

# meotic

JIRA/Greenhopper

***Click to edit Master subtitle style***  
December 2011



1

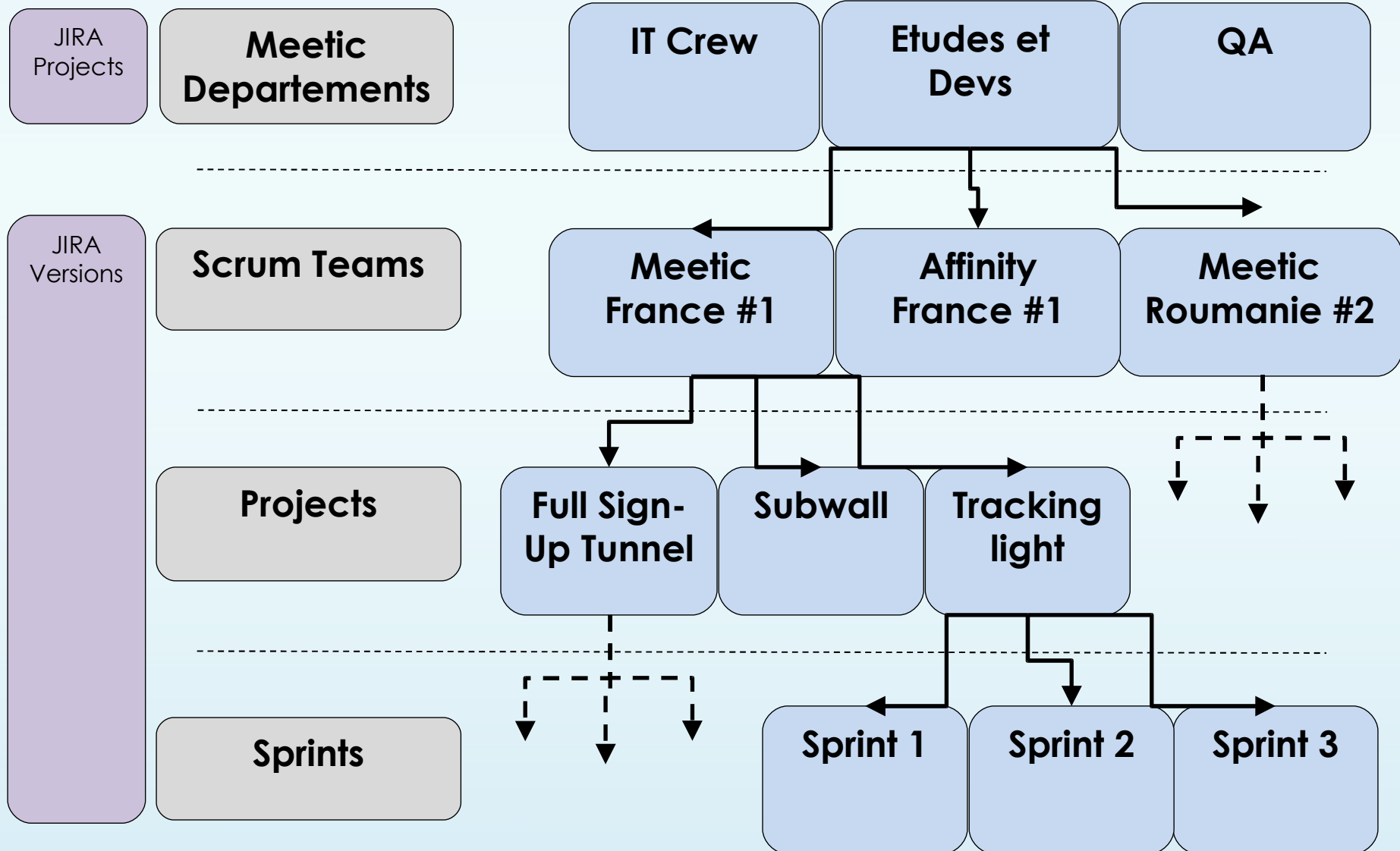
2

3

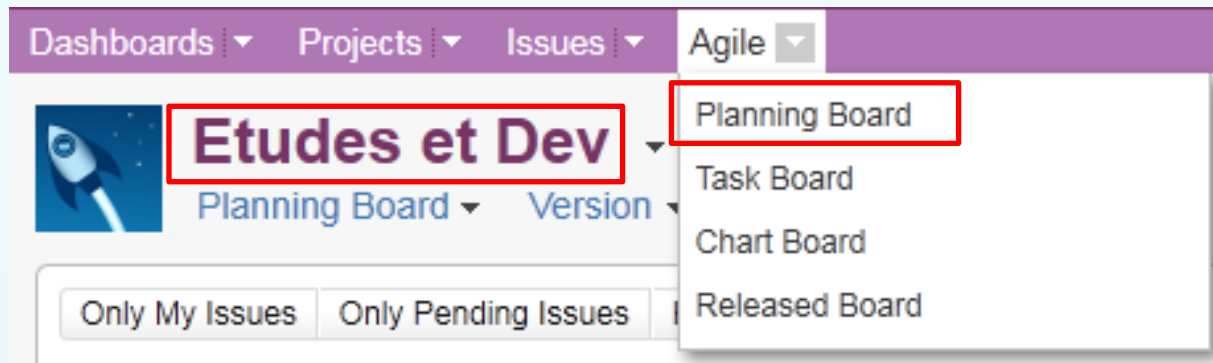
4

5

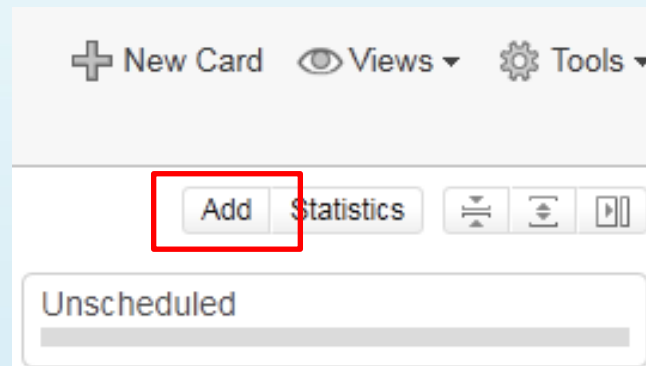
6



□ The hierarchy « Scrum Team > Projects > Sprints » is made possible thanks to JIRA versions. To add one of those elements, you need to choose the JIRA Project « Etudes et Dev » and then the « Planning Board ».



•To add a version (Scrum Team, Project or Sprint), you can click on « Add » on the top right side of the page.



