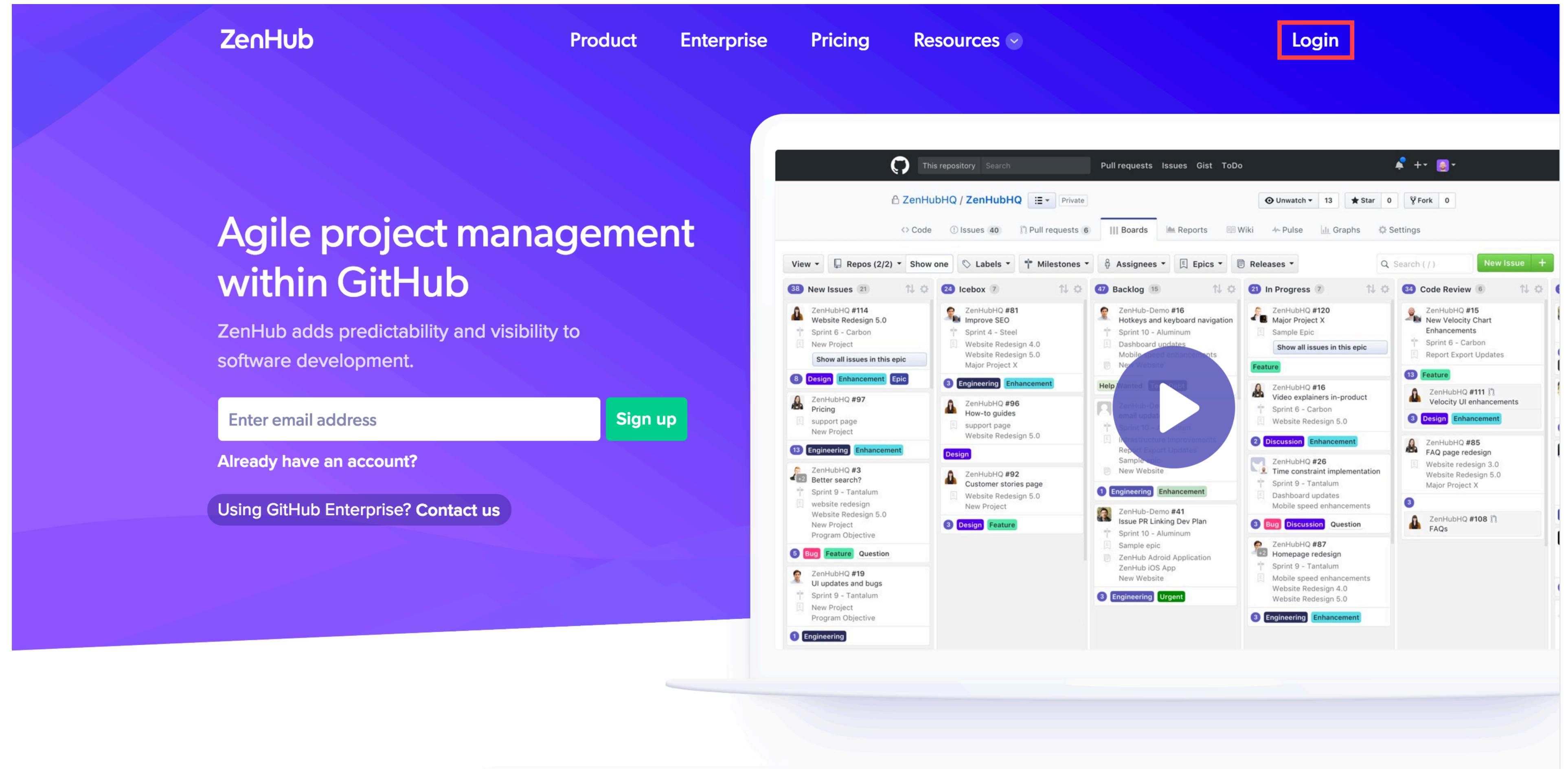


Zenhub Onboarding

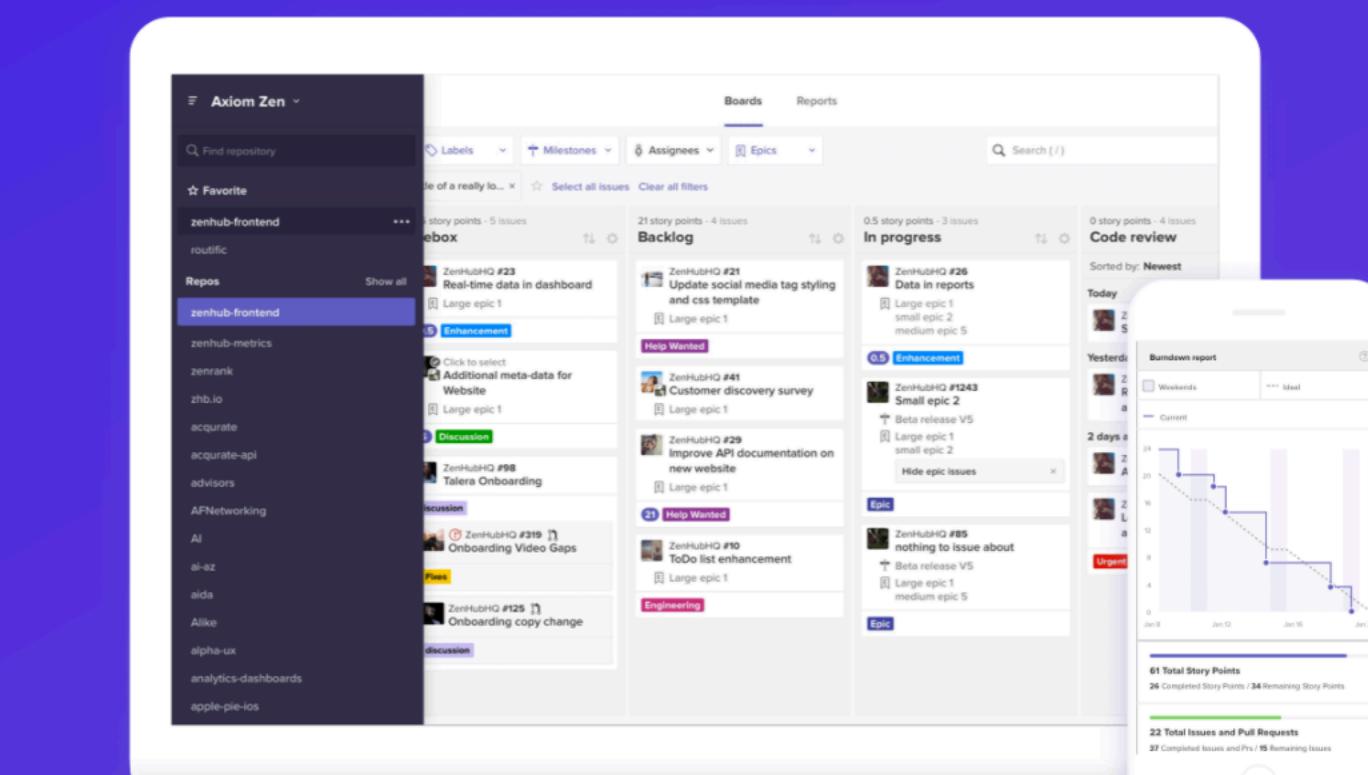


Step 1 - <http://zenhub.com>



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 organized into six columns: Backlog, Epic, Ready, Current Sprint, In Progress, and Validate. Each column displays a list of issues with their story points, titles, descriptions, and labels. A red arrow points to the 'In Progress' column.

