

JIRA Essentials Lab Book

Alternative Work Streams



Bespoke Work streams

3

We've decided to add a new **mobile journalism** team to write articles, to ensure there is a baseline of content for people to view. Scrum does not fit their style of work...





Create a Kanban Workflow

4

1. Create a new project using the Kanban workflow

Create project

SOFTWARE

-  **Scrum software development**
Agile development with a board, sprints and stories. Connects with source and build tools.
-  **Kanban software development**
Optimise development flow with a board. Connects with source and build tools.
-  **Basic software development**
Track development tasks and bugs. Connects with source and build tools.

BUSINESS

-  **Project management**
Plan, track, and report on team projects.
-  **Task management**
Organize the ad hoc and business-as-usual tasks for the team.
-  **Process management**
Control the activities for specific work processes.
- **More project templates**
Choose from other project types, such as content management or recruitment.

[Import a project](#) | [Create with shared configuration](#) | [Create sample data](#)

Next **Cancel**

2. Edit the board settings





Create a Kanban Workflow

5

3. Edit the columns to match your desired workflow. Keep the backlog at the start.

Column management

Columns can be added, removed, reordered and renamed. Columns are based upon global statuses and can be moved between columns. Minimum and maximum constraints can be set for each mapped column.

Column Constraint: Issue Count

Constraints can be added to columns on the board for one statistic.

Simplified Workflow: Using Simplified Workflow

The workflow for project Mobile Journalism is currently managed by JIRA Software. Project Administrators can add and remove statuses below.

Add status Add column

The screenshot shows a JIRA Kanban board with the following columns:

- Kanban backlog
- Bac... (No N, No N)
- New... (No N, No N)
- Writing (No N, No N)
- Sho... (No N, No N)
- New... (No N, No N)
- Review (highlighted)
- Done (No N, No N)
- Unma... (No N, No N)

Each column has a status dropdown menu with options like 'BAC...', 'SEL...', 'IN PR...', and 'DONE'. Below the board, there is a note: "With the Kanban backlog, you can Board getting full?"

(c) OOBTECH 2022



Create a Kanban Workflow

6

4. Add a status for each column, all mapped to “in progress”.
5. Add some news stories to populate your board

You'll need to add yourself as an administrator to the new project to enable this.

Add status

Name: * Writing

Category: * In Progress

To Do

Done

Add Cancel

(c) OOBTECH 2022

4 Backlog

Lorry on fire on Manor Road	<input checked="" type="checkbox"/> <input type="button" value="↑"/>	MOJO-1
Cat stuck up tree	<input checked="" type="checkbox"/> <input type="button" value="↑"/>	MOJO-2
Post office set to close down	<input checked="" type="checkbox"/> <input type="button" value="↑"/>	MOJO-3
Man trips over banana skin	<input checked="" type="checkbox"/> <input type="button" value="↑"/>	MOJO-4



Try out your workflow

7

Write some news stories using the Kanban board to co-ordinate your work.

JIRA Dashboards Projects Issues Boards Create Search Release ...

MOJO board
Kanban board

QUICK FILTERS: Only My Issues Recently Updated

0 Backlog 0 New story research 1 Writing 1 Shooting and editing 0 Geotagging 2 Reviewing and publishing 0 Socialising and promoting 0 Done

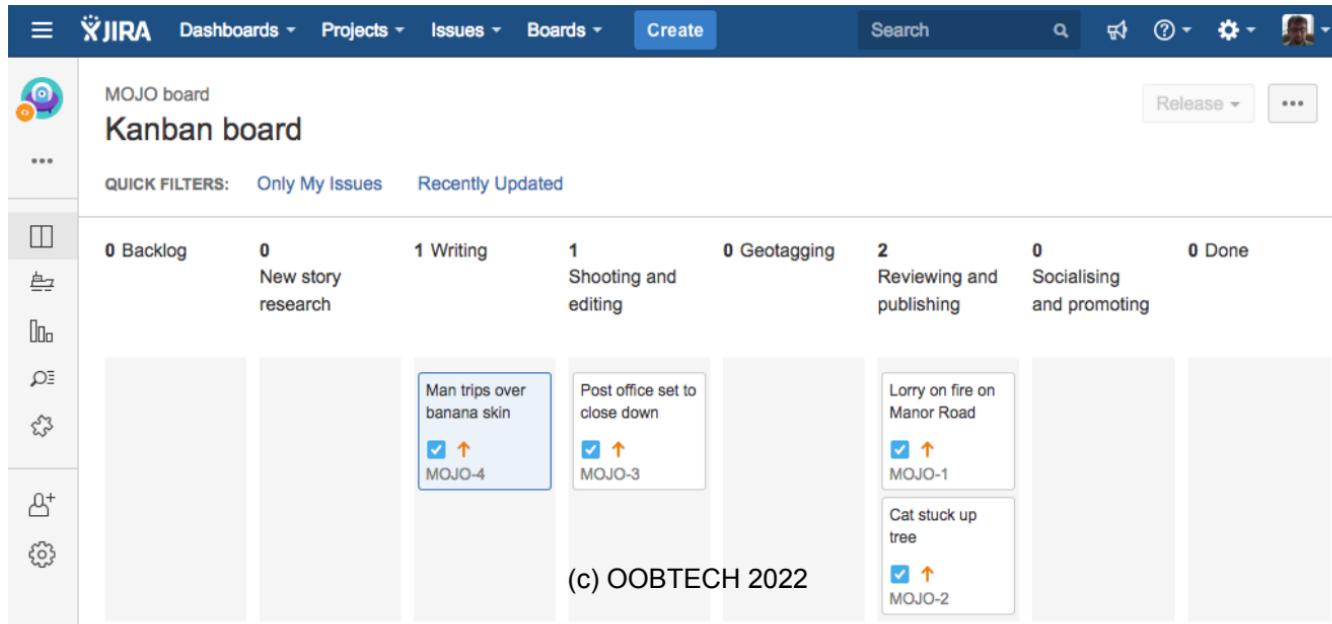
Man trips over banana skin
 MOJO-4

Post office set to close down
 MOJO-3

Lorry on fire on Manor Road
 MOJO-1

Cat stuck up tree
 MOJO-2

(c) OOBTECH 2022



The image shows a JIRA Kanban board titled 'MOJO board' and 'Kanban board'. The board has columns for Backlog, New story research, Writing, Shooting and editing, Geotagging, Reviewing and publishing, Socialising and promoting, and Done. There are four cards visible: 'Man trips over banana skin' (status: writing), 'Post office set to close down' (status: shooting and editing), 'Lorry on fire on Manor Road' (status: reviewing and publishing), and 'Cat stuck up tree' (status: socialising and promoting). A sidebar on the left contains icons for backlog, filters, search, and user management. The bottom right corner of the board area contains the text '(c) OOBTECH 2022'.



Exercise: Set up a Mobile Journalism team

Tasks:

30 Minutes

- Create a new Mobile Journalism project.
- Set up a Kanban board to map your process.
- Use the board to manage your work and write some articles.



Applying Kanban



Five guiding principles for Kanban delivery ¹⁰

1. Make work visible
2. Limit the amount of work in progress
3. Help work flow
4. Use metrics to measure work
5. Continuous improvement



1. Make Work Visible

11

Step one is already done: ensure **all work** is made visible so we can see what's going on.

MOJO board

Kanban board

QUICK FILTERS: Only My Issues Recently Updated

Backlog	New story research	Writing	Shooting and editing	Geotagging	Reviewing and publishing	Socialising and promoting	Done																								
0	1 New story research	5 Writing	1 Shooting and editing	0 Geotagging	6 Reviewing and publishing	1 Socialising and promoting	2 Done																								
<table border="1"><tbody><tr><td>Minor celebrity announced to switch on Christmas lights <input checked="" type="checkbox"/> MOJO-16</td><td>Weather set to be hot <input checked="" type="checkbox"/> MOJO-11</td><td>Man dies of natural causes <input checked="" type="checkbox"/> MOJO-10</td><td>Man trips over banana skin <input checked="" type="checkbox"/> MOJO-4</td><td>Post office set to close down <input checked="" type="checkbox"/> MOJO-3</td><td>Lorry on fire on Manor Road <input checked="" type="checkbox"/> MOJO-1</td><td>Cat stuck up tree <input checked="" type="checkbox"/> MOJO-2</td><td></td></tr><tr><td>Weather set to cool down <input checked="" type="checkbox"/> MOJO-12</td><td>Local politician caught stealing ice cream <input checked="" type="checkbox"/> MOJO-13</td><td>Missing duck - reward for information <input checked="" type="checkbox"/> MOJO-14</td><td>Dog stuck up tree <input checked="" type="checkbox"/> MOJO-5</td><td>Cat laughs at dog <input checked="" type="checkbox"/> MOJO-6</td><td>Feature: are people eating too much bread? <input checked="" type="checkbox"/> MOJO-7</td><td>Shop runs out of bread <input checked="" type="checkbox"/> MOJO-8</td><td>Policeman can't find squad car <input checked="" type="checkbox"/> MOJO-9</td></tr><tr><td></td><td></td><td>School summer family fun day <input checked="" type="checkbox"/> MOJO-15</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>								Minor celebrity announced to switch on Christmas lights <input checked="" type="checkbox"/> MOJO-16	Weather set to be hot <input checked="" type="checkbox"/> MOJO-11	Man dies of natural causes <input checked="" type="checkbox"/> MOJO-10	Man trips over banana skin <input checked="" type="checkbox"/> MOJO-4	Post office set to close down <input checked="" type="checkbox"/> MOJO-3	Lorry on fire on Manor Road <input checked="" type="checkbox"/> MOJO-1	Cat stuck up tree <input checked="" type="checkbox"/> MOJO-2		Weather set to cool down <input checked="" type="checkbox"/> MOJO-12	Local politician caught stealing ice cream <input checked="" type="checkbox"/> MOJO-13	Missing duck - reward for information <input checked="" type="checkbox"/> MOJO-14	Dog stuck up tree <input checked="" type="checkbox"/> MOJO-5	Cat laughs at dog <input checked="" type="checkbox"/> MOJO-6	Feature: are people eating too much bread? <input checked="" type="checkbox"/> MOJO-7	Shop runs out of bread <input checked="" type="checkbox"/> MOJO-8	Policeman can't find squad car <input checked="" type="checkbox"/> MOJO-9			School summer family fun day <input checked="" type="checkbox"/> MOJO-15					
Minor celebrity announced to switch on Christmas lights <input checked="" type="checkbox"/> MOJO-16	Weather set to be hot <input checked="" type="checkbox"/> MOJO-11	Man dies of natural causes <input checked="" type="checkbox"/> MOJO-10	Man trips over banana skin <input checked="" type="checkbox"/> MOJO-4	Post office set to close down <input checked="" type="checkbox"/> MOJO-3	Lorry on fire on Manor Road <input checked="" type="checkbox"/> MOJO-1	Cat stuck up tree <input checked="" type="checkbox"/> MOJO-2																									
Weather set to cool down <input checked="" type="checkbox"/> MOJO-12	Local politician caught stealing ice cream <input checked="" type="checkbox"/> MOJO-13	Missing duck - reward for information <input checked="" type="checkbox"/> MOJO-14	Dog stuck up tree <input checked="" type="checkbox"/> MOJO-5	Cat laughs at dog <input checked="" type="checkbox"/> MOJO-6	Feature: are people eating too much bread? <input checked="" type="checkbox"/> MOJO-7	Shop runs out of bread <input checked="" type="checkbox"/> MOJO-8	Policeman can't find squad car <input checked="" type="checkbox"/> MOJO-9																								
		School summer family fun day <input checked="" type="checkbox"/> MOJO-15																													