- To create the hierarchy, you have to use the « Parent » on the « add version » layer:
  - Creation of a new scrum team: « Parent » = none
  - Creation of a new project: « Parent » = a scrum team
  - Creation of a new sprint: « Parent » = a project

### Add Version

Version Name:

Parent: • MF2 AB Sprint 1 None

Start Date: Meetic France 2

End Date: • MF2 Tracking Light

Release Date: • MF2 TL Sprint 1

Description: • MF2 AB Testing

• MF2 AB Sprint 1

Affinity France 1

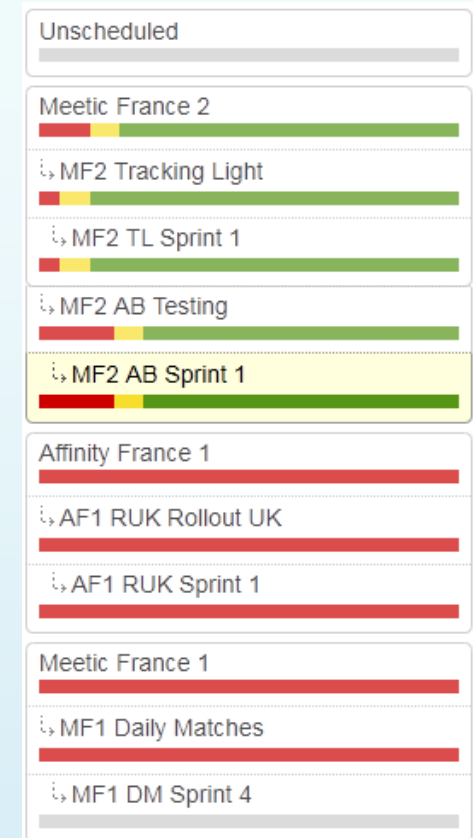
• AF1 RUK Rollout UK

• AF1 RUK Sprint 1

Meetic France 1

• MF1 Daily Matches

• MF1 DM Sprint 4



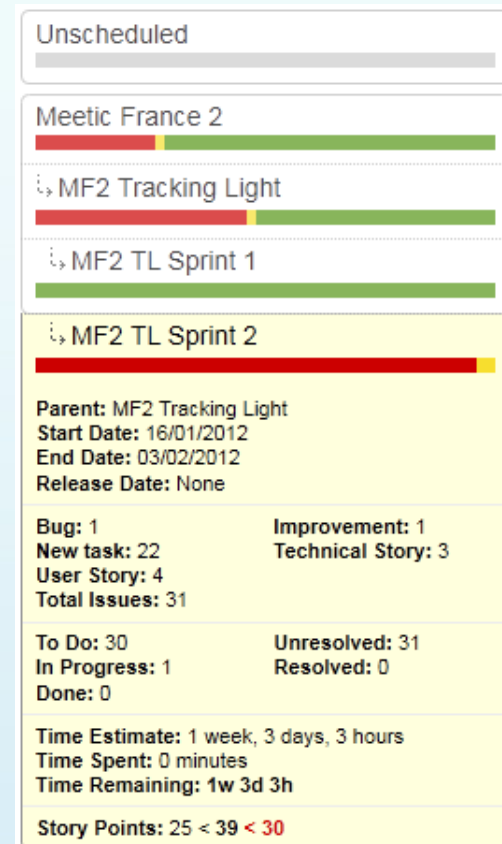
- Standard version names:

- Team: [**Product**] [**Country**] [Team Number] (ex: Meetic France 2 or BizDev Romania 1)
- Project: [**Team Initials**] [Project Name] (ex: MF2 Tracking light or BR1 Full Sign Up Tunnel)
- Sprint: [**Team Initials**] [**Project Initials**] Sprint [Sprint Number] (ex: MF2 TL Sprint 1)



- **Product**: Meetic/Affinity/BizDev
- **Country**: France/Romania
- **Team Initials**: MF1/MF2/MR1/MR2/AF1/BR1/FF1
- **Project Initials**: to create for each project (2 or 3 characters max)

□ The project initials are needed in order to differentiate the sprint names of two projects of a single team because Greenhopper does not allow same names for versioning.



- Dates on the « add version » layer will be used to create burndown charts. It is important to respect further standards for burndown charts in order to be relevant:

- ☐ **For Scrum Teams:** no dates

- ☐ **For Projects:**

- Start date: 1st day of the 1st sprint

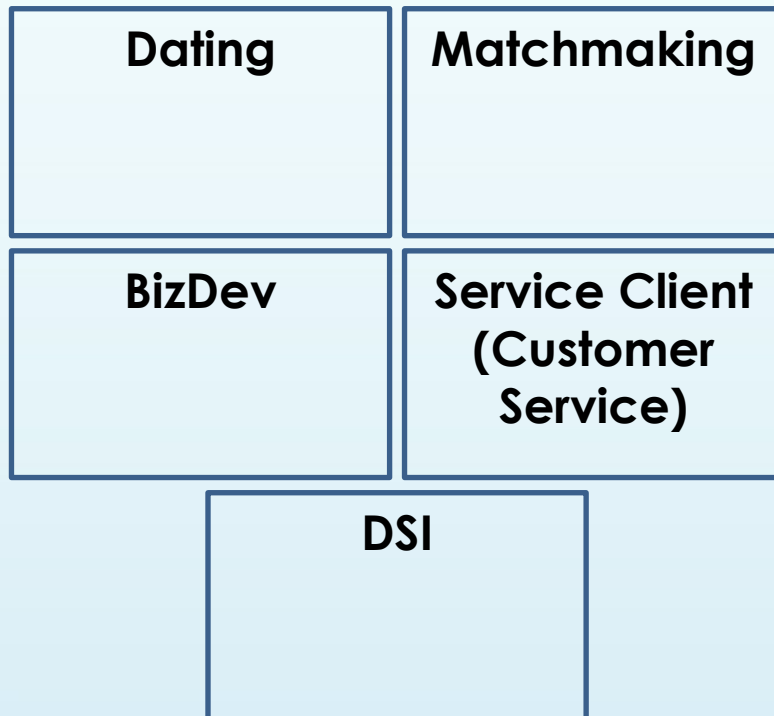
- End date: estimation of the last day of the last sprint (to update during the release planning meeting)

- ☐ **For Sprints:**

- Start date: 1st day of the sprint (creation of the backlog in JIRA)
  - End date: last day of the sprint (review)

- The component will be used to attribute every issues to the right product/activity. It will be usefull for the reporting.

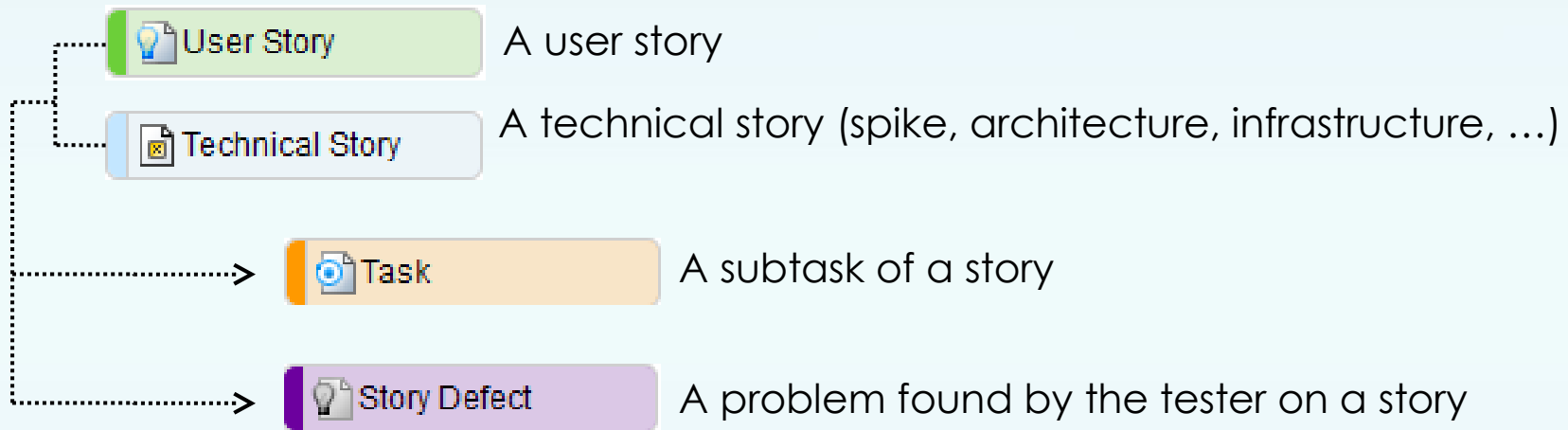
It is necessary to indicate for each issue the component, which could be:





The screenshot shows the 'New User Story' form. The 'Component' field is highlighted with a red box and contains the value 'Unknown'. Other fields include 'Rank' (Dernière), 'Summary \*', 'Description', 'Version' (MF2 TL Sprint 2), 'Assignee' (Auto Assign), 'Story Points', and 'Reporter \*' (Thomas DIAVET). The form has buttons for 'Create', 'Create and Close', and 'Cancel'.