Backlog: 713 Issues - 0 Story Points

- vets.gov-team #4327 Change "Branch of Service" fields to dropdown (ie. Army, Navy, Air Force, Etc.)
- vets-website #2991 [WIP] vr&e
- vets.gov-team #4328 Change "States" field to dropdown
- vets-website #3496 [WIP] Million Veteran Program
- vets-website #5353 [WIP] Upgrades to USWDS 1.0.0
- vets.gov-team #4118 Added supplemental claim profilw

Epic: 7 Issues - 0 Story Points

- vets.gov-team #4073 1990 RJSF Update
- vets.gov-team #4060 Implement Save in progress for all current Vets.gov forms
- vets.gov-team #4071 Prefill forms with Military Service history
- vets.gov-team #4067 Harden claims and appeal status
- vets.gov-team #4069 Fix Save in Progress usability testing issues
- vets.gov-team #4608 Add PDF conversion for claim

Ready: 23 Issues - 0 Story Points

- vets.gov-team #4553 Remove outdated 1990 and HCA code
- vets.gov-team #4330 Remove prefill notification if no data has been prefilled
- vets.gov-team #3193 Rename and Reuse duplicate helpbox styles by relocating in base/_va.scss
- vets.gov-team #2965 Discovery to redesign the HCA submission page to look like other forms
- vets.gov-team #2681 Change claims status bundle/folder name
- vets.gov-team #1592 Add links to new "After you apply" pages on application submission pages

Current Sprint: 17 Issues - 80 Story Points

- vets.gov-team #4461 Provide content for HCA intro page
- vets.gov-team #4440 workflow circular dependency error
- vets.gov-team #3193 Rename and Reuse duplicate helpbox styles by relocating in base/_va.scss
- vets.gov-team #4537 Allow user to resume form where they left off
- vets.gov-team #4473 log more info with EVSS request timeouts
- vets.gov-team #4480 Enable SiP for 1990N
- vets.gov-team #3339 Discovery - Design for autoload spinner and when to show
- vets.gov-team #1592 Add links to new "After you apply" pages on application submission pages

In Progress: 7 Issues - 0 Story Points

- vets.gov-team #1463 Upgrade to USWDS 1.0.0
- vets.gov-team #4398 migrate 1990 forms to use educationProgram
- vets.gov-team #4440 workflow circular dependency error
- vets.gov-team #4537 Allow user to resume form where they left off
- vets.gov-team #4473 log more info with EVSS request timeouts
- vets.gov-team #4480 Enable SiP for 1990N
- vets.gov-team #3339 Discovery - Design for autoload spinner and when to show