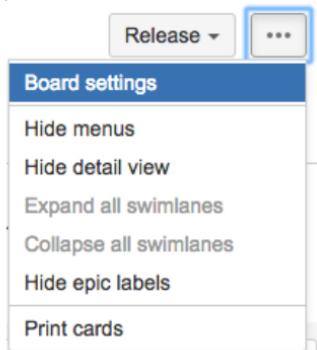
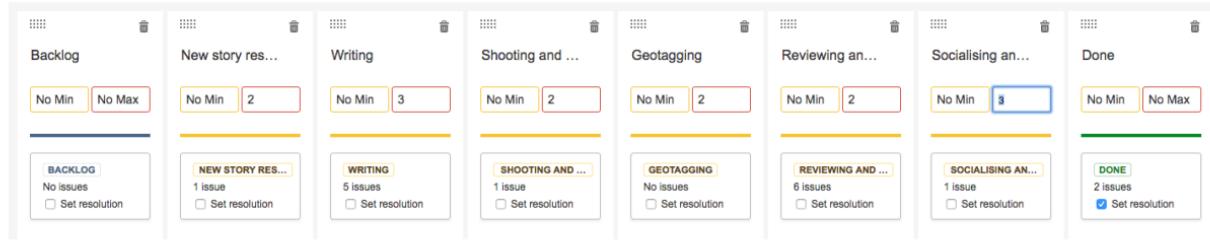
(c) OOBTECH 2022



2. Limit Work in Progress

12

Now that we can see the bottlenecks, apply a maximum limit to the number of work items permitted at each stage.



(c) OOBTECH 2022



2. Limit Work in Progress

13

This pushes work back out of the system, reducing context-switching and allowing sustainable work

MOJO board

Kanban board

QUICK FILTERS: Only My Issues Recently Updated

Release ...

Backlog	New story research	Writing	Shooting and editing	Geotagging	Reviewing and publishing	Socialising and promoting	Done
0	1 Max 2	5 Max 3	1 Max 2	0 Max 2	6 Max 2	1 Max 3	2
	Local politician caught stealing ice cream MOJO-13	Weather set to be hot MOJO-11	Man dies of natural causes MOJO-10		Man trips over banana skin MOJO-4	Post office set to close down MOJO-3	Lorry on fire on Manor Road MOJO-4
		Weather set to cool down MOJO-12			Dog stuck up tree MOJO-5	Cat laughs at dog MOJO-6	Cat stuck up tree MOJO-2
		Missing duck - reward for information MOJO-14			Feature: are people eating too much bread? MOJO-7		
		School summer family fun day MOJO-15			Shop runs out of bread MOJO-8		
		Minor celebrity announced to switch on Christmas lights MOJO-16			Policeman can't find squad car MOJO-9		

(c) OOBTECH 2022



2. Limit Work in Progress

14

This pushes work back out of the system, reducing context-switching and allowing sustainable work

MOJO board
Kanban board

QUICK FILTERS: Only My Issues Recently Updated

Release ...

0 Backlog	1 New story research Max 2	5 Writing Max 3	1 Shooting and editing Max 2	4 Geotagging Max 2	2 Reviewing and publishing Max 2	1 Socialising and promoting Max 3	2 Done
	<p>Local politician caught stealing ice cream MOJO-13</p> <p>Weather set to be hot MOJO-11</p> <p>Weather set to cool down MOJO-12</p> <p>Missing duck - reward for information MOJO-14</p> <p>School summer family fun day MOJO-15</p> <p>Minor celebrity announced to switch on Christmas lights MOJO-16</p>		<p>Man dies of natural causes MOJO-10</p>	<p>Cat laughs at dog MOJO-6</p> <p>Feature: are people eating too much bread? MOJO-7</p> <p>Shop runs out of bread MOJO-8</p> <p>Policeman can't find squad car MOJO-9</p>	<p>Man trips over banana skin MOJO-4</p>	<p>Post office set to close down MOJO-3</p>	<p>Lorry on fire on Manor Road MOJO-1</p> <p>Dog stuck up tree MOJO-5</p> <p>Cat stuck up tree MOJO-2</p>

(c) OOBTECH 2022



2. Limit Work in Progress

15

This pushes work back out of the system, reducing context-switching and allowing sustainable work

MOJO board
Kanban board

QUICK FILTERS: Only My Issues Recently Updated

Release ...

0 Backlog	1 New story research Max 2	5 Writing Max 3	3 Shooting and editing Max 2	2 Geotagging Max 2	2 Reviewing and publishing Max 2	1 Socialising and promoting Max 3	2 Done
	<p>Local politician caught stealing ice cream <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-13</p>	<p>Weather set to be hot <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-11</p> <p>Weather set to cool down <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-12</p> <p>Missing duck - reward for information <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-14</p> <p>School summer family fun day <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-15</p> <p>Minor celebrity announced to switch on Christmas lights <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-16</p>	<p>Shop runs out of bread <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-8</p> <p>Policeman can't find squad car <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-9</p> <p>Man dies of natural causes <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-10</p>	<p>Cat laughs at dog <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-6</p> <p>Feature: are people eating too much bread? <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-7</p>	<p>Man trips over banana skin <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-4</p> <p>Dog stuck up tree <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-5</p>	<p>Post office set to close down <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-3</p>	<p>Lorry on fire on Manor Road <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-1</p> <p>Cat stuck up tree <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-2</p>

(c) OOBTECH 2022



2. Limit Work in Progress

16

This pushes work back out of the system, reducing context-switching and allowing sustainable work

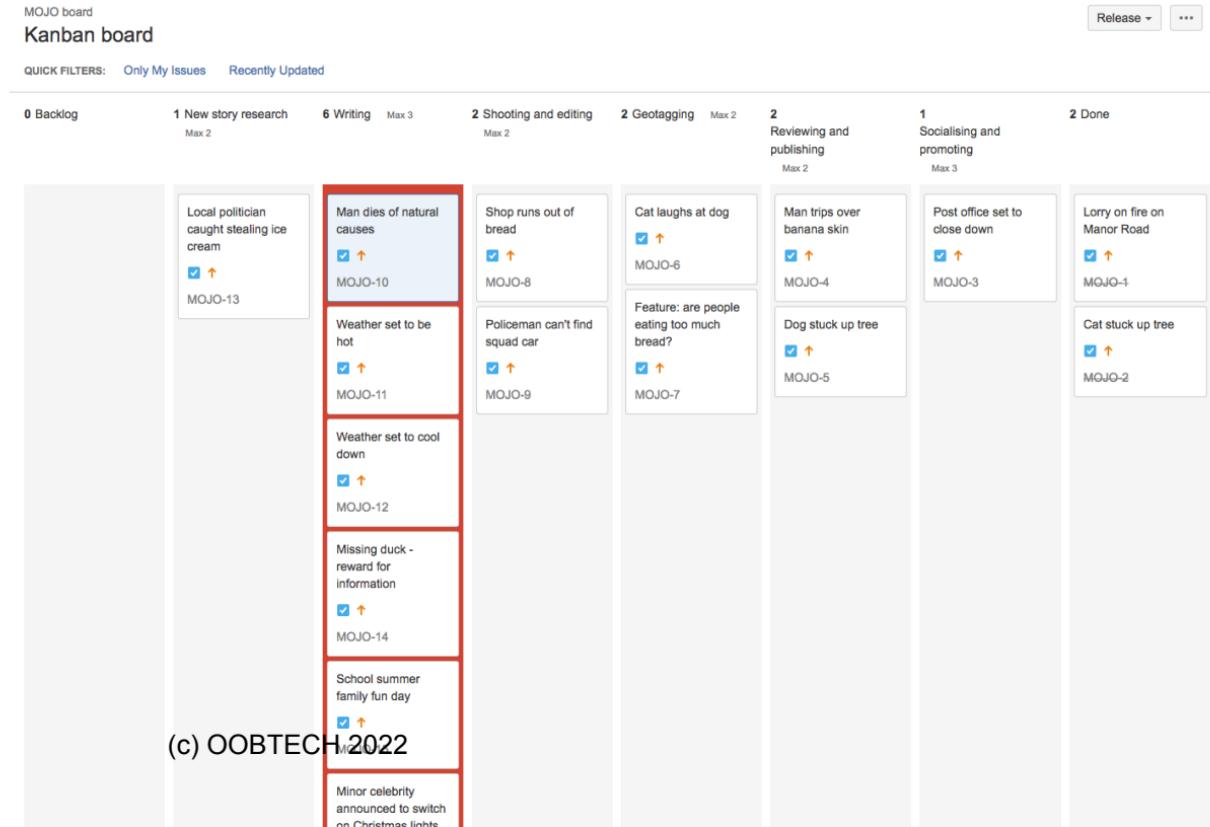
MOJO board
Kanban board

QUICK FILTERS: Only My Issues Recently Updated

Release ...