## 2 Request types



 **Bug** A problem on a released version:  
→ If critical, priority on « Critical »  
→ If trivial, priority on « Trivial »

 **QA Defect** A problem found by the QA on a story  
→ If critical, priority on « Critical »  
→ If trivial, priority on « Trivial »

 **Improvement** An improvement or enhancement to an existing story

□ Different views of the issues lists are available by clicking on « Views » :

+ New Card **Views** ⚙ Tools ▾

Add Statistics



1 2

Unscheduled

### List

	DEV-15 8 Subs	[YES] En tant que CDP/Market, je veux que si un membre Meetic envoie un YES, la bonne origine soit repercutée en	MF2 TL Sprint 2	Reopened	Unassigned	Σ 4 hours	Dating	8
	DEV-288 3 Subs	[VISITES] Modifier la fonction d'envoi des visites pour prendre en compte un nouveau champ "origin" de type chaîne de	MF2 TL Sprint 2	Open	Unassigned	Σ 1 day	Dating	8
	DEV-289 4 Subs	[VISITES] En tant que CDP/DW, je veux que si un membre Meetic génère une visite, la bonne origine soit repercutée en	MF2 TL Sprint 2	Open	Unassigned	Σ 1 day, 1 hour, 30 minutes	Dating	8

### Summaries

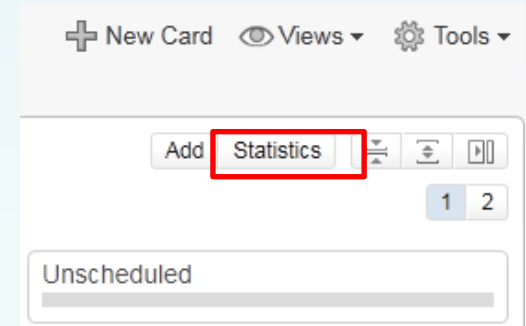
	DEV-15 8 Subs	[YES] En tant que CDP/Market, je veux que si un membre Meetic envoie un YES, la bonne origine soit repercutée en	MF2 TL Sprint 2	Reopened	Unassigned	Σ 4 hours	Dating	8
	DEV-288 3 Subs	[VISITES] Modifier la fonction d'envoi des visites pour prendre en compte un nouveau champ "origin" de type chaîne de	MF2 TL Sprint 2	Open	Unassigned	Σ 1 day	Dating	8

### Cards

	DEV-15 8 Subs	[YES] En tant que CDP/Market, je veux que si un membre Meetic envoie un YES, la bonne origine soit repercutée en base (en suivant la DOD: "Vérification en BDD de la bonne prise en compte des origines en fonction de la navigation"	Version: MF2 TL Sprint 2	Status: Reopened	Assignee: Unassigned	Remaining: Σ 4 hours	Component: Dating	8
	DEV-288 3 Subs	[VISITES] Modifier la fonction d'envoi des visites pour prendre en compte un nouveau champ "origin" de type chaîne de caractères. DOD: "Test unitaire de la fonction avec envoi du nouveau paramètre"	Status: Open	Version: MF2 TL Sprint 2	Assignee: Unassigned	Remaining: Σ 1 day	Component: Dating	8

## 2 Request types > Statistics

□ To manage easily the issues, you can add a marker to the list by clicking on « Statistics » :



Field Name	Capacity	Actions	Markers
Story Points	Min: 25 Max: 30	<a href="#">Edit</a>   <a href="#">Remove</a>	<input type="checkbox"/>

□ Min and max indicates the range of story points that you can take in your sprint. It is possible to modify the values by clicking on « Edit ». Check or uncheck the box if you want the marker to appear or not.

DEV-15 8 Subs	[YES] En tant que CDP/Market, je veux que si un membre Meetic envoie un YES, la bonne origine soit repercutée en	MF2 TL Sprint 2	Reopened	Unassigned	Σ 4 hours	Dating	8
DEV-288 3 Subs	[VISITES] Modifier la fonction d'envoi des visites pour prendre en compte un nouveau champ "origin" de type chaîne de	MF2 TL Sprint 2	Open	Unassigned	Σ 1 day, 4 hours	Dating	8
DEV-289 4 Subs	[VISITES] En tant que CDP/DW, je veux que si un membre Meetic génère une visite, la bonne origine soit repercutée en	MF2 TL Sprint 2	Open	Unassigned	Σ 1 day, 1 hour, 30 minutes	Dating	8
DEV-294	Documentation sur l'AB Testing	MF2 TL Sprint 2	In Progress	Jérôme LAMARTINIERE			None
Story Points (1 remaining, 24 total)				Capacity (25)		25	

□ To create the product backlog, go on the planning board and click on « New Card ». You can also directly click on the issue type when you display the legend. (Tools > Legend)

+ New Card

User Story

Task

Story Defect

Improvement

Technical Story

Bug

QA Defect

#### New User Story

User Story Trivial

Rank: Dernière

Summary \*:

255

Description:

Version: MF2 TL Sprint 2

Assignee: Auto Assign

Component: Unknown

Story Points:

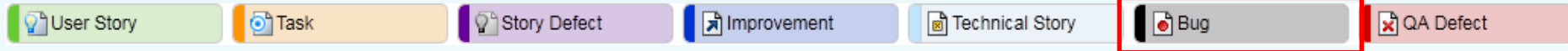
Reporter \*: Thomas DIAVET

Create Create and Close Cancel

Mandatory informations on a **Story** :

- Summary
- Version (automatic)
- Component
- Story Points

+ New Card



**New Bug**

Bug Trivial

Rank: Dernière

Summary \*:

255

Description:

Version: MF2 TL Sprint 2

Component: Unknown

Assignee: Auto Assign

Story Points:

Reporter \*: Thomas DIAVET

Create Create and Close Cancel

Mandatory informations on a **bug** :

- Summary
- Version (automatic)
- Component
- Priority (Critical or Trivial)

- The issue type « Bugs » is to use only for bugs on production.
- ➔ **If the bug is critical** and needs an immediate correction (meaning that the team will stop working on the current project), select the priority « Critical »
- ➔ **If the bug is not critical**, it will be considered as **Trivial** so select the priority « Trivial ». A trivial bug will be prioritized by the product owner in the backlog for the next sprints.

+ New Card

User Story

Task

Story Defect

Improvement

Technical Story

Bug

QA Defect

New QA Defect

QA Defect Trivial

Rank: Dernière

Summary \*:

255

Description:

Version: MF2 TL Sprint 2

Assignee: Auto Assign

Component: Unknown

Story Points:

Reporter \*: Thomas DIAVET

Create Create and Close Cancel

Mandatory informations on a **QA Defect** :

- Summary
- Version (automatic)
- Component
- Priority (Critical or Trivial)

• The issue type « QA Defect » is to use by the QA only for problems on a project release.

➔ If the **QA Defect is critical** and needs a correction before going into production, select the priority « Critical ».

➔ If the **QA Defect is not critical**, it will be considered as **trivial and acceptable** to put the project into production, then select the priority « Trivial ». A trivial QA Defect will be prioritized by the product owner in the backlog for the next sprints.