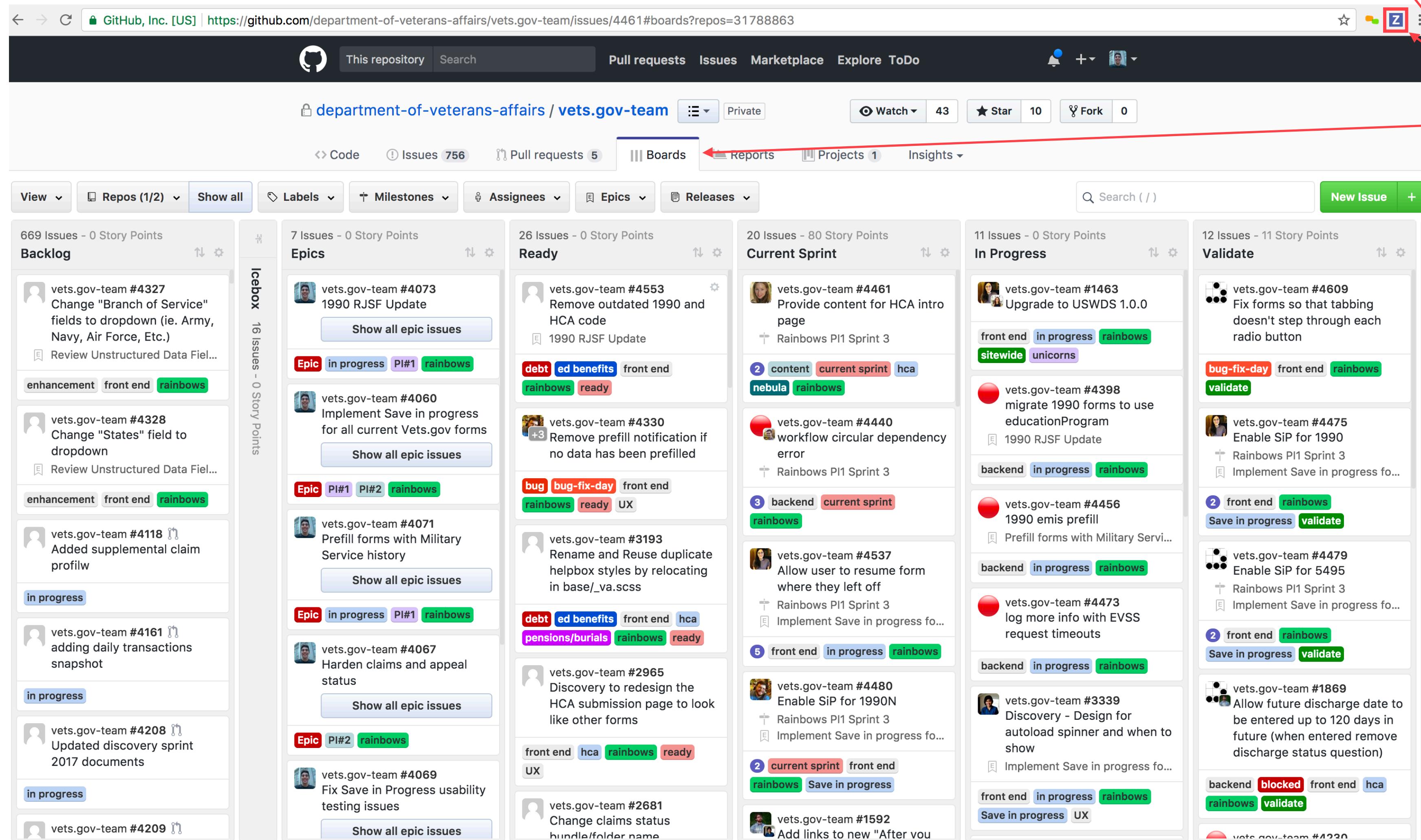
Validate: 25 Issues - 11 Story Points

- vets.gov-team #4475 Enable SiP for 1990
- Rainbows PI1 Sprint 3
- Implement Save in progress fo...
- front end rainbows
- Save in progress validate
- vets.gov-team #4479 Enable SiP for 5495
- Rainbows PI1 Sprint 3
- Implement Save in progress fo...
- front end rainbows
- Save in progress validate
- vets-website #6327 [WIP] Enable SiP for 5495
- ed-22-5495 front end rainbows
- vets.gov-team #1869 Allow future discharge date to be entered up to 120 days in future (when entered remove discharge status question)
- backend blocked front end hca
- rainbows validate
- vets-website #6238 [WIP] HCA - Add future discharge date
- blocked front end hca
- in progress rainbows



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

Add a Repo +

Filter Repos or Organizations

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

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. The main board area shows two columns: "In Progress - 5 Story Points" and "Ready - 21 Issues - 93 Story Points".

