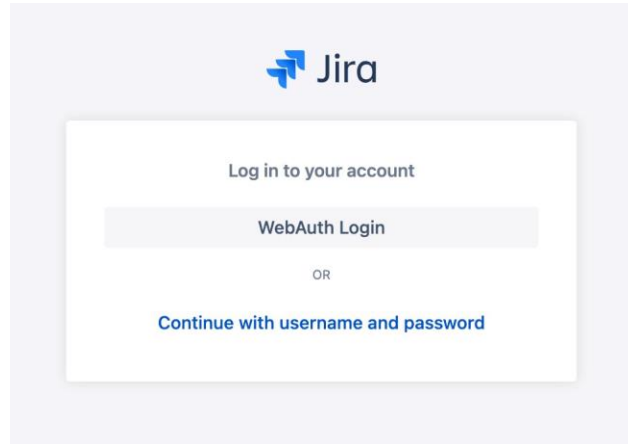


Jira

Account Setup

Navigate to https://jira.engr.arizona.edu/login.jsp?os_destination=%2Fdefault.jsp



Select *WebAuth Login* and sign in with NetID

Access

Once an account has been set up, students and instructors may access jira through:

<https://jira.engr.arizona.edu/> so long as they are connected to UAWifi or the UA VPN for remote access.

Basics

Epics:

An agile epic is a significant issue broken into specific user stories aligned with customer needs or requirements. It's a key tool for managing work, ensuring projects are segmented for efficient completion. Epics offer flexibility in scope, adapting based on customer feedback and team cadence during multiple sprints. Understanding and implementing agile epics is crucial for effective task organization in agile and DevOps practices.

Stories:

A user story issue is a brief, end-user-focused explanation of a software feature, emphasizing its value. It's not just a system requirement; it puts people first in agile development. These succinct statements aid in sprint planning and estimation, while also serving as building blocks for larger structures like epics and initiatives, aligning day-to-day development with organizational goals.

Tasks:

Tasks refer to individual units of work that need to be completed as part of a larger project. Tasks are typically smaller, more manageable pieces of work that contribute to the overall goals of a project. They

are often used to break down larger user stories or issues into actionable items. Each task in Jira can be assigned to a specific team member, tracked for progress, and linked to other related tasks or issues.

Subtasks:

Sub-tasks are smaller units of work that can be created within a parent issue/story. They allow for breaking down a larger task or issue into more manageable components. Sub-tasks have their own details, such as description, status, and assignee, and they contribute to the overall progress of the parent issue. Sub-tasks are useful for teams to handle complex tasks by dividing them into smaller, actionable items, providing a more granular view of the work to be done within a project.

Issues Summary:

Epics are derived from the project initiative, these are commonly MVPs or Releases. User Stories are derived from the project's requirements and are usually separated into respective Epics to plan development phases. Tasks are to-do items that can be linked to Stories to aid in assigning work to team members. Sub-tasks can be derived from Stories or Tasks and are atomic items allowing an assigned Story/Task to be split into smaller chunks and assigned to multiple people.

Making Issues:

Begin by either clicking on the Create button at the top bar, or navigate to your backlog and click Create Issue.

Enter a Summary for the issue.

Fill in all mandatory fields and any additional desired fields.

Optionally, modify the fields that appear during subsequent issue creation by selecting Configure Fields. Choose the fields you want to display or hide, and they will be applied to future issues you create.

Optionally, if you wish to create additional issues with the same Project and Issue Type, check the Create another checkbox. Note that certain fields may be auto-filled based on your configuration and creation history, so review them before finalizing the new issue.

Once done, click on the Create button.

Locating Issues:

Your team likely set up a project with a backlog of issues. To find your task, utilize boards for a user-friendly display. Follow these steps:

Click on "Boards" in the top menu.

Choose a board from the drop-down list.

Navigate to "Active sprints" to view issues in the sprint of your selected board.

Identify the top card in the "To Do" column and move it to "In Progress" to assign the issue to yourself.

Working on Issues:

Indicate that work has begun by moving the issue to "In Progress." Ensure you assign it to yourself (if not already assigned) and provide technical details:

In the "Active sprints" of your board, select the issue in the "In Progress" column.

Click "Edit" in the 'cog' drop-down to access the 'Edit Issue' dialog.