- To get an actual velocity for the sprint, you need to value, in story points, bugs and QA Defects in the backlog.
- For bugs and QA defects that will be corrected the day of their creation, the valuation will be done directly between team members.
- For bugs and QA defects that will be corrected in the sprint but not the day of their creation, the valuation can be done on the next daily scrum.
- For bugs and QA defects unscheduled, the valuation can be done on the next sprint planning meeting.

EDS-145

Bug mineur release sprint précédent

Version: EST PT1 Sprint 2

Composant: Dating

Etat: Ouvertes

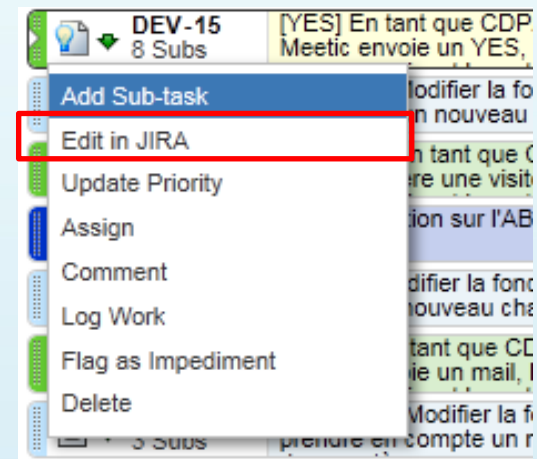
Attribution: Non attribué

5

□ When all issues are created, you can prioritize them in JIRA/Greenhopper using a simple vertical « Drag and Drop » in the planning board (from top to bottom of the page)

DEV-15 8 Subs	[YES] En tant que CDP/Market, je veux que si un membre Meetic envoie un YES, la bonne origine soit repercutée en	MF2 TL Sprint 2	Reopened	Unassigned	Σ 4 hours	Dating
DEV-288 3 Subs	[VISITES] Modifier la fonction d'envoi des visites pour prendre en compte un nouveau champ "origin" de type chaîne de	MF2 TL Sprint 2	Open	Unassigned	Σ 1 day	Dating
DEV-289 4 Subs						
DEV-294	Documentation sur l'AB Testing	MF2 TL Sprint 2	In Progress			Jérôme LAMARTINIERE
DEV-290 4 Subs	[MAILS] Modifier la fonction d'envoi des mails pour prendre en compte un nouveau champ "origin" de type chaîne de	MF2 TL Sprint 2	Open	Unassigned	Σ 1 day, 6 hours	Dating
DEV-291 4 Subs	[MAILS] En tant que CDP/DW, je veux que si un membre Meetic envoie un mail, la bonne origine soit repercutée en	MF2 TL Sprint 2	Open	Unassigned	Σ 1 day, 3 hours, 30 minutes	Dating

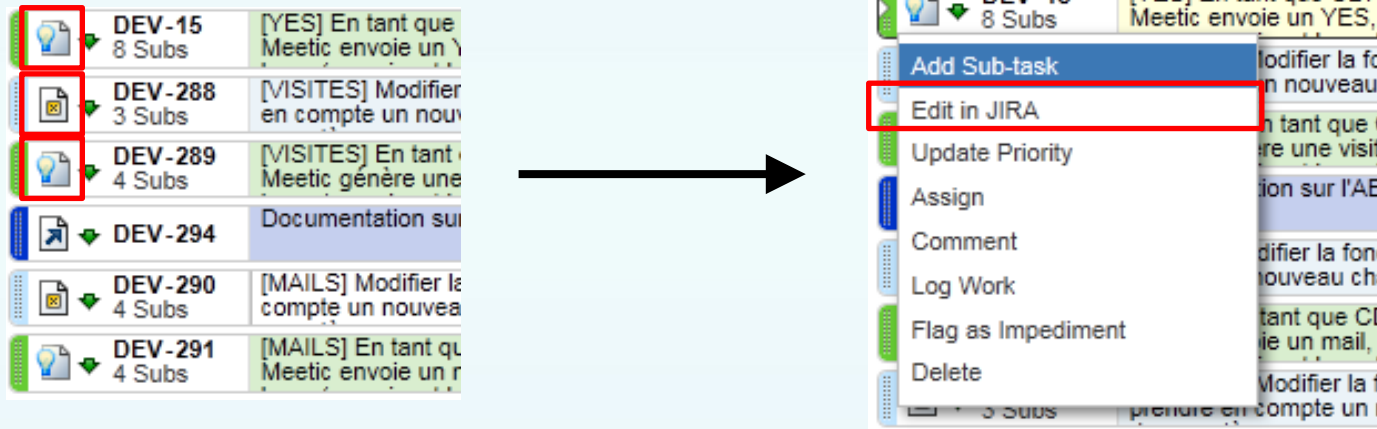
□ It is possible to edit the issues by clicking on the top left corner of a card and on « Edit in JIRA ».





### 3 Planning board > Task list creation

□ To cut stories into tasks, click on the top left corner of a story card when you are on the planning board and then on « Add Sub-task »



New New task

DEV-15  
[YES] En tant que CDP/Market, je veux que si un membre Meetic envoie un YES, la bonne origine soit repercutée en base (en suivant la matrice des origines)

New task Trivial

Summary \*: 255

Description:

Version: MF2 TL Sprint 2

Component: Dating

Assignee: Auto Assign

Original Estimate:

Affecte Version: MF2 AR Sprint 1

Create Create and Close Cancel

Mandatory informations on a **Task**:

- Summary
- Version (automatic)
- Component (automatic)
- Original estimate (in hours)

- To log the tester's work and adjust remaining time, the user stories will be cut into development/integration and **test tasks**. The burndown chart will take into account the time spent on the tests.
- These test tasks will be « Test plan redaction », « Test cases execution », ...










 <b>DEV-288</b> 3 Subs ▾	[VISITES] Modifier la fonction d'envoi des visites pour prendre en compte un nouveau champ "origin" de type chaîne de	MF2 TL Sprint 2	Open	Unassigned	Σ 1 day	Dating
 <b>DEV-286</b> DEV-288	Ajout de la conf asincronica	MF2 TL Sprint 2	Jérôme LAMARTINIERE	1 hour	1 hour	
 <b>DEV-296</b> DEV-288	Modif de la fonction php d'envoi d'event	MF2 TL Sprint 2	Jérôme LAMARTINIERE	1 hour	1 hour	
 <b>DEV-297</b> DEV-288	Gestion de la provenance utilisateur	MF2 TL Sprint 2	Loic DOUBININE	1 day, 4 hours	4 hours	
 <b>DEV-289</b> 4 Subs ▾	[VISITES] En tant que CDP/DW, je veux que si un membre Meetic génère une visite, la bonne origine soit repercutée en	MF2 TL Sprint 2	Open	Unassigned	Σ 1 day, 1 hour, 30 minutes	Dating
 <b>DEV-298</b> DEV-289	Modif des templates	MF2 TL Sprint 2	Unassigned	2 hours	N/A	
 <b>DEV-299</b> DEV-289	Rédaction du plan de test	MF2 TL Sprint 2	Laura BELLANGER	2 hours	1 hour, 30 minutes	
 <b>DEV-300</b> DEV-289	Execution des cas de test	MF2 TL Sprint 2	Unassigned	4 hours	N/A	
 <b>DEV-301</b> DEV-289	Attribuer à chaque page l'origine correspondante	MF2 TL Sprint 2	Unassigned	3 hours	N/A	

DEV-295 DEV-288	DEV-230 DEV-15
Ajout de la conf asincronica	Execution des cas de test
No description	No description
Status: Closed	Status: In Progress
Version: MF2 TL Sprint 2	Version: MF2 TL Sprint 2
Component: Dating	Component: Dating
Assignee: Jérôme LAMARTINIERE	Assignee: Laura BELLANGER
Original Estimate: 1 hour	Original Estimate: 4 hours
Time Spent: 1 hour	Time Spent: N/A
Remaining: 0 minutes	Remaining: 4 hours
Affects Version: None	Affects Version: None



**WARNING** : The estimations (in hours) must be logged in each task **the first day of the sprint** (the start date on the version) to be taken into account in the hour burndown chart. Only issues estimated on the first day of the sprint will be included in the global original estimation used to draw the guideline.

