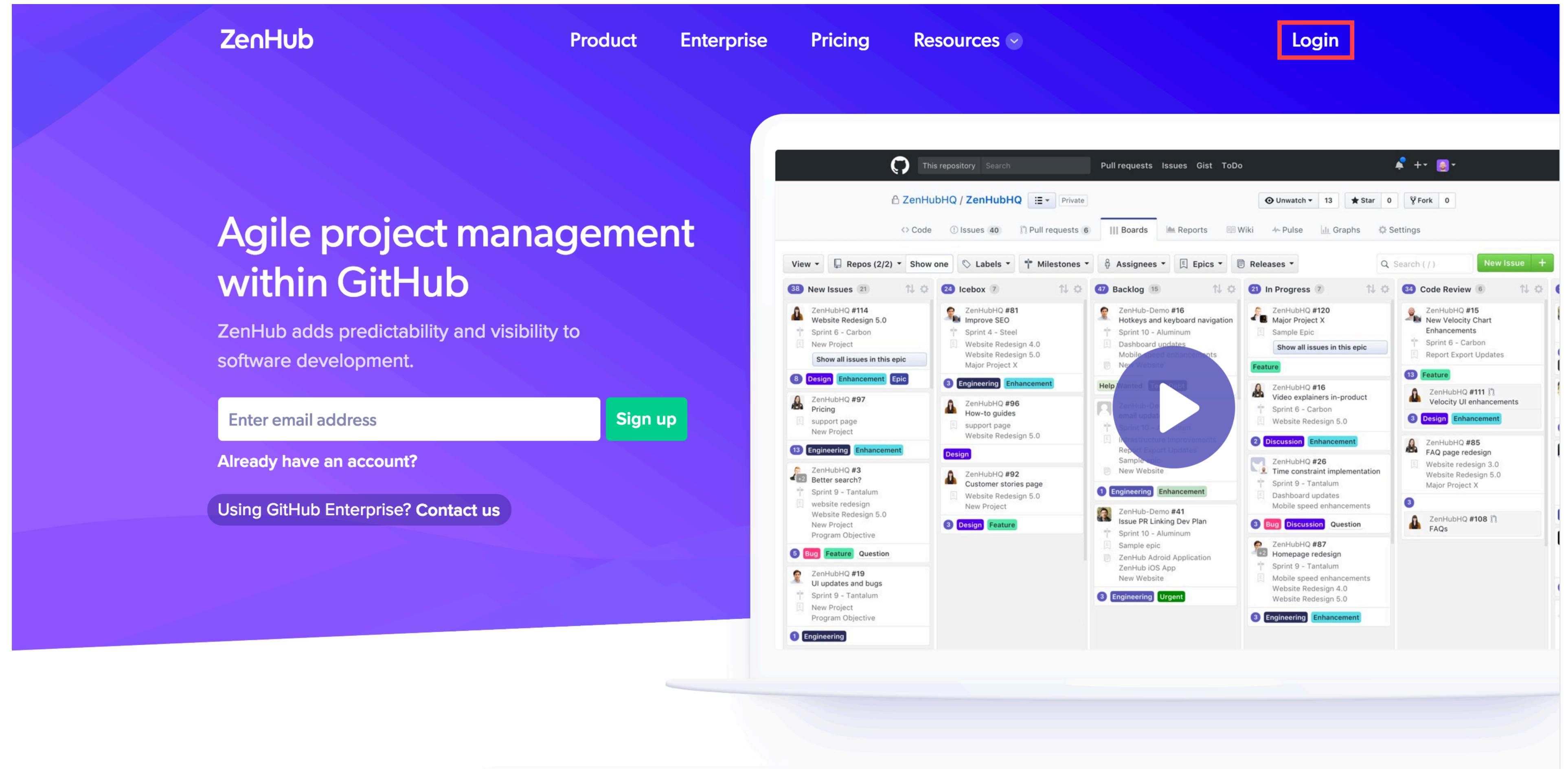


Zenhub Onboarding

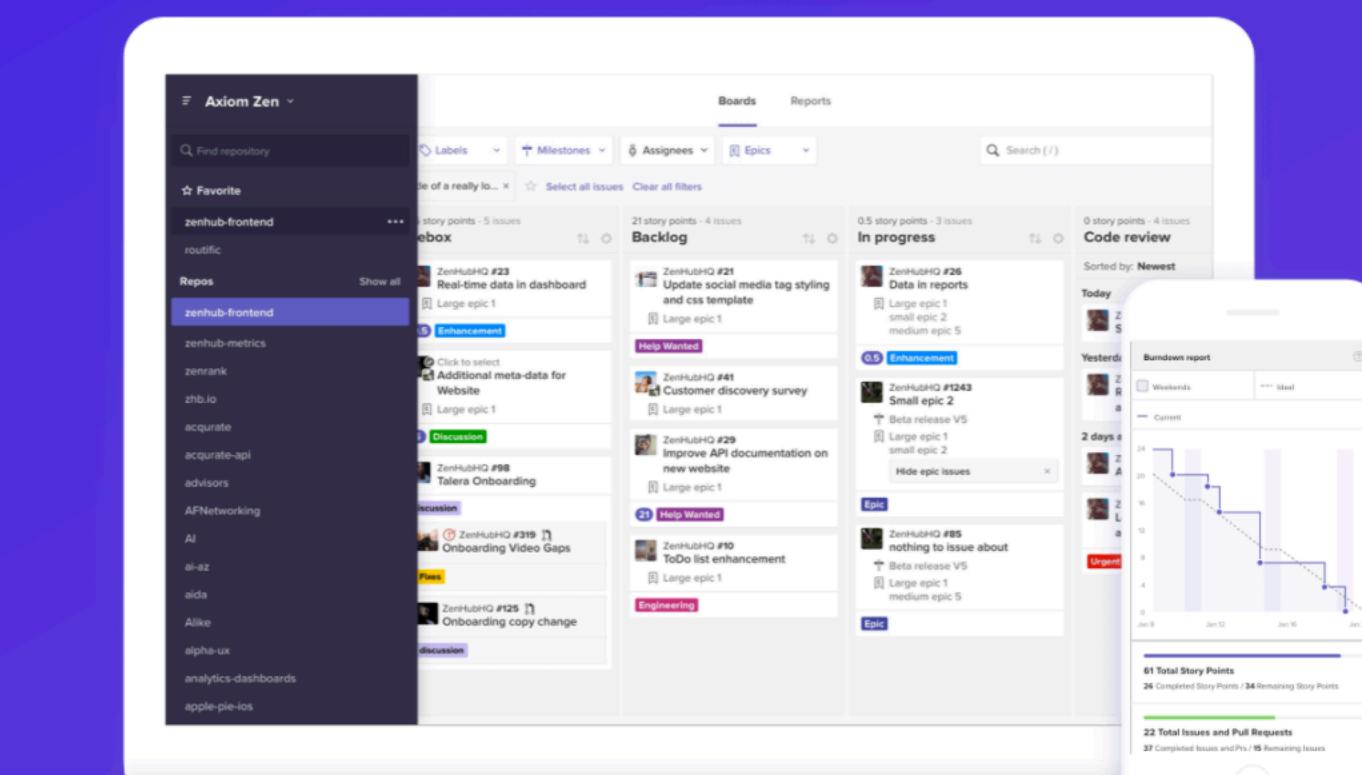


Step 1 - <http://zenhub.com>



Step 2 - Sign in with Github

Unite your team and stay focused



Sign in

Sign in using your GitHub account to start using the ZenHub app

[Sign in with GitHub](#)

Need help getting started? Contact Us



Step 3 - Authorize Zenhub



Authorize ZenHub

 ZenHub by [ZenHubIO](#)
wants to access your [stacyhlinn](#) account

 Personal user data
Email addresses (read-only)