0 Backlog	1 New story research Max 2	6 Writing Max 3	2 Shooting and editing Max 2	2 Geotagging Max 2	2 Reviewing and publishing Max 2	1 Socialising and promoting Max 3	2 Done
	<p>Local politician caught stealing ice cream <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-13</p>	<p>Man dies of natural causes <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-10</p> <p>Weather set to be hot <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-11</p> <p>Weather set to cool down <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-12</p> <p>Missing duck - reward for information <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-14</p> <p>School summer family fun day <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-15</p> <p>Minor celebrity announced to switch on Christmas lights <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-16</p>	<p>Shop runs out of bread <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-8</p> <p>Policeman can't find squad car <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-9</p>	<p>Cat laughs at dog <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-6</p> <p>Feature: are people eating too much bread? <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-7</p>	<p>Man trips over banana skin <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-4</p> <p>Dog stuck up tree <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-5</p>	<p>Post office set to close down <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-3</p>	<p>Lorry on fire on Manor Road <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-1</p> <p>Cat stuck up tree <input checked="" type="checkbox"/> <input type="button" value="↑"/> MOJO-2</p>

(c) OOBTECH 2022

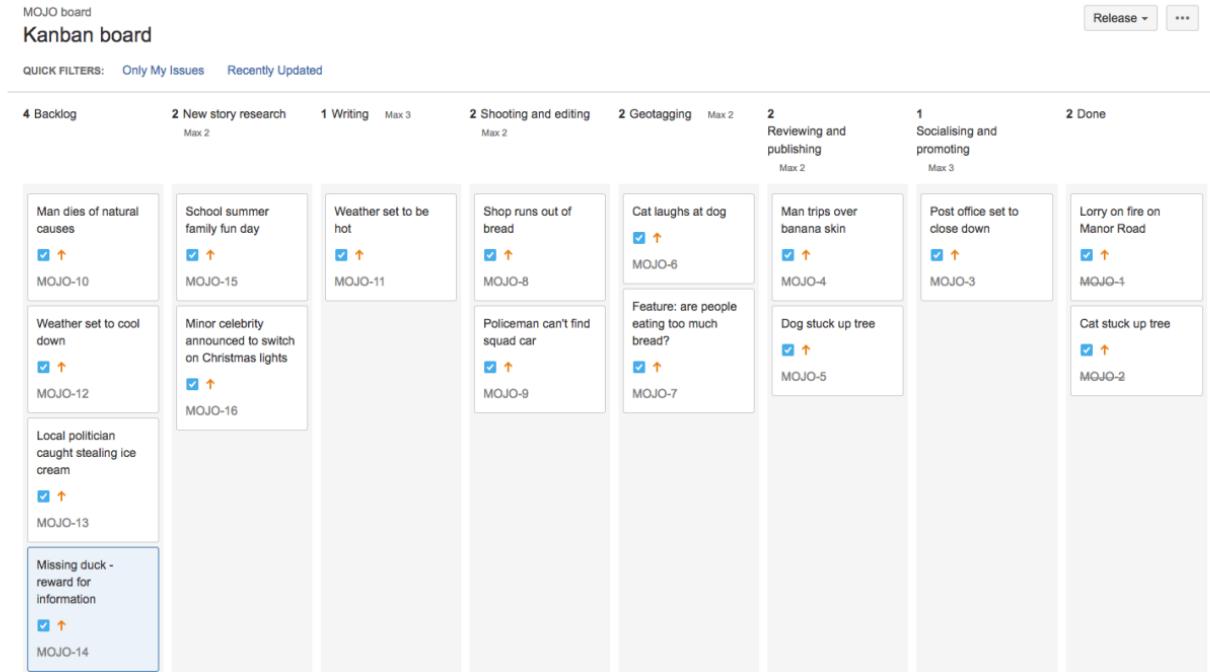




2. Limit Work in Progress

17

This pushes work back out of the system, reducing context-switching and allowing sustainable work



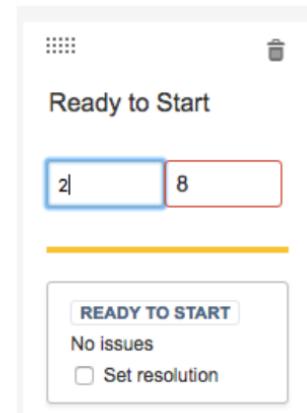


3. Help Work Flow

18

When work gets blocked, consider what changes you might make to your system.

1. Add a buffer so that you are not starved of work.



For example...



Five guiding principles for Kanban delivery

19

- ✓ Make work visible
 - ✓ Limit the amount of work in progress
 - ✓ Help work flow
4. Use metrics to measure work
 5. Continuous improvement



Exercise: Apply the first three principles²⁰

Tasks:

1. Ensure that your board is an accurate visualisation of your process.
2. Determine some work in progress limits.
3. Help work to flow by establishing a buffer and defining exit criteria (you will need to create a new Confluence space).

30 Minutes



Run your system and see if the improvements make a difference.

Measuring and Improving the System



Exercise: Review your metrics

22

Tasks:

- Determine your current lead time
- Review your Cumulative Flow Diagram
- Does it provide any insights?

How might these data be useful in the real world?

10 Minutes





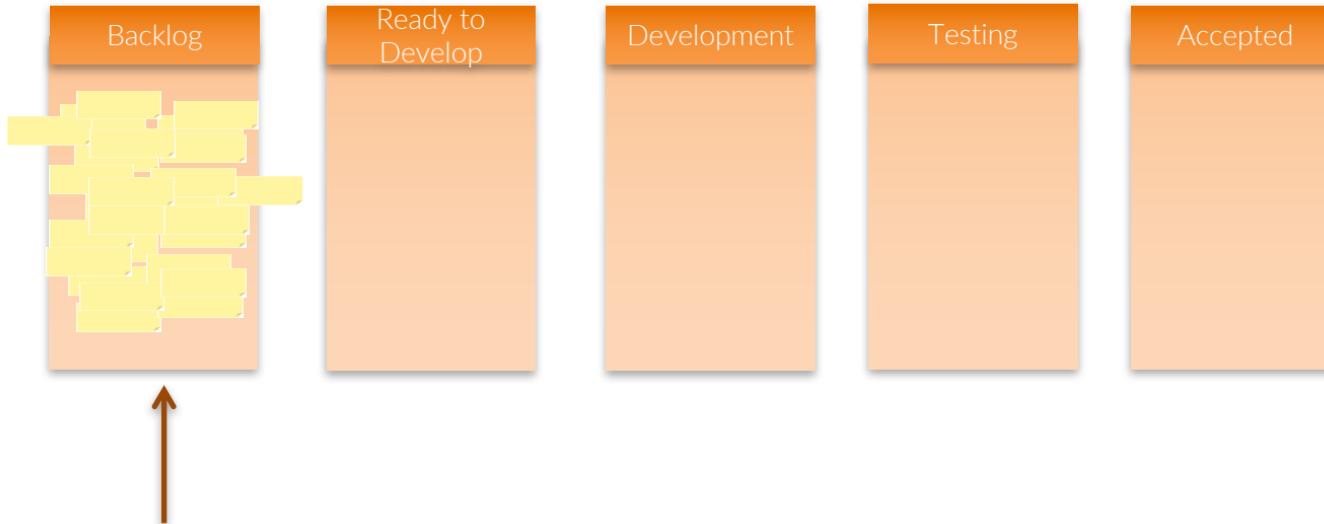
Five guiding principles for Kanban delivery ²³

- ✓ Make work visible
 - ✓ Limit the amount of work in progress
 - ✓ Help work flow
4. Use metrics to measure work
 5. Continuous improvement