- The task board shows the status and the progress of every issues of the sprint. This is where the team members choose the tasks to do.

Backlog - 1w 5h			In progress - 1d 5h			Done - 0m		
 <b>DEV-15</b> 11 Subs	[YES] En tant que CDP/Market, je veux que si un membre Meetic envoie un YES, la bonne origine soit repercutée en base (en	MF2 TL Sprint 2	Unassigned	Σ 4 hours	Dating	8	Reopened	
			1 issue - 4h			3 issues - 0m		
			 230 Execution des cas de test			 359 YES de la PFP  360 Affichages cassés (Wink/Views/Regular Search/Onlines)  361 BDD autres sites		
 <b>DEV-288</b> 3 Subs	[VISITES] Modifier la fonction d'envoi des visites pour prendre en compte un nouveau champ "origin" de type chaîne de caractères.	MF2 TL Sprint 2	Unassigned	Σ 1 day	Dating	8	Open	
			1 issue - 1d			2 issues - 0m		
			 297 Gestion de la provenance utilisateur			 295 Ajout de la conf asincronica  296 Modif de la fonction php d'envoi d'event		

- To modify the status of an issue in the task board, you just have to « drag and drop » a card in the desired column.

When a team member starts to work on a task, he has to drag it to the « In progress » column so the task will be attributed to him.

When the task is over, he has to drag it to the « Done » column. A screen will appear so he can log **the time spent on the task**. He also has to indicate that the task is over by **logging « 0 » into the « Set to » box of the « remaining estimate »**.

- If a task or a story defect is not completely finished by the end of the day, the team member must edit the log work in order to log the time spent on the task and estimate the remaining time. This will adjust the burndown chart automatically.

The screenshot shows a JIRA task board with a task titled "Execution des cas de test" (DEV-230) in the "Unassigned" column. A context menu is open over the task, with the "Log Work" option highlighted. To the right, the "Log Work: DEV-230" dialog is displayed. Red arrows point from the "Log Work" menu item to the "Time Spent" field and from the "Remaining Estimate" label to its corresponding radio button options.

**1 issue - 4h**

230 Execution des cas de test

- Edit in JIRA
- Update Priority
- Assign
- Comment
- Log Work**
- Flag as Impediment
- Delete

Unassigned  $\Sigma$  1 day

Log Work: DEV-230

Time Spent \*  (eg. 3w 4d 12h) ?  
An estimate of how much time you have spent working.

Date Started \* 19/01/2012 16:58

Remaining Estimate ☒ Adjust automatically  
the estimate will be reduced by the amount of work done, but never below 0.


☐ Use existing estimate of 4 hours


☐ Set to  (eg. 3w 4d 12h)

☐ Reduce by  (eg. 3w 4d 12h)

- The remaining estimate can be logged in different ways:

Log Work: DEV-230

Time Spent \*  (eg. 3w 4d 12h)   
An estimate of how much time you have spent working.

Date Started \*  

Remaining Estimate

- ☒ Adjust automatically  
the estimate will be reduced by the amount of work done, but never below 0.
- ☐ Use existing estimate of 4 hours
- ☐ Set to  (eg. 3w 4d 12h)
- ☐ Reduce by  (eg. 3w 4d 12h)

Work Description




   Viewable by All Users

Diagram illustrating the remaining estimate options:

- Automatically subtract time spent from the current remaining estimate  
**Original Estimation OK**
- Do not change the remaining estimate value
- Set the remaining estimate to the amount specified  
**Original Estimation KO**
- Reduce the remaining estimate by the amount specified  
**Original Estimation KO**

- The team member who moves **the last development/integration task** into the « Done » column has to notify the tester that the story is ready to be tested. To do that, he must change the story status, set it to « To test » and attribute the story to the team tester.
- To edit the story status, simply click on the status at the top right corner of the card. To attribute the story to the tester, click on the attribution field and fill it in with the tester's name.

The screenshot shows a Jira task board with a story card. The card is titled "DEV-14" and has a description: "En tant que CDP/Market, je veux que si un membre Meetic envoie un FLASH, la bonne origine soit repercutée en base (en suivant la)". The card is currently in the "Unassigned" column, which is highlighted with a red box and a red arrow pointing to it. The card also shows "13 Subs" and "MF2 TL Sprint 1". The status "Unassigned" is highlighted with a red box. The card is also in the "Dating" column, which is highlighted with a red box and a red arrow pointing to it. The card is also in the "Resolved" column, which is highlighted with a red box and a red arrow pointing to it. The card is also in the "N/A" column, which is highlighted with a red box. The card is also in the "5" column, which is highlighted with a red box. The card is also in the "13 issues - 0m" column, which is highlighted with a red box. The card is also in the "22" column, which is highlighted with a red box. The card is also in the "23" column, which is highlighted with a red box. The card is also in the "24" column, which is highlighted with a red box. The card is also in the "25" column, which is highlighted with a red box. The card is also in the "26" column, which is highlighted with a red box.

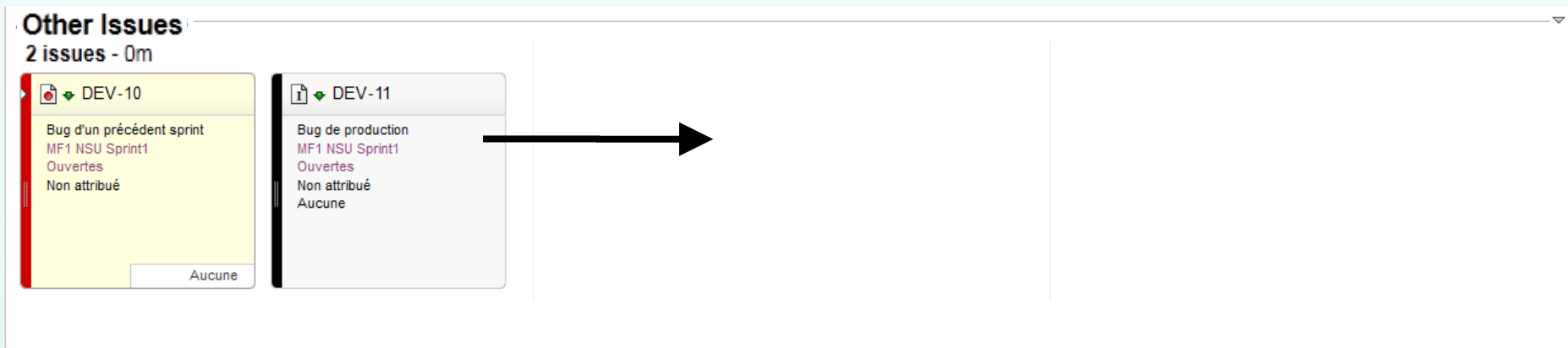
Issue ID	Issue Description
22	Modif template " search result" Regular Search
23	Ajout valeur W_RS dans la lib
24	Modif template " search result" Quick Search
25	Ajout valeur W_QS dans la lib
26	Modif template " search result" Liste des favoris

- If the tester finds problems on a story, he changes its status to « Reopen » and removes attribution. Then he creates **Story Defects** describing the problems found and moves his « test cases execution » into the column « Backlog ». Finally, he logs the time spent on the tests.
- Team members move Story Defects in the workflow just like tasks and log their work when they move it to « Done ». When the last Story Defect is corrected, they change the status of the story to « To Test » and attribute it to the tester to notify him again.
- The tester moves his « test cases execution » task into the column « In Progress » and creates Story Defects if he finds new problems.
- When the story is tested and validated, the tester moves his « test cases execution » into the column « Done » and log the time spent. At last, he changes the story status to « Resolved ».