 Repositories
Public and private

Organization access

 adhocteam ✓
 department-of-veterans-affairs ✓

[Authorize ZenHubIO](#)

Authorizing will redirect to
<https://api.zenhub.io>



Step 4 - Go to Vet's Zenhub

<https://app.zenhub.com/workspace/o/department-of-veterans-affairs/vets.gov-team/boards>

The screenshot shows the Zenhub interface for the 'vets.gov-team' workspace. The board is divided into several columns representing different stages of the development cycle:

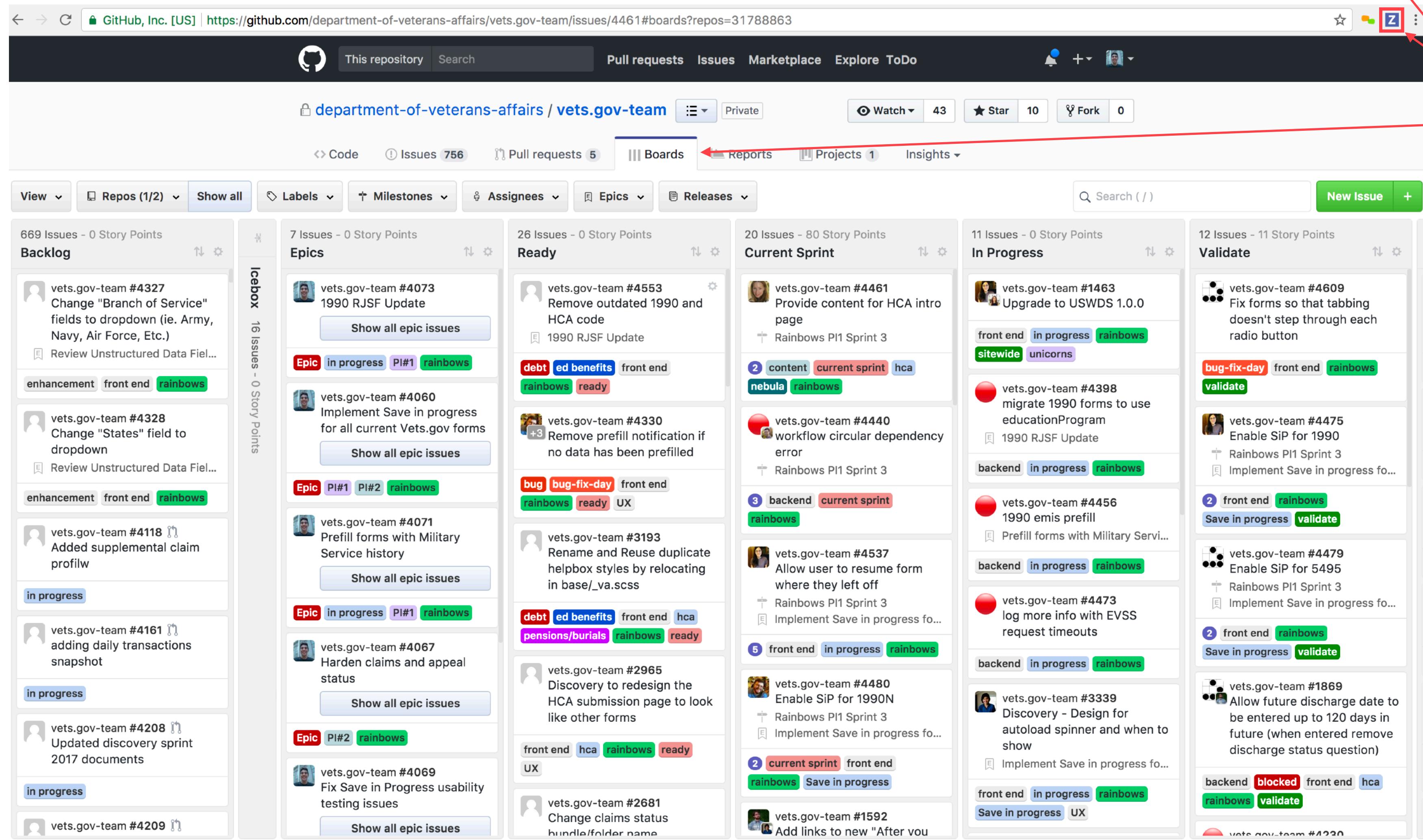
- Backlog:** Contains 713 Issues with 0 Story Points. Examples include #4327 (Change "Branch of Service" fields to dropdown) and #2991 ([WIP] vr&e).
- Epic:** Contains 7 Issues with 0 Story Points. Examples include #4073 (1990 RJSF Update) and #4060 (Implement Save in progress for all current Vets.gov forms).
- Ready:** Contains 23 Issues with 0 Story Points. Examples include #4553 (Remove outdated 1990 and HCA code) and #4330 (Remove prefill notification if no data has been prefilled).
- Current Sprint:** Contains 17 Issues with 80 Story Points. Examples include #4461 (Provide content for HCA intro page) and #4440 (workflow circular dependency error).
- In Progress:** Contains 7 Issues with 0 Story Points. Examples include #1463 (Upgrade to USWDS 1.0.0) and #4398 (migrate 1990 forms to use educationProgram).
- Validate:** Contains 25 Issues with 11 Story Points. Examples include #4475 (Enable SiP for 1990) and #4479 (Enable SiP for 5495).