In Progress - 5 Story Points

- vets.gov-team #5438 design system: discovery & implementation [WIP]
Program Increment 3
 - Show all epic issues
- vets.gov-team #4069 UX Save in Progress usability testing issues
 - Show all epic issues
- vets.gov-team #4071 Prefill forms with Veteran information
 - Show all epic issues

Ready - 21 Issues - 93 Story Points

- vets.gov-team #5648 1990 Doesn't show Education Call Center Number
 - PI3-S1
 - Ongoing Maintenance
- 2 bug ed benefits ed-22-1990
 - front end rainbows
- vets.gov-team #5285 Define Test User Scenarios
 - Test out Review/Training Depl...
- 5 backend rainbows unicorns
- vets.gov-team #5286 Record mock responses for user scenarios
 - Test out Review/Training Depl...
- 3 backend rainbows unicorns



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:

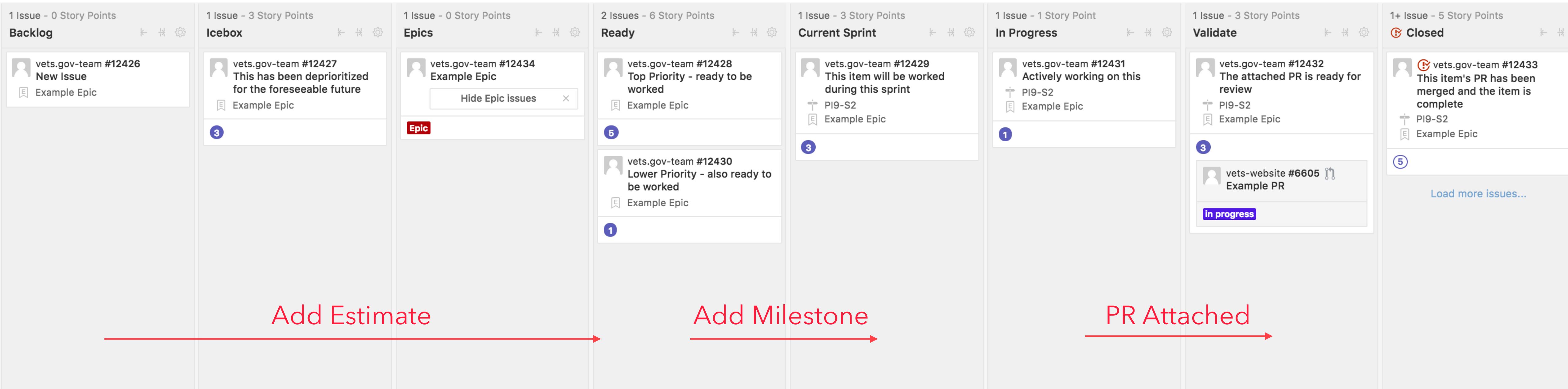
- Ready:** 17 Issues - 38 Story Points
- Current Sprint:** 12 Issues - 24 Story Points (highlighted with a red box)
- In Progress:** 20 Issues - 39 Story Points

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". The milestone is "No Milestone". The estimation dialog, which is highlighted with a red border, is titled "How complex is this Issue?". It contains a dropdown menu with the following options: 1, 2, 3, 5, 8, 13, and 21. Other visible labels include "Claim status: debt front end low-priority rainbows ready", "Epic: in progress PI#2 rainbows", "Attachments", and "Write a comment...". A sidebar on the right shows a list of 38 issues under "Validate".



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 ticket for 'vets.gov-team' with the title 'department-of-veterans-affairs/vets-website#7345 Content wip update vre pages'. A red arrow points from the text 'this view can be found at the bottom of PR tickets.' to the 'Comments' section of the ticket, which contains a Jenkins report titled 'Broken links found by Jenkins'.

Broken links found by Jenkins

File	Link URL to be fixed
employment/vocational-rehab-and-employment/apply-vre/index.html	"/employment/vocational-rehab-and-employment/TBD/!"

Note: Long file names or URLs may be cut-off

Below the Jenkins report, a 'Connect with an issue' dialog is open. A red box highlights the 'Connect with an issue' button, and another red arrow points from the text 'the PR is in the 'vets-website' repo while the planning issue is in the 'vets.gov-team' repo' to this button. The dialog shows a search bar with 'vre' and a list of issues: 'VRE Chapter 31 document upload pag...' and 'vets.gov-team #9057'.



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:

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

Under Labels, the following items are 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 @ryanluu