The screenshot displays a Mestic task board interface. At the top, there are filters for 'DEV-1' (4 S-tâches), 'MF1 NSU Sprint1', 'Non attribué', 'Aucune', and 'Reopened' (highlighted with a red box). The board is divided into columns. The first column, '2 demandes - 0m', contains two story defects: 'DEV-8' and 'DEV-9', both titled 'Problème détecté au sein de la Story.' and 'Non attribué'. The second column, '2 demandes - 1d 4h', contains two tasks: 'DEV-4' and 'DEV-3', both titled 'Tache qui compose une User Story.' and attributed to 'Alexandre MONTFORT'. The board also shows a 'Backlog' column with '2 demandes - 0m' and a 'Done' column with '2 demandes - 1d 4h'.

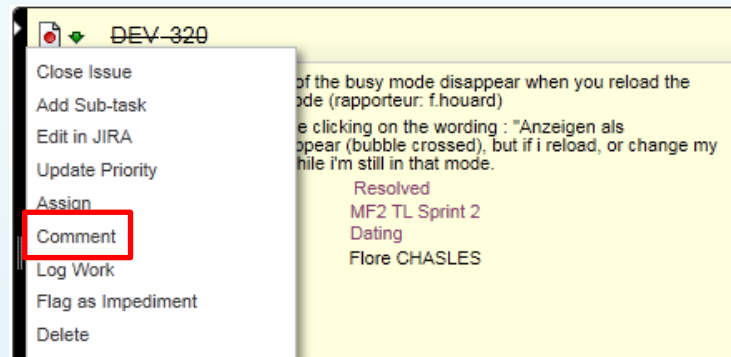


- Bugs, QA Defects (and improvements) are following a different workflow from the stories. In the task board, you will find them under the stories, in the « other issues » part.
- When a team member starts working on one of these elements, he drags it into the « In Progress » column, just like tasks.



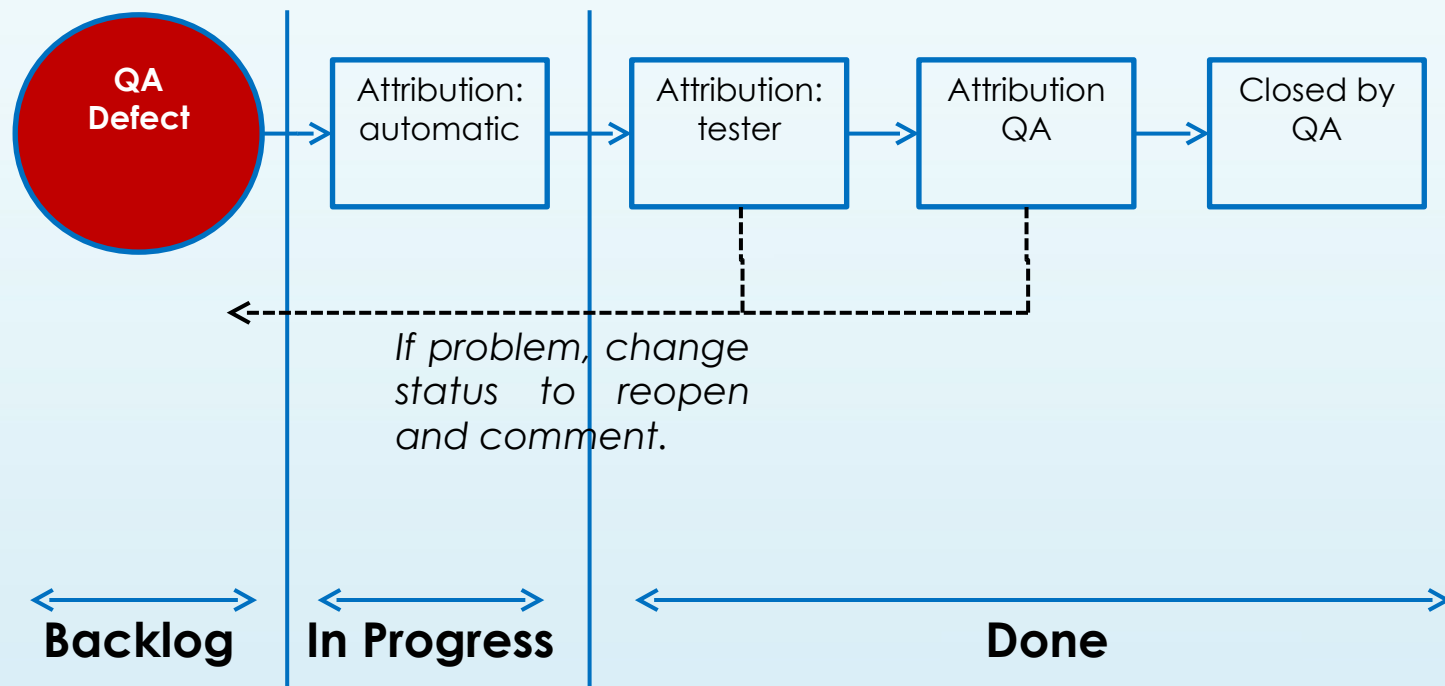
- When the element is done, the team member has to move the card into the « Done » column and attribute it to the tester of his team. As said previously, these elements will be valued in story points, not in time.

- If there is still problems on a corrected bug or QA Defect, the tester changes the status to « Reopen » which automatically removes attribution.
- Contrary to stories with Story Defects, we will not create subtasks in these elements. To communicate the problems, the tester has to comment the issue either on the transition layer when he moves the card to « Backlog » or by clicking on the top left corner of the card and then on « Comment ».




- When the Bug or QA Defect is tested and validated, the tester has to change the status of the story to « Resolved ».
  - Team members move again the elements in the workflow (In Progress > Done and attribution to the tester) to correct problems found.

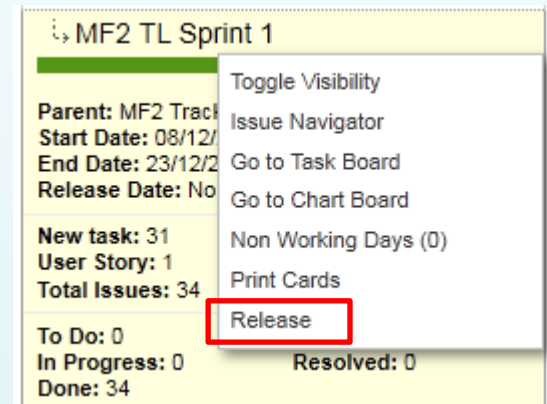
- To notify the QA when a QA Defect is corrected, the tester has to attribute it to the user « \_QA ». QA feedbacks will be done using comments and changing the status to « Reopen ». If it is validated, the QA will close the issue.



- Versioning being common to every scrum teams, it is important that each team only displays current projects and sprints. There is a way to make old versions disappear: the Greenhopper release.
- To release a version (project or sprint) on Greenhopper, simply click on the top right corner of the version when you are on the planning board and select « Release ».