4. Use metrics to measure work

24

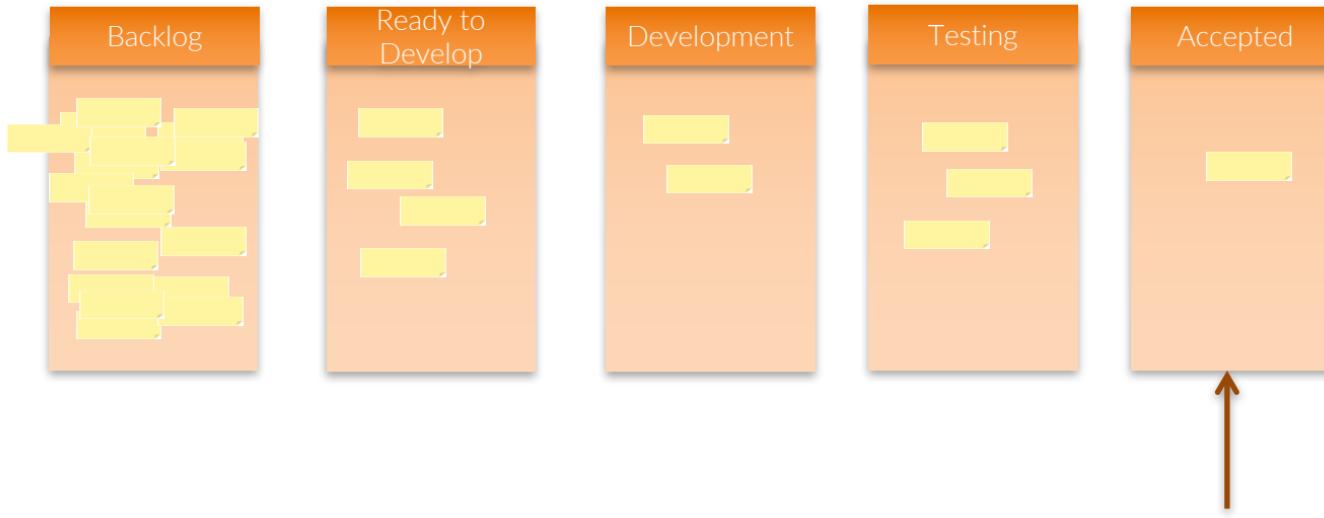


We have a backlog

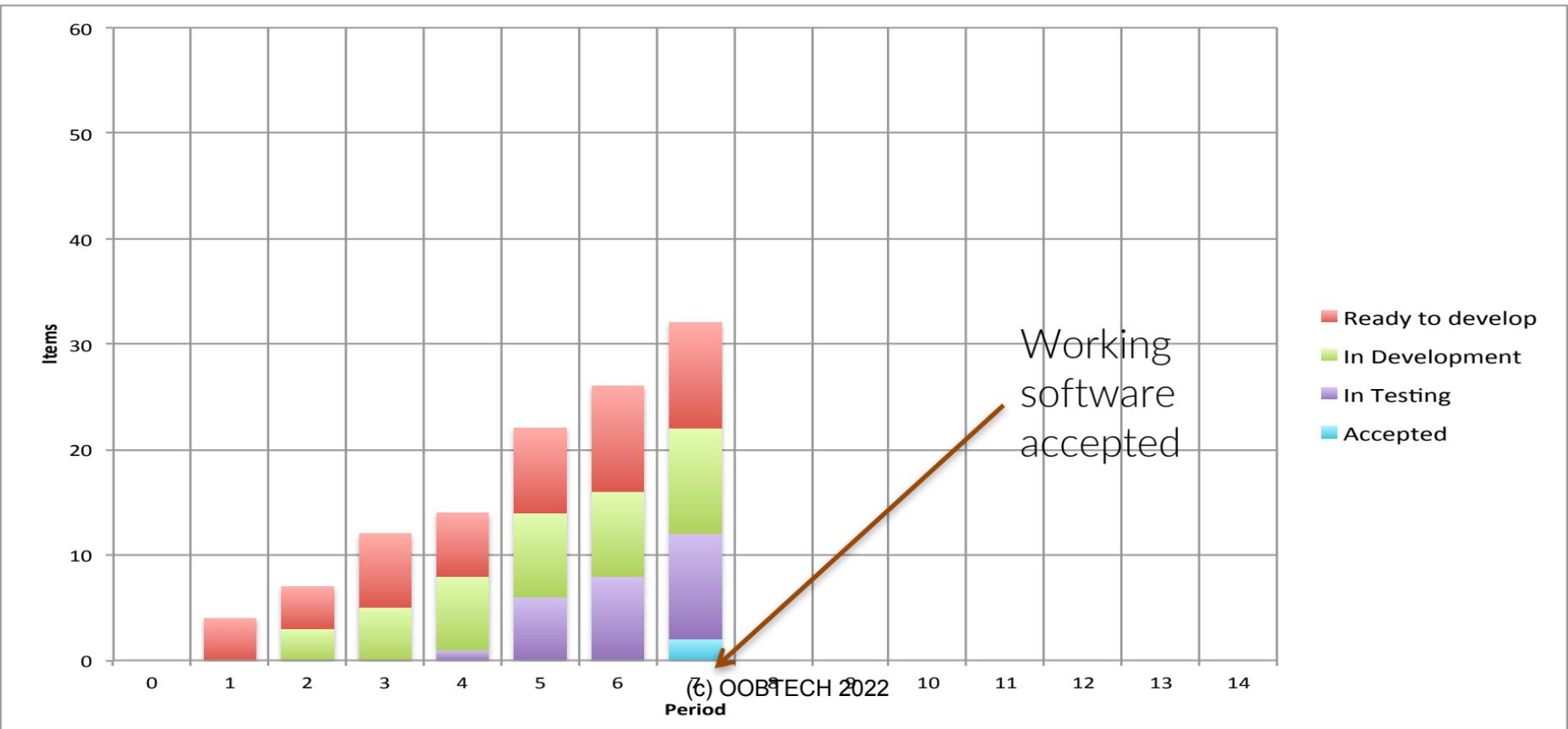


4. Use metrics to measure work

25



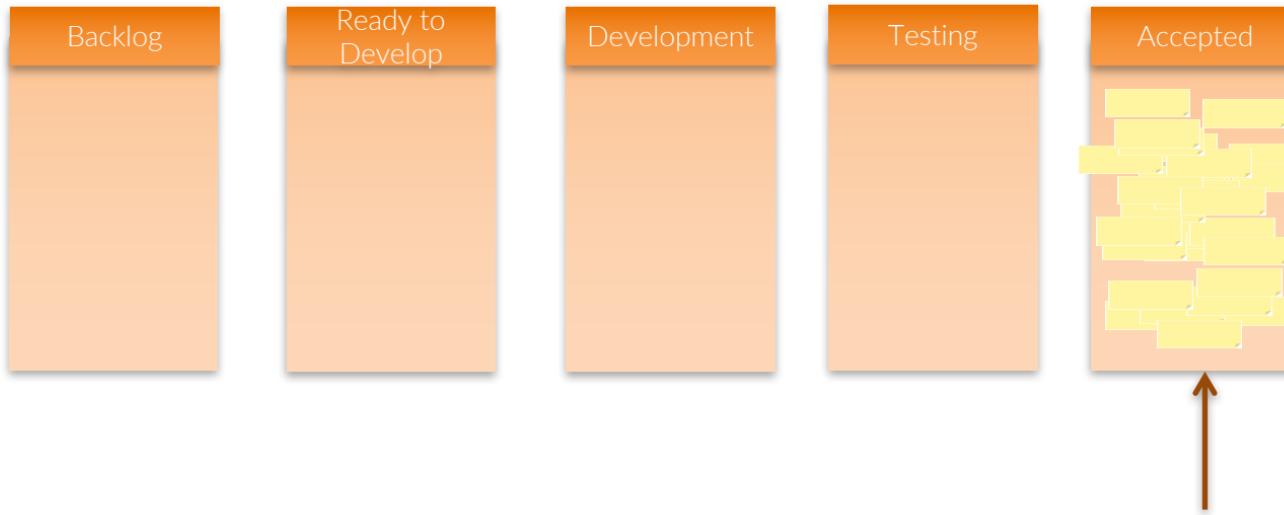
Something is finished

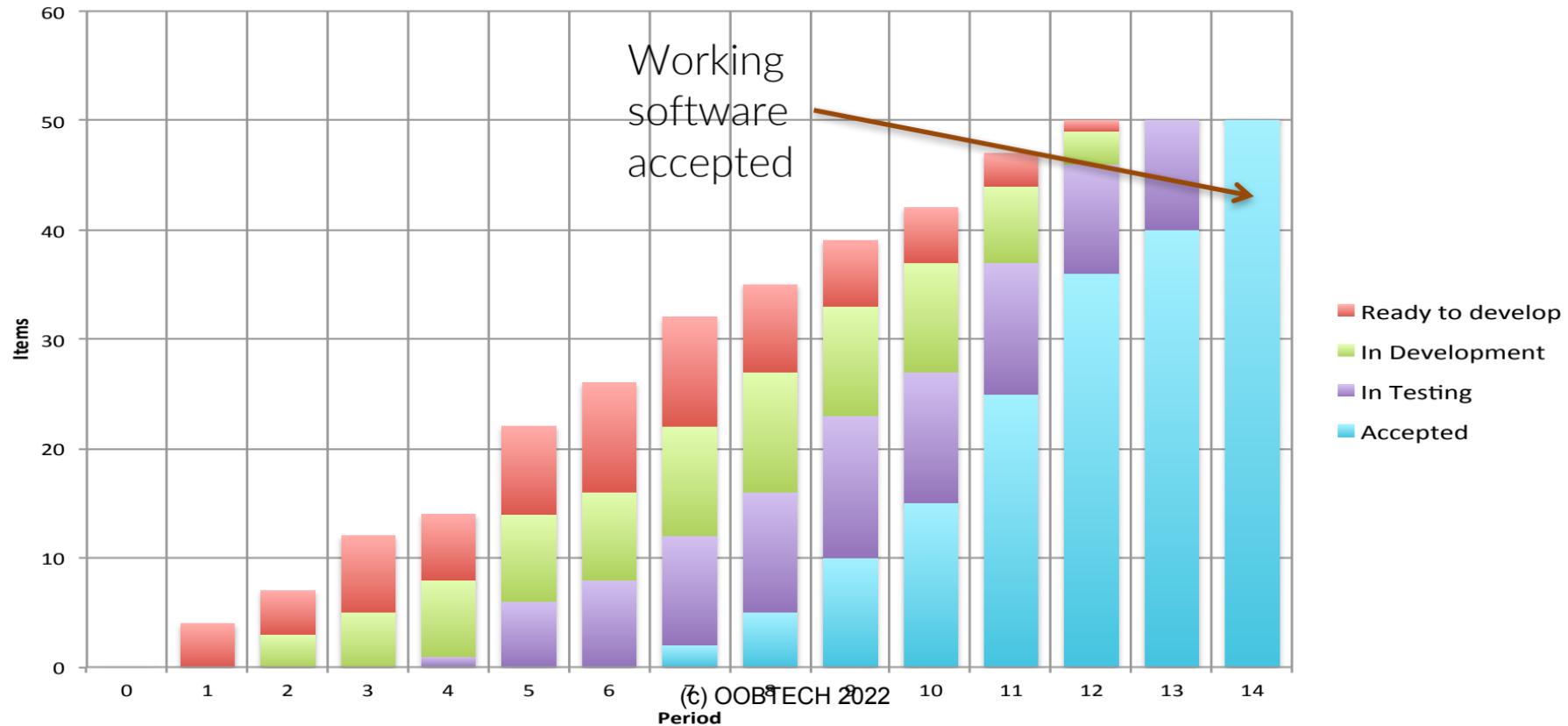