If not assigned yet, add your name in the Assignee field.

Include technical details and, if needed, specify components or versions.

Click "Update" when finished.

Providing More Issue Details:

Select the issue to add a comment.

In the "Issue Detail" view, click the "Comment" button.

Type your comment and mention others using "@User's Name" to notify them.

Click "Add" to save the comment.

Create a Branch:

Before coding, ensure you are working in accordance with what your team has decided upon for workflow. In repository-based software projects it is advisable to create a new branch for your development.

Start Coding:

With your new branch, you can confidently start coding without affecting the main branch.

Finish Your Work:

After a successful review of your work or other confirmation of your task completion you can mark your task as complete.

Locate your card in the "Active sprints" of your board.

Drag and drop the card to the "Done" column.

Optionally, select a resolution from the drop-down menu in the "Close Issue" dialog.

Click "Close Issue" to finalize the process.

Project Boards

Backlog

The Backlog view is a list of all the tasks, user stories, or issues that are yet to be scheduled or worked on. It serves as a repository for future work, allowing teams to prioritize and plan upcoming tasks. Items in the backlog can be moved to active sprints or planned for future releases.

Active Sprint

Active Sprint view displays the tasks that a team is currently working on during a specific time frame (sprint). It provides visual representation of the project's tasks, often organized in columns representing different stages of workflow (e.g., To Do, In Progress, Done). It offers a dynamic view of the project's current status and helps teams manage and prioritize work efficiently.

Releases

The Releases view allows teams to manage and track the progress of project releases. It provides an overview of completed and upcoming releases, helping teams coordinate and plan their development efforts in alignment with broader project timelines.

Reports

The Reports view in Jira Server offers various analytics and insights into project progress, team performance, and issue tracking. Users can generate reports such as burndown charts, velocity charts, and issue analysis reports to assess project health and make data-driven decisions.

Issues

The Issues view provides a comprehensive list of all issues within a project. It allows users to search, filter, and view details of individual issues, making it a central hub for managing and tracking the status of tasks, user stories, or bugs throughout the project's lifecycle.

Components

The Components view helps organize and categorize project work into manageable units. Components can represent different features, modules, or functional areas of a project. This view assists in structuring and tracking work based on these defined components, contributing to better organization and management of tasks.

Workflow

Group Project Setup

Instructors should have the ability to create groups within Jira to assign projects. Once a group has been assigned, the members can begin setting up their project by navigating to their backlog and selecting either Create Issue or Create Sprint.

Once a Sprint has been made, issues can be assigned to it either upon creation or from the project backlog.

Assign Roles

It is advisable to assign team roles for Agile development, particularly a Scrum Master to guide meetings while using Jira.

Project Breakdown

Project requirements can be represented as individual stories. These are the building blocks that define specific functionalities or tasks needed for the project.

Epics serve as higher-level containers to organize the development of Minimum Viable Products (MVPs) or Releases. They help group related stories and provide a strategic overview of project progress.

Stories can be associated with Epics to align them with broader project goals. This linking allows for a clear understanding of how individual tasks contribute to the overall objectives outlined in an Epic.

Sprints are time-boxed development cycles where tasks are planned and executed. Tasks represent specific work items that contribute to the completion of a story, Epic, or project. Sprints help in iterative development and allow teams to focus on achievable goals within set timeframes.

Tasks can be linked to corresponding stories, establishing a clear connection between the detailed work and the overarching project requirements. This linkage aids in tracking progress and understanding the context of each task.

Tasks can be assigned to specific team members responsible for their development. This ensures accountability and clarity about who is working on each aspect of the project.

Sub-tasks provide a way to break down tasks into more manageable components. They can also be used to assign portions of a task to different team members. Sub-tasks offer flexibility in organizing and distributing work efficiently.

Daily Scrums

Creation of tasks can be done prior or during daily scrums. Here, teams should discuss progress of current sprint-specific tasks, and allocate team members to unassigned tasks for work.

Tracking Development

When creating Stories or Tasks, providing Story Points associated with them allows for Jira to track progress for you. Story Points can reflect time or effort required to complete issues, and will allow team members to view tracking of progress for the project within the Reports project board.

Additional Resources

[Jira Documentation - Projects](#)

[Jira Documentation - Boards](#)

[Jira Documentation - Issues](#)