Each issue card displays the issue number, assignee, summary, labels (e.g., enhancement, front end, rainbows), and a 'Show all epic issues' button. The labels are color-coded: enhancement (orange), front end (blue), rainbows (green), debt (red), ed benefits (purple), backend (grey), current sprint (pink), and low-priority (yellow).



Step 5 - Download Chrome Extension**

<https://chrome.google.com/webstore/detail/zenhub-for-github/ogcgkffhplmpkaahpmffcafajaocjbd?hl=en-US>



Enables you to use Zenhub features inside of GitHub



Step 6 - Filter the Board

vets.gov-team ★

Boards Reports Milestones Notifications

View ▾ Repos (2/2) ▾ Show one Labels ▾ Milestones ▾ Assignees ▾ Epics ▾ Releases ▾

rainbows × Select all (137) Clear all filters

59 Issues - 0 Story Points Backlog

vets.gov-team #4327 Change "Branch of Service" fields to dropdown (ie. Army, Navy, Air Force, Etc.)
Review Unstructured Data Fiel...

enhancement front end rainbows

vets.gov-team #4328 Change "States" field to dropdown

7 Issues - 0 Story Points Epics

vets.gov-team #4073 1990 RJSF Update
Show all epic issues

Epic in progress PI#1 rainbows

vets.gov-team #4060 Implement Save in progress for all current Vets.gov forms

Icebox 19 Issues - 0 Story Point

23 Issues - 0 Story Points Ready

vets.gov-team #4553 Remove outdated 1990 and HCA code
1990 RJSF Update

debt ed benefits front end
rainbows ready

vets.gov-team #4330 +3 Remove prefill notification if no data has been prefilled

14 Issues Current

2 co nebul...
V F P F
2 co nebul...
V F P F



Step 6 (cont) - Add Repos to your board view

Click on repository names to add & remove them from your board view

vets.gov-team

Boards Reports Milestones Notifications

Repos (3/3) Show one Labels Milestones Assignees Epics Releases

709 Issues Filter Issues By Repo 26 Issues - 0 Story Points 20 Issues - 80 Story Points

Backlog Ready Current Sprint

Filter Repos or Organizations

department-of-veterans-affairs/v... ✓ department-of-veterans-affairs/v... ✓ department-of-veterans-affairs/v... ✓

Add a Repo +

content nebula validate

vets-api #997 HCA ESR/EE Connectivity

hca in progress

vets.gov-team #4553 Remove outdated 1990 and HCA code
1990 RJSF Update
debt ed benefits front end
rainbows ready

