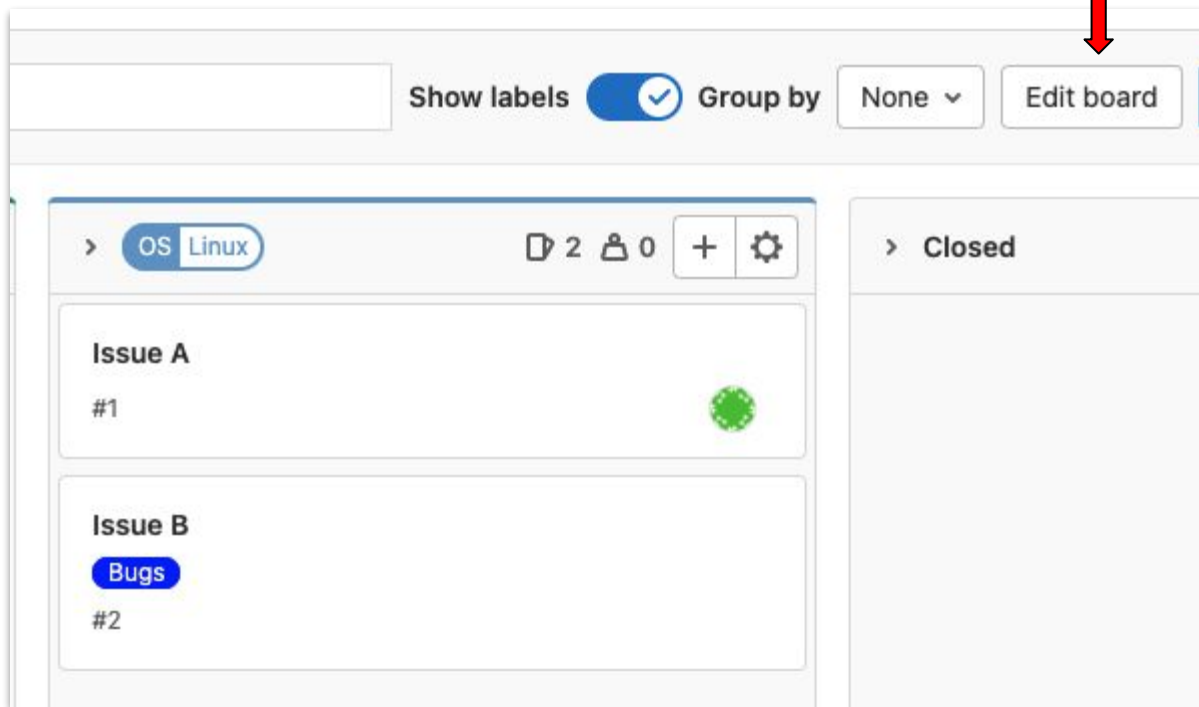
1. Select and hold '**<an issue>**' and drag into the other '**<scoped label>**' column.
2. Example: '**Issue A**' into '**OS::Linux**' column.



Modify scope of existing issue board

In the project Issue Board view:

1. Select '**Edit board**' button.



Scope existing issue board to milestone

In the Edit board view:

1. Select **'Edit'** option for the **'Milestone'** pane.
2. Select **'Any milestone'** option.
3. Select the **'Save changes'** button.

Scope

Board scope affects which issues are displayed for anyone who visits this board

Milestone Edit

Milestone

Search milestones

Any milestone

No milestone

Upcoming

Started

Milestone A

Milestone B

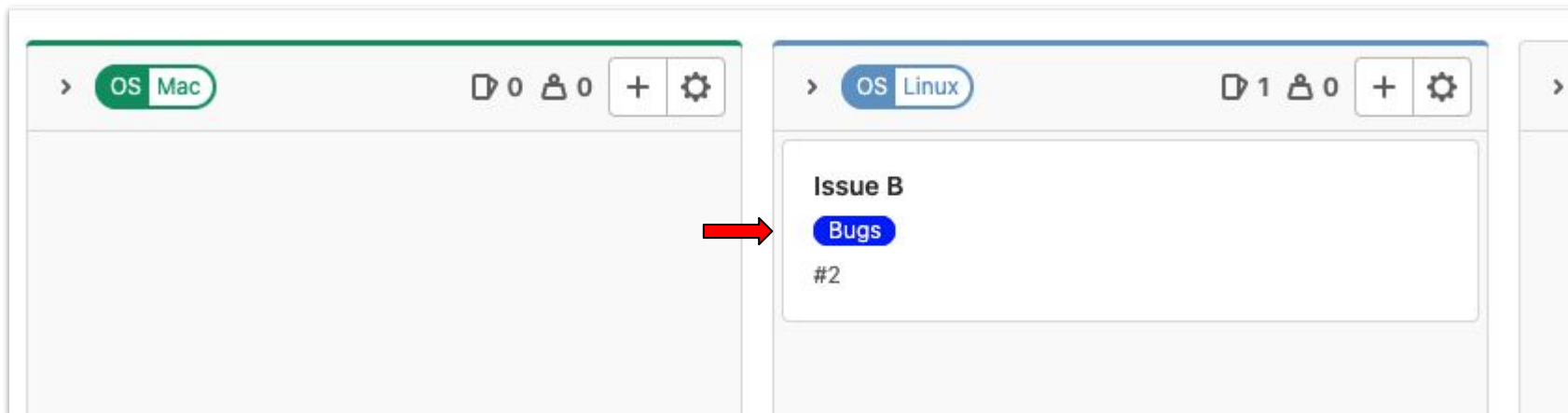
Cancel Save changes

Confirm scoping change to existing issue board



In the Issue Boards view:

1. Issue(s) matching selected milestone is/are displayed.





GitLab

Thank you