4. Use metrics to measure work

27

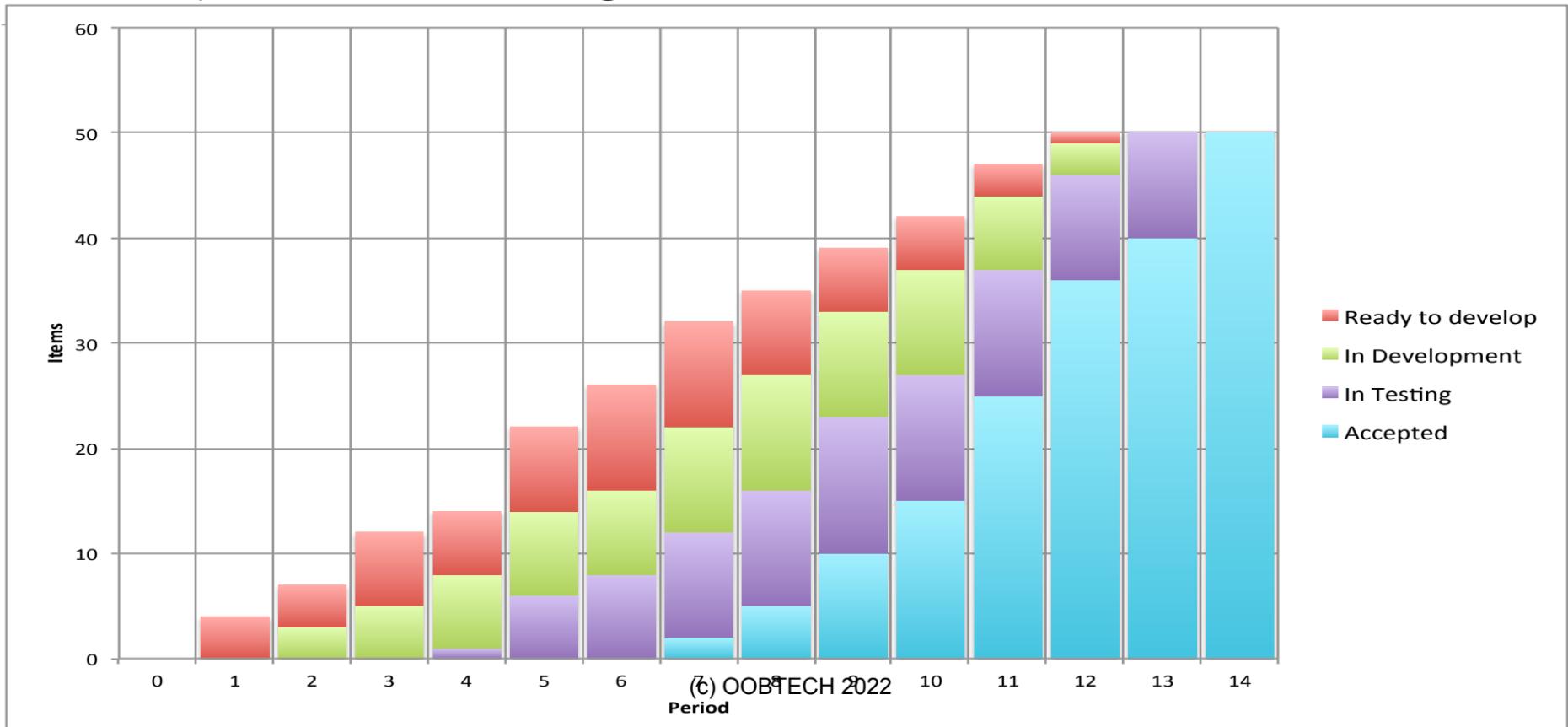


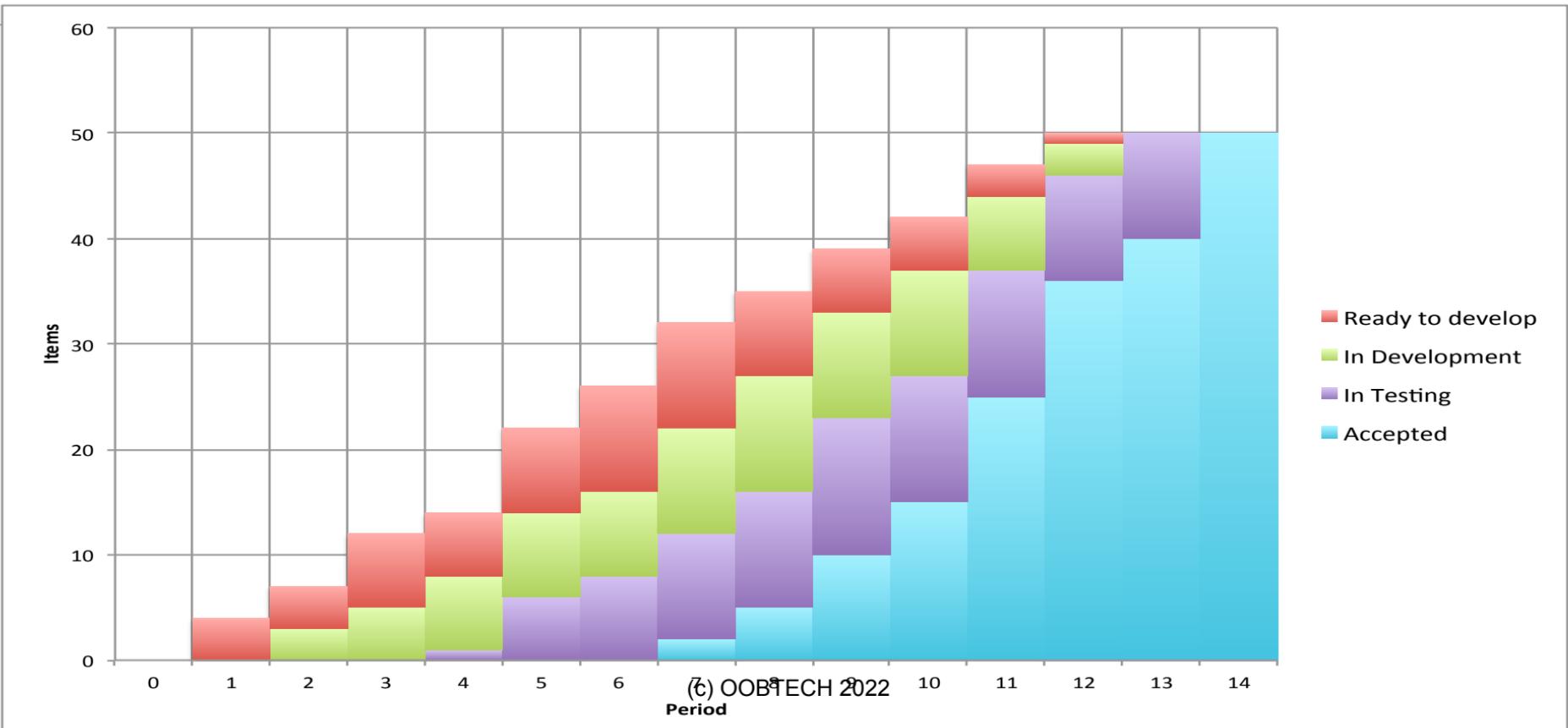




Squash the lines together

29

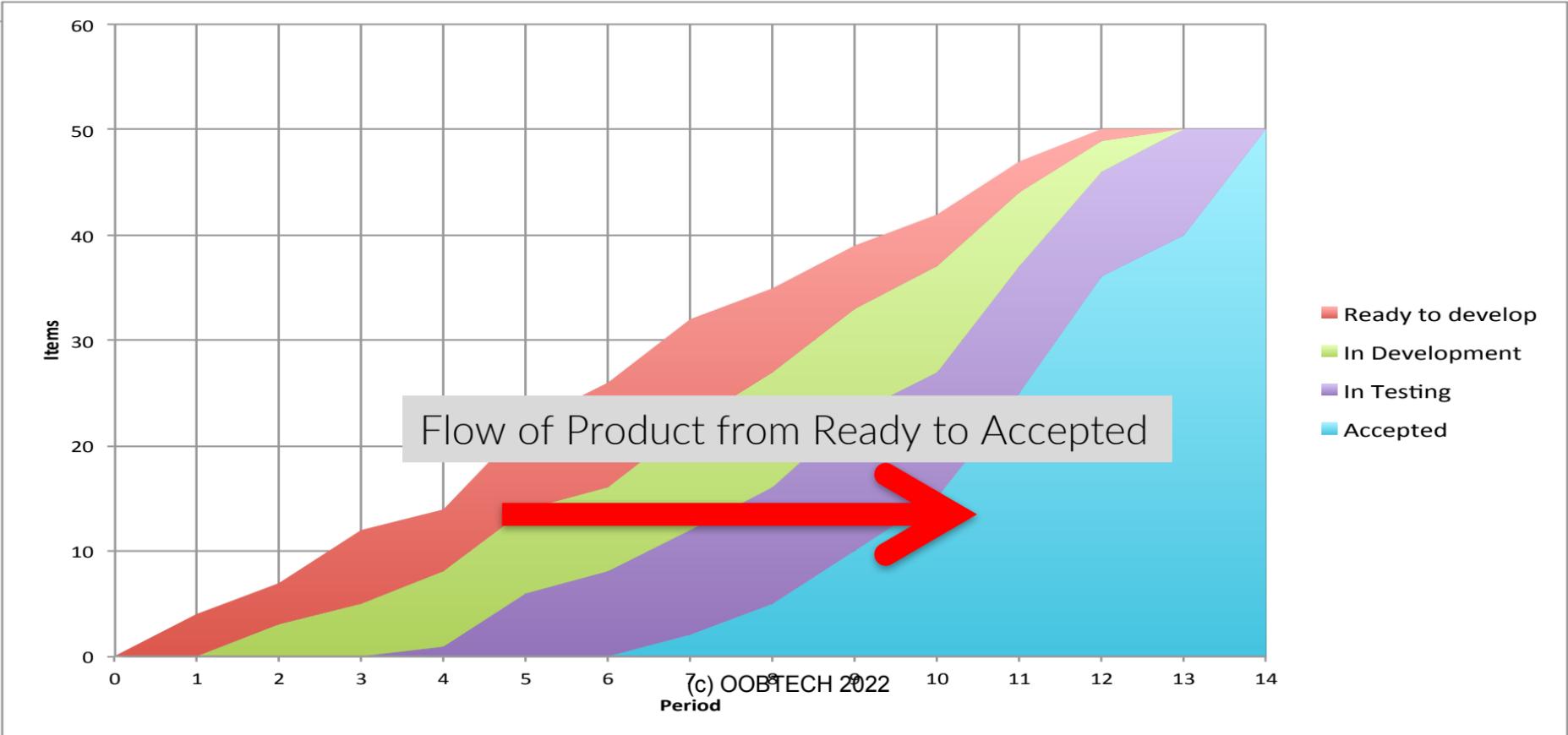






JIRA does the rest – Cumulative Flow Diagram