→ Greenhopper will check that every issues are « resolved » or « closed » and if it's not the case, it will ask what you want to do with these issues. You can transfer them to your new sprint (new version) or transfer them to your unscheduled backlog (your team version)

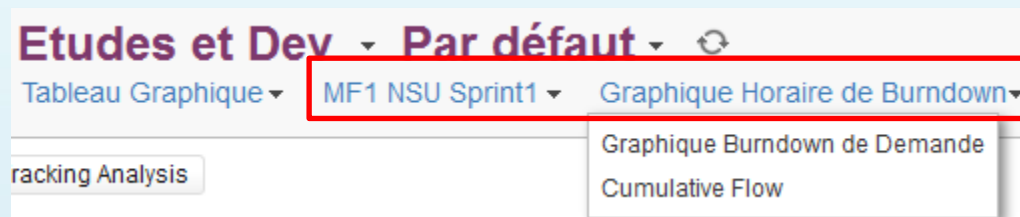
□ It will always be possible to access these released issues. When you will be on the project or the team version, released issues will be displayed with a 



- To access the burndown charts and other graphic boards, click on the « Chart Board » tab in the « Agile » dropdown or use the board dropdown « Etudes et Dev ».



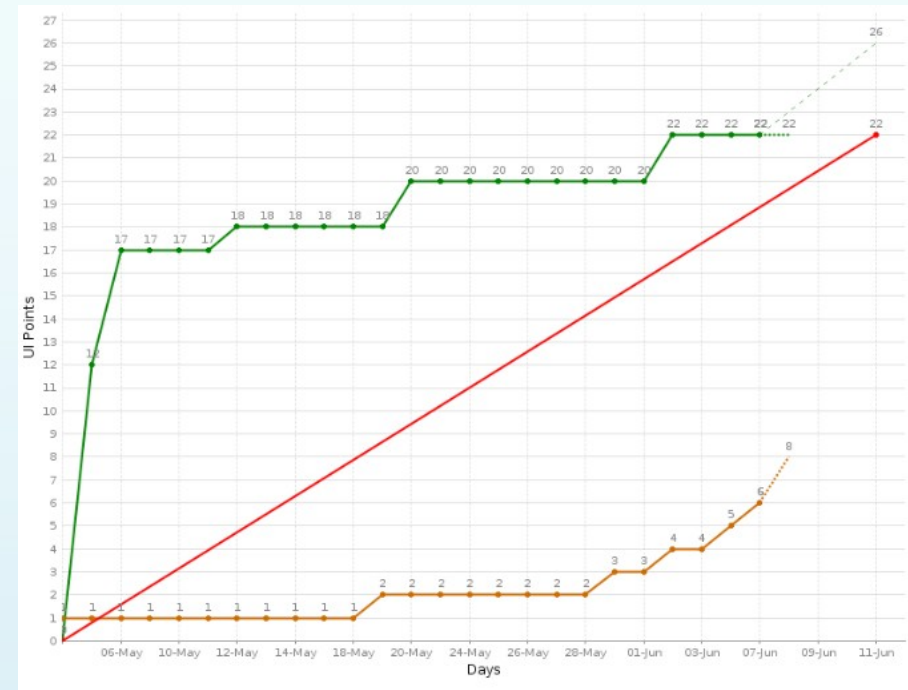
- When the correct version is selected (sprint or project), all graphs are available through the custom dropdown.



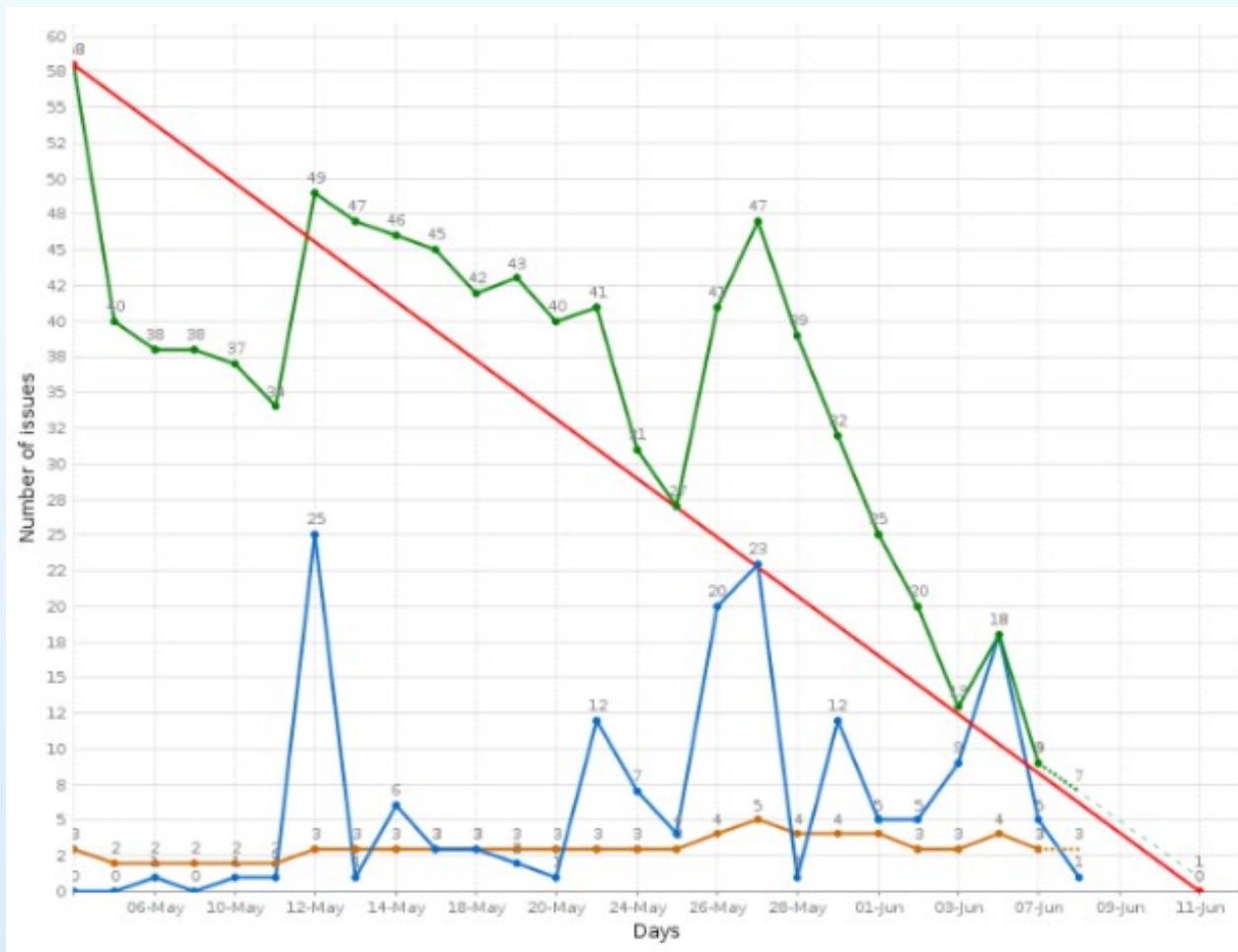
- The charts available in the tool are the following:
  - **Hour Burndown Chart:** displays the number of remaining hours until the end of the sprint. Allows to manage the sprint comparing the remaining values to the guideline.



- The charts available in the tool are the following:
  - **Statistics burndown chart**: displays the number of remaining story points until the end of the sprint. The opposite is the **statistics burnup chart**.