+3 vets.gov-team #4330 Remove prefill notification if no data has been prefilled
bug bug-fix-day front end
rainbows ready UX

vets.gov-team #3193 Rename and Reuse duplicate
vets.gov-team #4461 Provide content for HCA intro page
Rainbows PI1 Sprint 3
2 content current sprint hca
nebula rainbows

vets.gov-team #4440 workflow circular dependency error
Rainbows PI1 Sprint 3
3 backend current sprint
rainbows

vets.aov-team #4537

** Our organization title is long so it can difficult to see which repos are turned on.
However, you can see which repos are on by looking at the repo title on each ticket.



DANGER ZONE #1

**DO NOT CLICK
THIS BUTTON**

It will remove
the repo from
everyone's
Zenhub boards.

The screenshot shows the Zenhub interface with several boards visible. A red arrow points from the text "DO NOT CLICK THIS BUTTON" to a "Disconnect" button in a modal titled "Filter Issues By Repo". The modal lists multiple repository connections, with the "department-of-veterans-affairs..." entry highlighted and the "Disconnect" button overlaid with a red box. To the left of the modal, there's a sidebar with sections like "Backlog", "hca", "blocker", and "UX". The main boards show various issues with labels like "design", "epic", "front end", "rainbows", and "universes".



DANGER ZONE #2

DO NOT DRAG PIPELINES OR REARRANGE THEM ON THE BOARD.

It will rearrange the pipelines on everyone's Zenhub boards.

The screenshot shows a Zenhub board with three main pipelines:

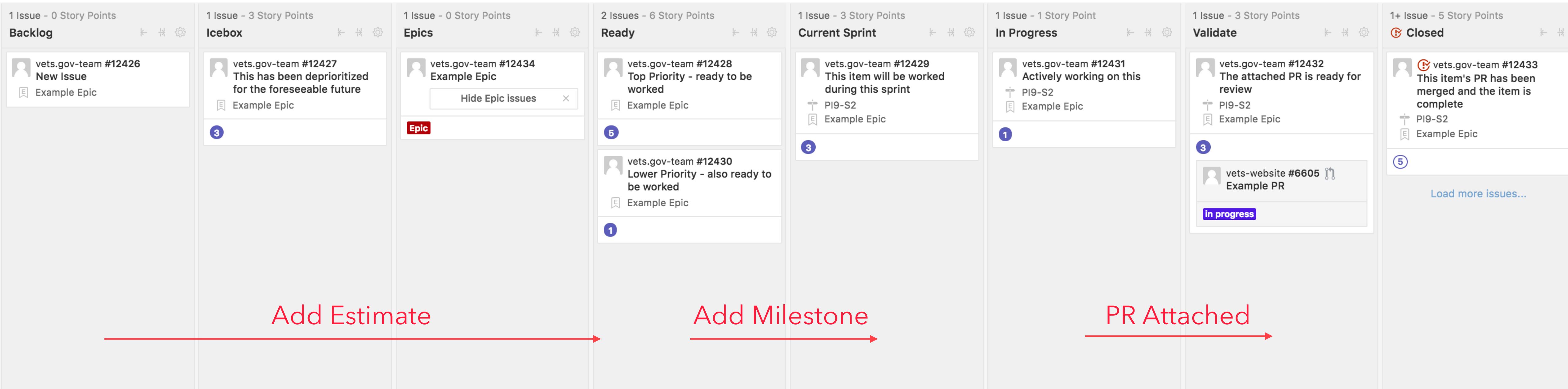
- Ready:** 17 Issues - 38 Story Points
- Current Sprint:** 12 Issues - 24 Story Points (highlighted with a red box)
- In Progress:** 20 Issues - 39 Story Points

Each pipeline contains a list of user stories with their respective story points and descriptions. The 'Current Sprint' pipeline is currently active and contains the most issues.