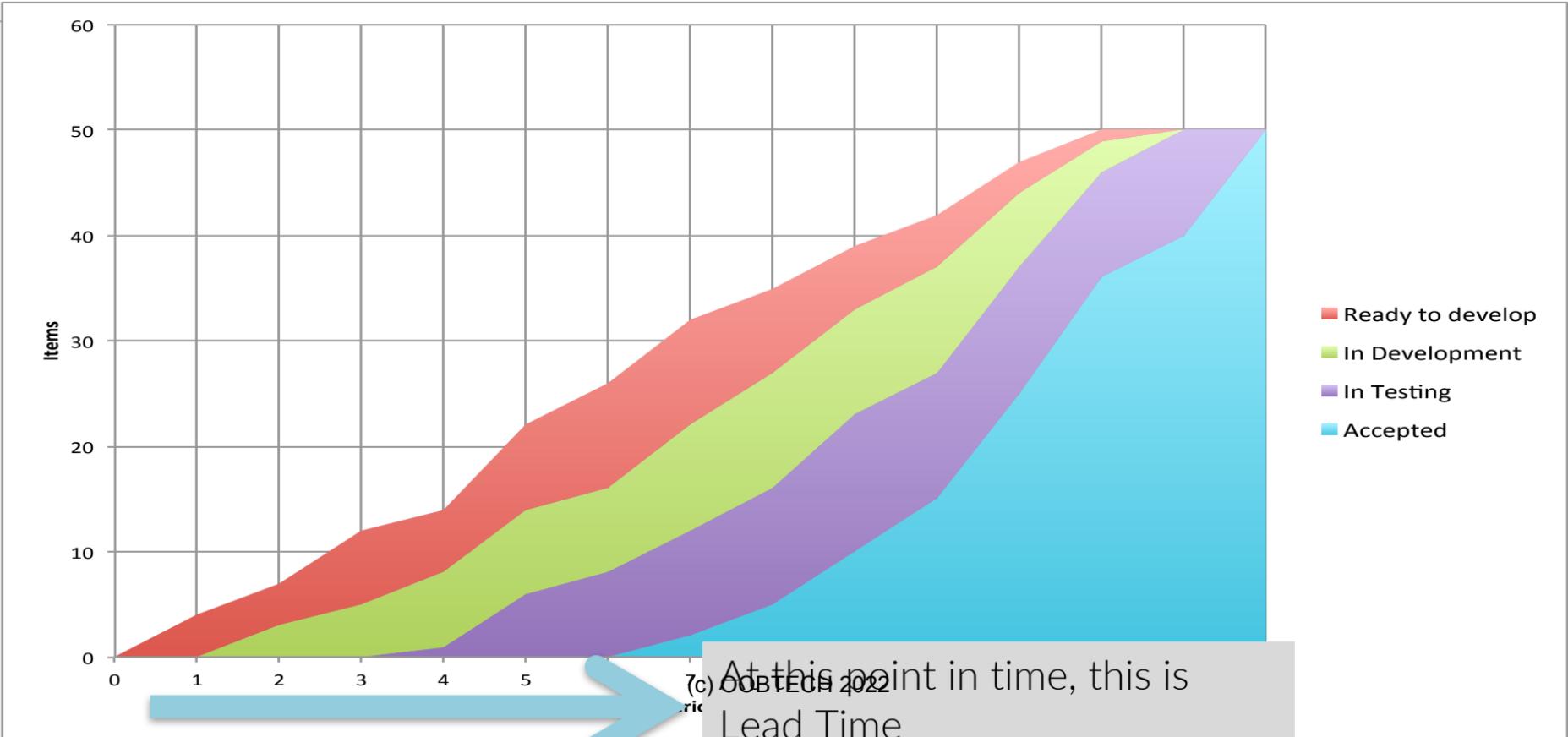
31





Cumulative flow diagram

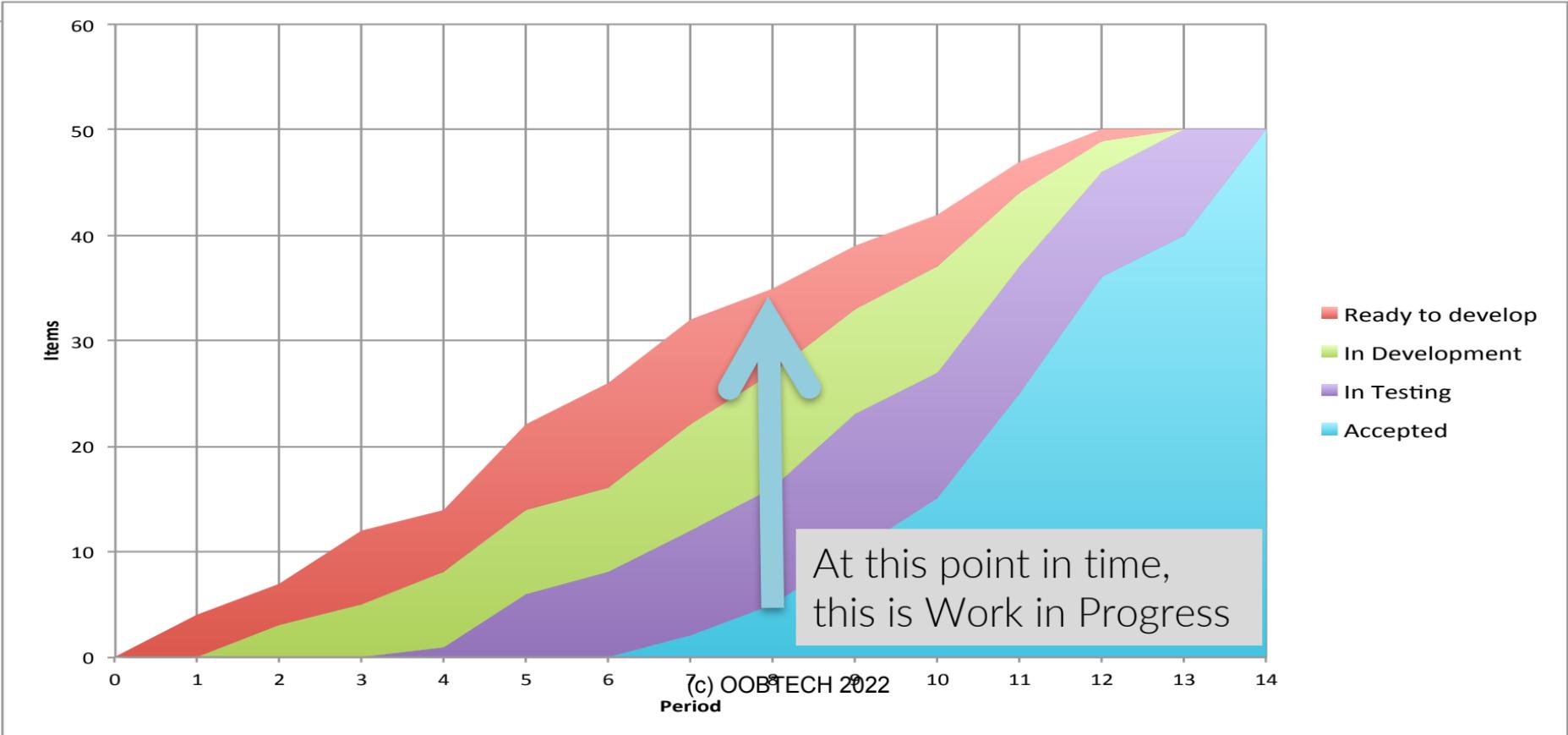
32





Cumulative flow diagram

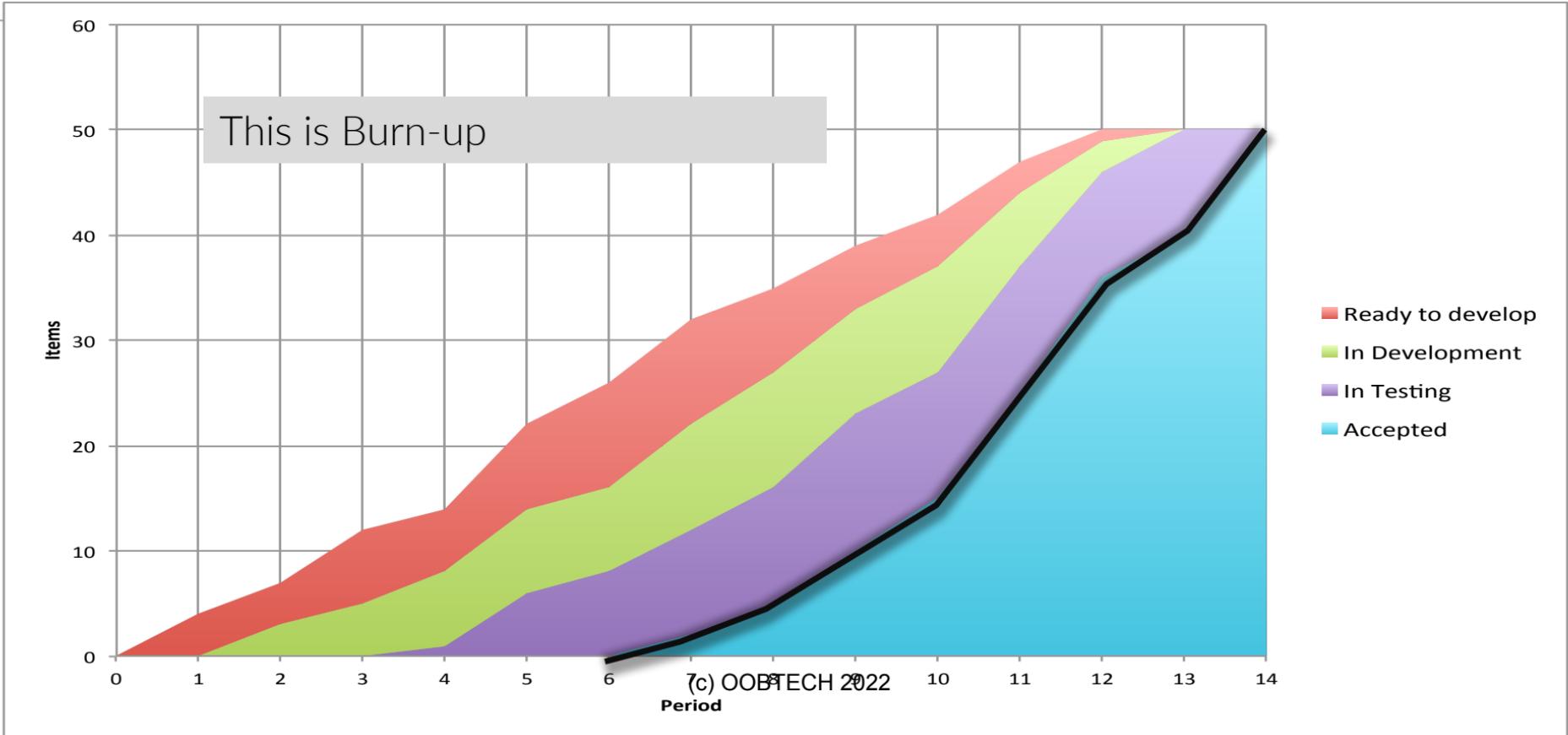
33





Cumulative Flow Diagram

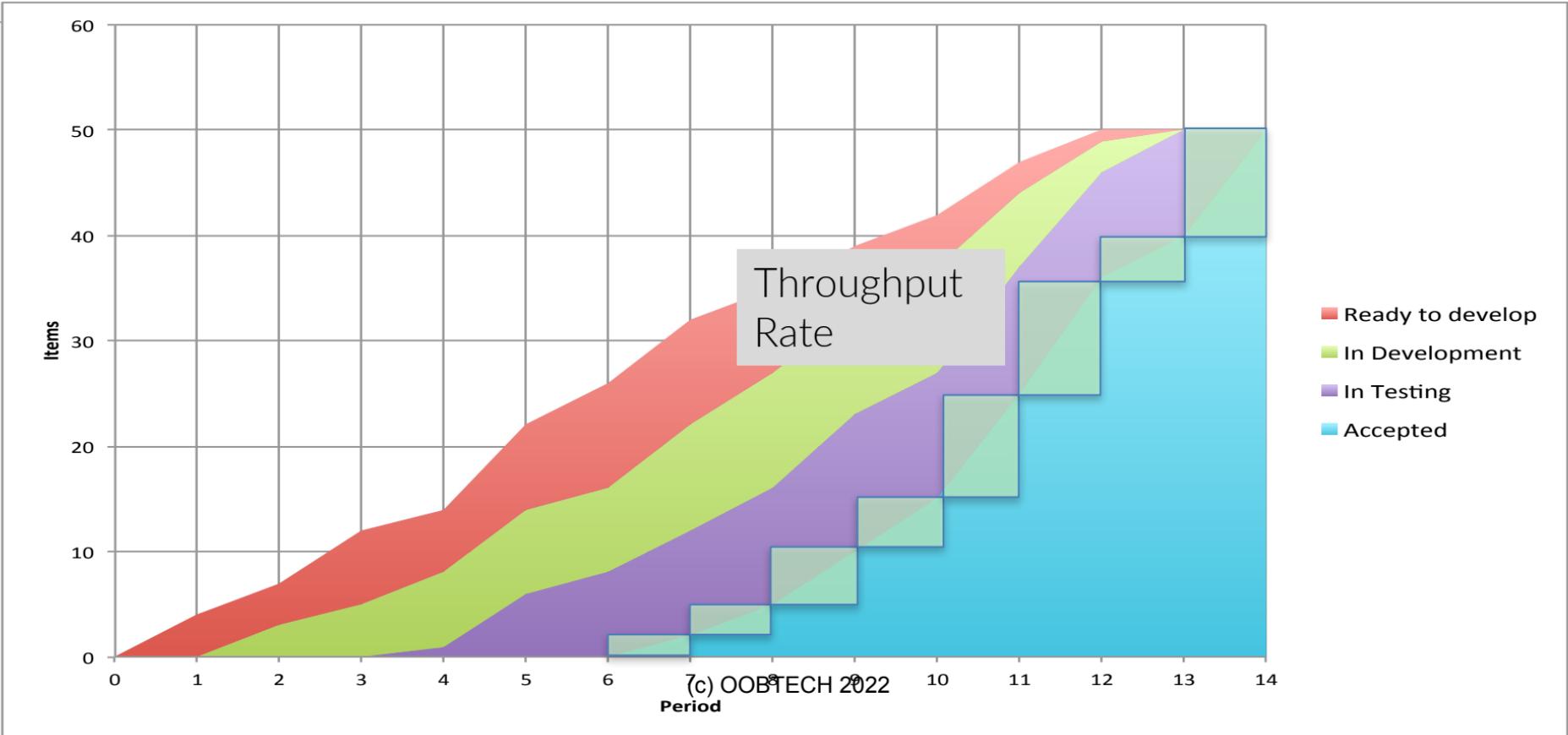
34