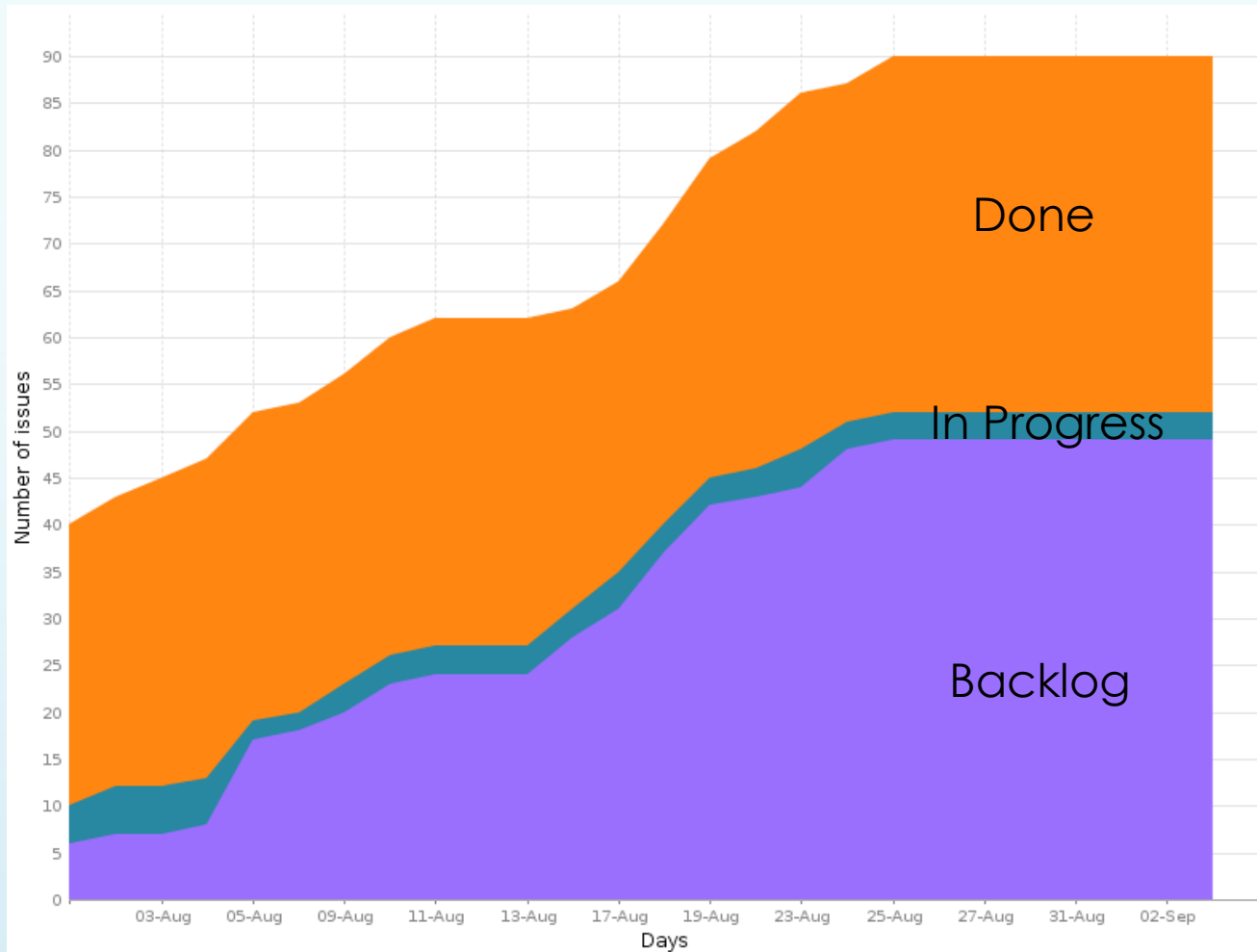


- The charts available in the tool are the following:
  - **Issue Burndown Chart:** displays a chart showing the number of issues remaining until the end of the sprint.

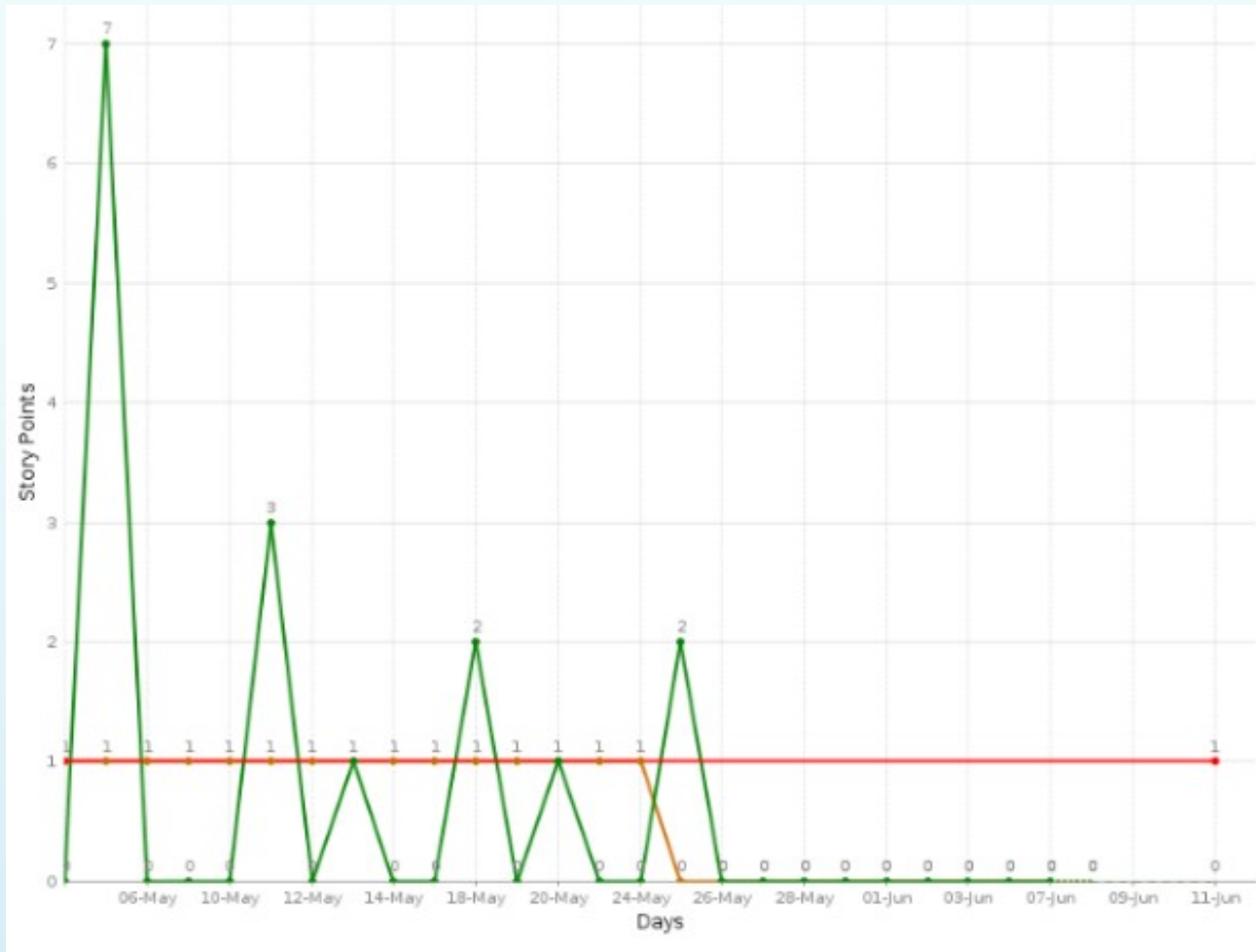




- The charts available in the tool are the following:
  - **Cumulative flow:** displays the cumulative flow of issues in the 3 states of the task board (Backlog / In Progress / Done)



- The charts available in the tool are the following:
  - **Value Chart:** displays a chart showing the story points in the lead-up to the end of the sprint.



# meotic

JIRA/Greenhopper

***Click to edit Master subtitle style***  
December 2011