Pipeline	Issues	Story Points
Ready	17	38
Current Sprint	12	24
In Progress	20	39



Step 7 - Issue Flow with Pipelines



1. **Backlog:** new issues & items that have not been groomed
2. **Ice Box:** issues are groomed, but have been deprioritized
3. **Epics:** for epic issues (product goals that consist of smaller issues)
4. **Ready:** issues are ordered by priority and have enough detail that they can be pulled in at any time
5. **Current Sprint:** the team has discussed and committed to working on these issues during their present work sprint

6. **In Progress:** Issues actively being worked on
7. **Validate:** Ticket has Acceptance Criteria and is ready for review
8. **Closed:** Acceptance Criteria have been reviewed & met and PR has been merged



Step 8 - Edit Tickets (board view)

1. Click picture in top corner of ticket to select multiple tickets to edit at once

Move to Pipeline Apply Labels Set Milestone Set Estimate Assign to Set Epic Add to Release **Done**

12 Issues - 24 Story Points
Current Sprint

vets.gov-team #11762 Develop UX for School
Search on 'Review & Submit'
expand
PI9-S1
Implementation GI Edu Feedba...
UX edu feedback tool front end
rainbows

vets.gov-team #11265 Integrate Google Analytics and set up GA events for complaint tool
PI9-S1
Implementation GI Edu Feedba...
analytics edu feedback tool
rainbows

20 Issues - 39 Story Points
In Progress

vets.gov-team #11888 VA stakeholder feedback GI Bill Feedback Tool
PI9-S1
Implementation GI Edu Feedba...
content edu feedback tool
front end rainbows
vets-website #8122 update input title

vets.gov-team #11878 Create IA/URL for the ID card page
PI9-S1
Implementation ID Card Landin...
3 content ia rainbows

9 Issues - 26 Story Points
Validate

vets.gov-team #11773 Review stakeholder feedback for GI Bill School Feedback Tool
PI9-S1
Implementation GI Edu Feedba...
3 content edu feedback tool
rainbows

vets.gov-team #11688 Turn on Priority Enrollment and Independent Study feature is GIBCT
PI9-S1
Build - Implement Colmery Act...
2 Colmery Act blocked gibct
rainbows

17+ Issues - 31 Story P
Closed

vets.gov-team #11888 background ev... service externa
PI9-S1
Ongoing Mainten...
5 backend front end

vets.gov-team #11688 Add documenta... generator's pro...
documentation front

vets.gov-team #11688 format_for_sch... lity bug
backend rainbows

2. Edit tickets (once selected)



Step 8 - Edit Tickets (ticket view)

Note* - To open a ticket on the board, click on the ticket's 'Title'

department-of-veterans-affairs/vets.gov-team#12431 Actively working on this

rtluu opened this issue on Aug 16, 2018

Open

Actively working on this #12431

Add a description +

Actively working on this has no dependencies [+ add dependency](#)

See 3 older events

rtluu set the estimate to 1 36 minutes ago

rtluu added rainbows label a few seconds ago

rtluu self-assigned this a few seconds ago

rtluu

Write Preview

Write a comment...

Pipeline In Progress

Labels rainbows

Assignees rtluu

Milestone PI9-S2 Due by Aug 29, 2018

Estimate 1

Epic Example Epic department-of-veterans-affairs/vets.gov-team

Close Issue Edit Issue

Warning* - this button will close the issue in Github.

Click the different gears to edit the issue



Step 9 - Move Tickets Between Pipelines (board view)

Click & drag
tickets to move
between pipelines

The screenshot shows a Jira board with four columns representing different pipelines:

- Ready:** Contains 26 issues with story points. One ticket is highlighted with a red border.
- Current Sprint:** Contains 21 issues with story points. One ticket is highlighted with a red border.
- In Progress:** Contains 11 issues with story points.
- Validate:** Contains 28 issues with story points.

A red arrow points from the text "Click & drag tickets to move between pipelines" to the ticket in the "Ready" column that is highlighted with a red border.