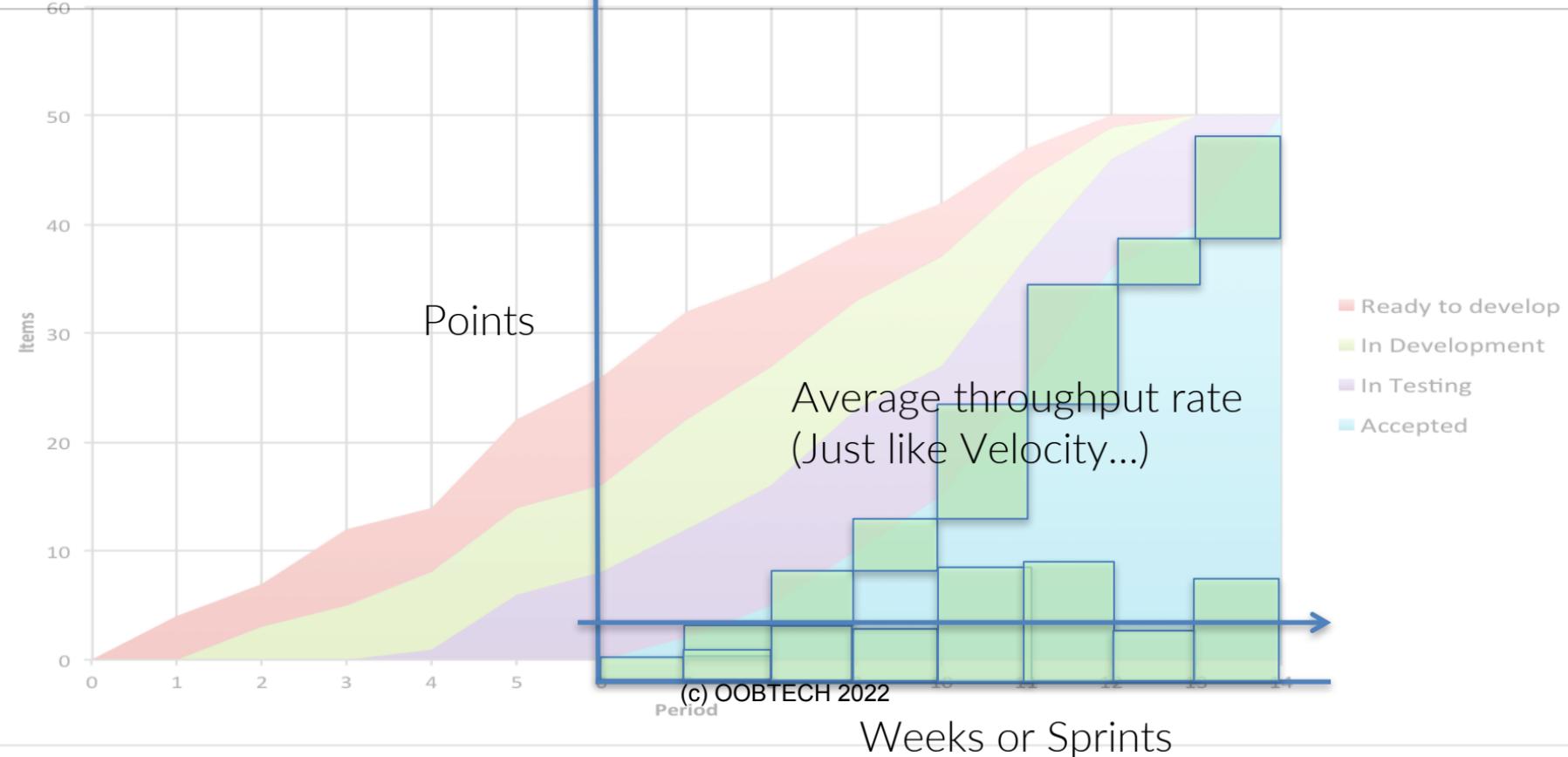




Cumulative Flow Diagram

35

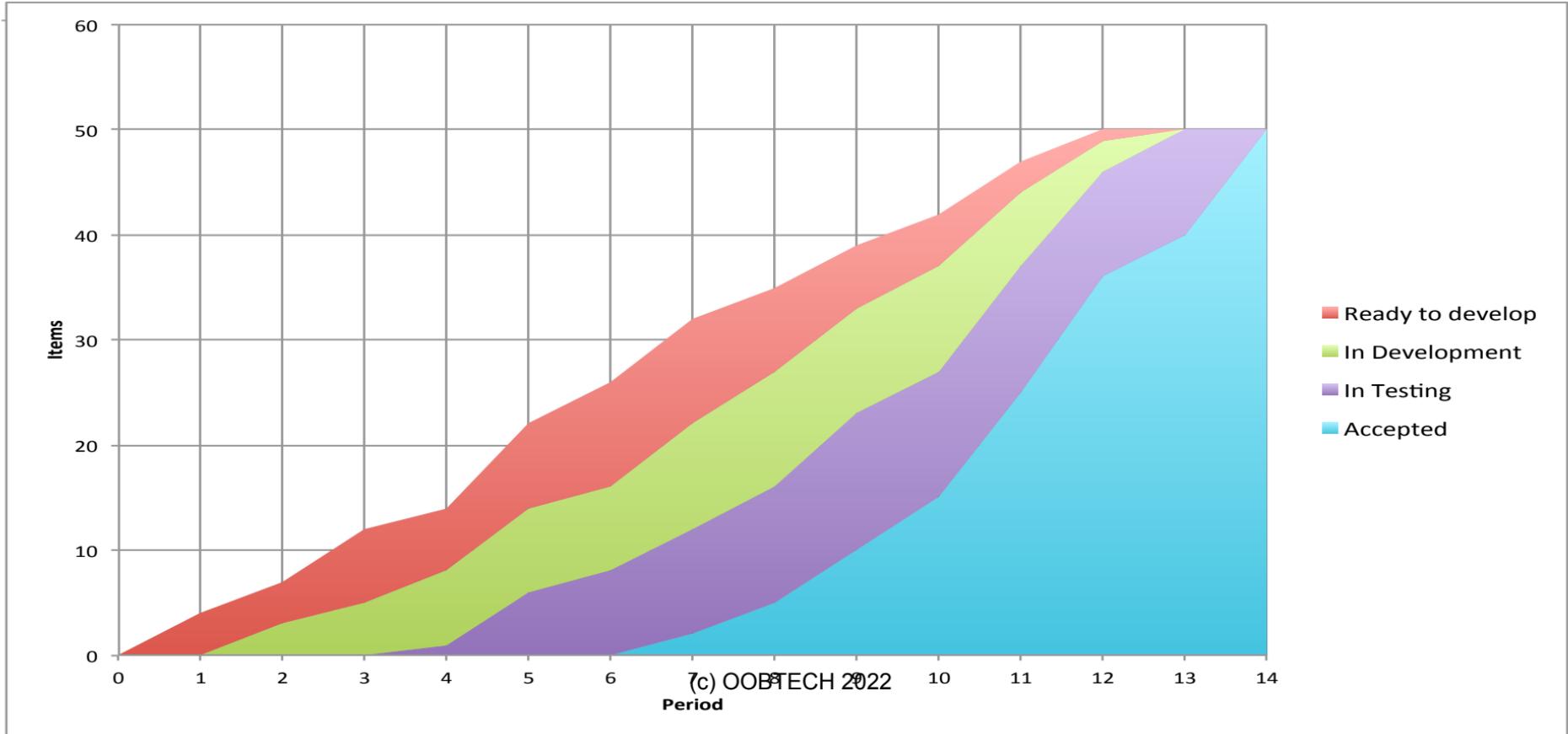






Cumulative Flow Diagram

37





Cumulative Flow Diagram

38

SAM board

Cumulative Flow Diagram Switch report ▾

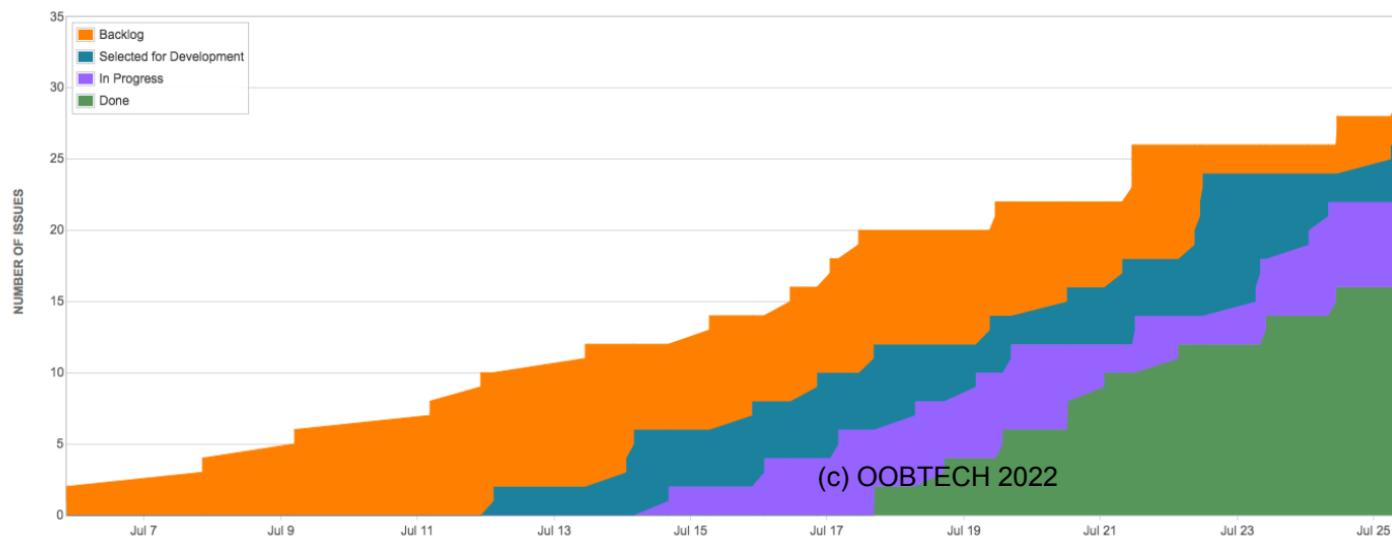
...

