**UNDERSTANDING DOCUMENT ON JIRA**

Jira is a software management tool used for project management and issue tracking. It is the first management tool used to plan, track, release, and support world class software with confidence. Jira provides a centralized platform for managing bugs, tasks and other types of issues. Also, it helps teams in organizing and prioritizing their work. The tool integrates with other software development tools and has a variety of customizable features and workflows that allow teams to adapt it to their specific needs.

**Important elements of Jira are:**

**BOARDS:**

Boards in Jira are the central element that visualize tasks and projects. There are different board types like kanban and scrum boards to meet varying requirements of diverse teams.

**ISSUES AND TICKETS:**

Issues in Jira are small tasks that need to be completed within a project to achieve a project goal. A Jira issue can be completed with comments, assignments, status and priorities. A unique ID makes it to track process.

**WORKFLOWS:**

The path that Jira issues follow is called workflow. Jira has built in workflows, but you can also create your own.

**FIELDS:**

In Jira software there are system fields and custom fields. Both are used to collect information on the issue which makes it easier to process the tasks.

**Reports:**

Jira reports provide detailed information on team performance and can help in better future resource planning.

**ADVANTAGES OF JIRA:**

* Build for agile and scrum management
* Excellent issue management for bug and issue tracking.
* Instant ticketing abilities to streamline problem solving.
* Intuitive operation and comfortable to user interface.
* Flexibility and customization options as you need it.
* Continuous improvements and updates in Jira cloud.
* Customizable dashboard for self-optimization.

**DISADVANTAGES OF JIRA:**

* Can be complex to use.
* Load times can lag.
* Higher barrier to entry
* Might not be the best fit for all the teams

**REPORTS IN JIRA:**

In Jira we see different reports of our project by enabling the report features. It shows different reports like burnup reports, burndown reports, velocity reports, etc.

**BURN UP REPORT:**

Visualizethe sprints completed work and compare it to the overall scope. Use these insights to track progress towards sprint completion.

**BURN DOWN CHART**:

Track and manage the total remaining work within a sprint. Summarize both team and individual performance after the sprint.

**VELOCITY REPORT:**

Predict how much work your team can deliver in future sprints by reviewing and confirming the value delivered in the previous sprints.

**CUMULATIVE FLOW DIAGRAM:**

A cumulative flowchart shows how stable the flow is. It shows weakness and offers actionable suggestions for improvement.