Pipeline	Issues	Story Points
Ready	26	- 0 Story Points
Current Sprint	21	- 80 Story Points
In Progress	11	- 0 Story Points
Validate	28	- 11 Story Points

Note* - Moving items between pipelines does not initiate any automated processes **EXCEPT** the 'Closed' pipeline.

When tickets are moved to the 'Closed' pipeline, they get closed in Github.



Step 10 - Estimates

**WE CANNOT TRACK OUR WORK
WITHOUT ESTIMATES**

The Vets.gov development teams estimate tickets based on complexity & level of uncertainty.

We leverage relative estimation with a '1' point estimate being a simple, straightforward task like updating copy on the Frontend that has already been approved.

Anything above an 8 we consider too big of a ticket. We'll either turn that work into an epic or break it into multiple tickets.

A screenshot of a Jira ticket interface for ticket #4553. The ticket title is "Remove outdated 1990 and HCA code". The ticket has no dependencies. The assignee is listed as "No one - assign yourself" and the milestone is "No Milestone". The estimation section is highlighted with a red border. A dropdown menu titled "How complex is this Issue?" lists the following values: 1, 2, 3, 5, 8, 13, and 21. Other visible labels include "Icebox" (21 issues), "front end", "rainbows", "ready", "Epic", "in progress", "PI#2", "rainbows", "low-priority", "claim status", "debt", and "vets.gov-team #4500 508 tabbing issue on form intro pages".



Step 11 - Connect Pull Requests Across Repos

*Note - this view can be found at the bottom of PR tickets.

*Note 2 - Notice that the PR is in the 'vets-website' repo while the planning issue is in the 'vets.gov-team' repo

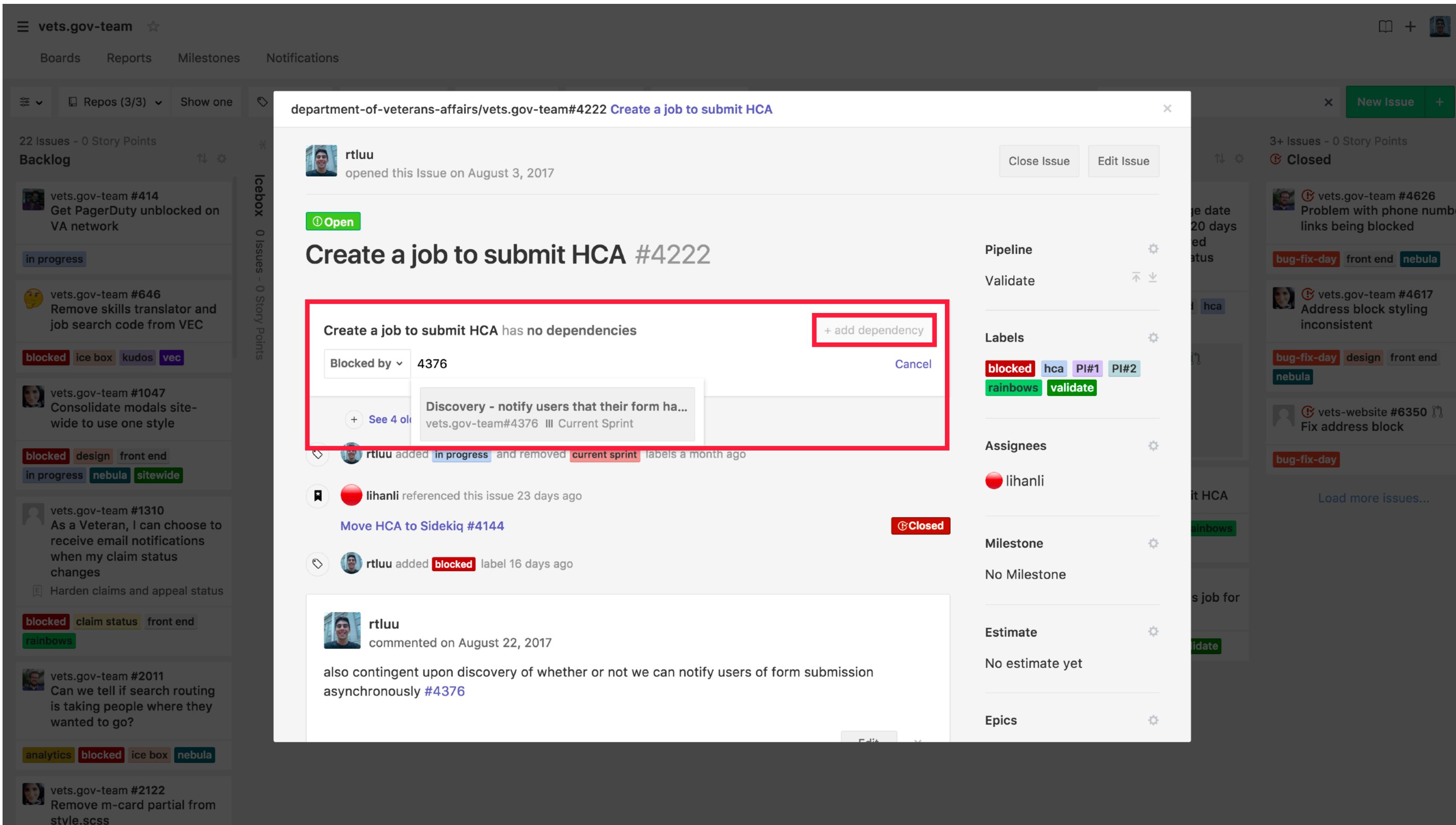
The screenshot shows a Jira interface with three main panels:

- Left Panel:** Shows a list of issues under the 'vets.gov-team' project, including various stories and tasks across different components like 'analytics', 'backend', 'devops', 'merger', 'vets-website', and 'vets-web'. A red arrow points from the text 'Notice that the PR is in the 'vets-website' repo while the planning issue is in the 'vets.gov-team' repo' to this panel.
- Middle Panel:** A detailed view of a pull request titled 'Content wip update vre pages' in the 'vets-website' repository. It includes a comment from 'va-bot' about broken links found by Jenkins. Below the comment is a table showing a broken link: File 'employment/vocational-rehab-and-employment/apply-vre/index.html' and Link URL to be fixed '/employment/vocational-rehab-and-employment/TBD/'. A red arrow points from the text '*Note 2 - Notice that the PR is in the 'vets-website' repo while the planning issue is in the 'vets.gov-team' repo' to this panel.
- Right Panel:** A list of issues under the 'vets.gov-team' project, including validation tasks and other planning items. A red arrow points from the text '*Note - this view can be found at the bottom of PR tickets.' to this panel.

In the middle panel, there is a 'Connect with an issue' dialog box with a search bar containing 'vre'. A red box highlights the 'Connect with an issue' button, and another red arrow points from the text '*Note - this view can be found at the bottom of PR tickets.' to this button.



Step 12 - Add Dependencies (Blockers)



The screenshot shows a Jira issue creation dialog for "Create a job to submit HCA #4222". The dialog has a red border and contains the following text:

Create a job to submit HCA has no dependencies

+ add dependency

Blocked by ▾ 4376

Discovery - notify users that their form ha...
vets.gov-team#4376 III Current Sprint

Cancel

Below the dialog, there is a comment from rtluu:

commented on August 22, 2017
also contingent upon discovery of whether or not we can notify users of form submission asynchronously #4376

To the right of the dialog, the Jira sidebar shows the following sections:

- Pipeline
- Validate
- Labels
- Assignees
- Milestone
- Estimate
- Epic

Labels listed: blocked, hca, PI#1, PI#2, rainbows, validate



Step 13 - Additional Documents

General Zenhub Tutorials

- <https://app.zenhub.com/workspace/o/department-of-veterans-affairs/vets.gov-team/tutorials>

Scrum Board Automation

- <https://www.zenhub.com/guides/board-automation>



Questions?

Slack the **#vfs-platform-support** channel