ⓘ How to read this chart

Shows the statuses of issues over time. This helps you identify potential bottlenecks that need to be investigated.

[Hide this information](#)

5/Jul/17 to 25/Jul/17 (Custom) ▾ [Refine report ▾](#)





Control Chart

39

SAM board
Control Chart [Switch report ▾](#)

② How to read this chart

Shows the cycle time for your product, version or sprint. This helps you identify whether data from the current process can be used to determine future performance.

[Learn more](#) [Hide this information](#)



The control chart focusses solely on the **lead time** of items in your system, including:

- Volatility
- Changes over time
- Outliers

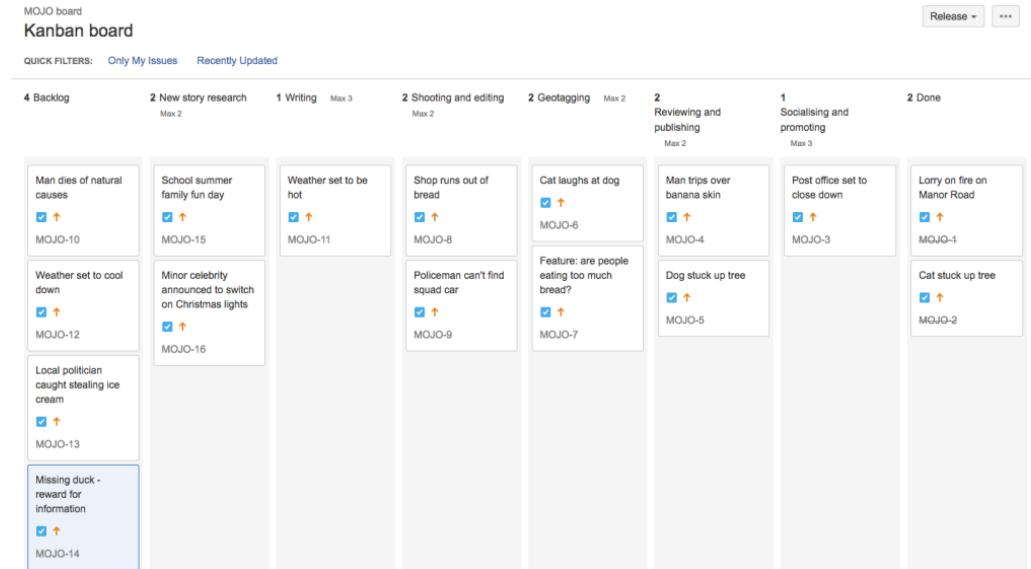


5. Continuous Improvement

40

JIRA is only a tool. It cannot do this bit for you.

Kanban is based on the principle that empowered teams of motivated people continuously look for ways to improve. JIRA can support this with the previous techniques, but you must all take the initiative.



(c) OOBTECH 2022

Bespoke Workflow Configurations



Exercise: Bespoke Workflow Configurations

42

Tasks:

15 Minutes

- Set up a bespoke workflow to match the workflow provided in the example.
- Question: When is it worth the additional complexity to set up and maintain a bespoke workflow?



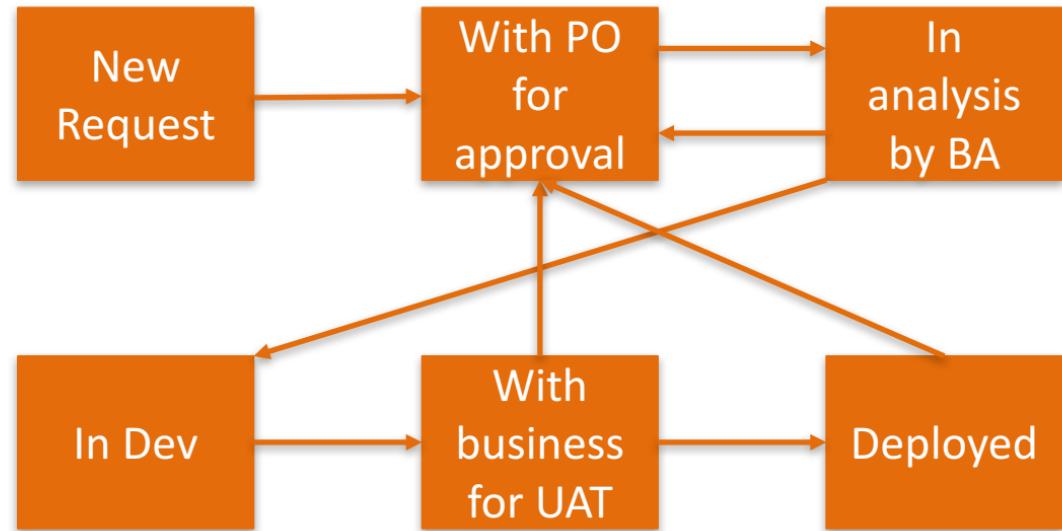


Small Change Team

43

We are setting up a team to handle small development requests / business-as-usual development.

We want to define how work can flow between the business and development.





Create a Kanban project for this team

44

1. Create a new Kanban project.
2. Go to Projects settings, and click on your new project.
3. Click on workflow to view it

JIRA ADMINISTRATION

- Applications
- Projects**
- Issues
- Add-ons
- System

SITE ADMINISTRATION

- User management
- Billing
- Discover new applications

Project list

Name	Key
Crowdsourced Local News	CLN
Mobile Journalism	MOJO
Sample	SAM
Small Change	SMALL



Workflows

Issues can follow processes that mirror your team's practices. A workflow defines the sequence of steps that an issue will follow, e.g. "In Progress", "Resolved".

Scheme:

SMALL: Software Simplified Workflow Scheme

Software Simplified Workflow for Project SMALL



(c) There are four states, and you can enter each state from any previous state.



Create a bespoke workflow

45

1. Go to Workflows and select Add workflow
2. Create a new blank workflow

The screenshot shows the Jira interface. On the left, there is a sidebar with two main sections: 'ISSUE TYPES' and 'WORKFLOWS'. Under 'ISSUE TYPES', there are links for 'Issue types', 'Issue type schemes', and 'Sub-tasks'. Under 'WORKFLOWS', there are links for 'Workflows' (which is highlighted with a grey background) and 'Workflow schemes'. In the center, a modal dialog box titled 'Add workflow' is open. It has a 'Name' field containing 'Small Change Workflow' (with a red asterisk indicating it is required). Below the name field is a note: 'Please use only ASCII characters.' There is also a 'Description' field which is currently empty. At the bottom right of the dialog are 'Add' and 'Cancel' buttons.



Create a bespoke workflow

46

3. Add statuses for each part of your desired workflow

+ Add status + Add transition □ Show transition labels

Deploy
Deploy (new status)
 Allow all statuses to transition to this one

Add Cancel

NEW REQUEST WITH PO FOR APPROVAL IN ANALYSIS BY BA

IN DEVELOPMENT WITH BUSINESS FOR UAT

4. Add transitions you want to allow between each status

Add Transition

New Transition Reuse a transition

From status * New Request

To status * With PO for approval

Name * Triage

Description Requests are checked for formatting and completeness of information

Screen None

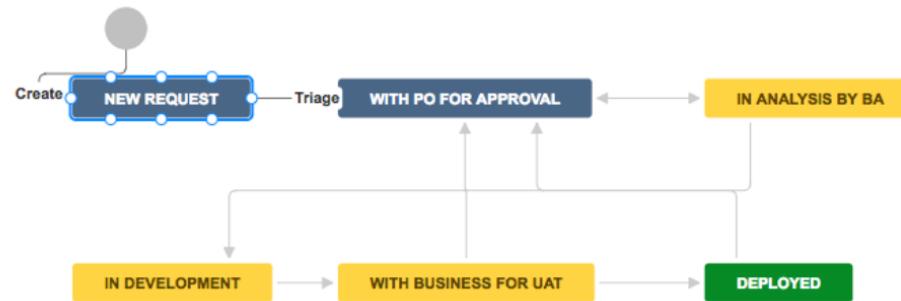
Add Cancel



Create a bespoke workflow

47

5. Check that your workflow matches your intended design





Apply the new workflow to your project

1. Go to Projects configuration, select your project, then select Workflows

The screenshot shows the Jira Administration interface. On the left, there's a sidebar with various links: Applications, Projects (which is highlighted in blue), Issues, Add-ons, System, SITE ADMINISTRATION, User management, Billing, and Discover new applications. The main area is titled "Project settings" and contains sections for Details, Summary, Delete project, Issue types, Workflows (which is also highlighted in blue), Screens, and Fields.

2. Add an existing workflow

The screenshot shows the "Workflows" screen. At the top, it says "SMALL: Software Simplified Workflow Scheme". Below that is a button bar with "Add Workflow" (with a dropdown arrow), "Switch Scheme", "Add Existing" (which is highlighted in blue), and "Choose From Marketplace". A tooltip for "Add Existing" says "Select an existing workflow from the list or marketplace".

3. Find and select your workflow from the list

The screenshot shows the "Add Existing Workflow" dialog. On the left is a list of workflow schemes: Builds Workflow, classic default workflow, Small Change Workflow (which is highlighted in blue), Software Simplified Workflow for Project CLN, Software Simplified Workflow for Project CLNA, Software Simplified Workflow for Project MOJO, Software Simplified Workflow for Project SAM, Software Simplified Workflow for Project TEST1, and SUP: Process Management Workflow. On the right, there's a diagram for the "Small Change Workflow". It starts with a grey oval labeled "NEW REQUEST". An arrow points to a yellow rectangle labeled "WITH PO FOR APPROVAL". From there, an arrow points to an orange rectangle labeled "IN ANALYSIS BY BA". From "IN ANALYSIS BY BA", two arrows branch out: one to a yellow rectangle labeled "IN DEVELOPMENT" and another to a yellow rectangle labeled "WITH BUSINESS FOR UAT". Finally, an arrow points from "WITH BUSINESS FOR UAT" to a green rectangle labeled "DEPLOYED". At the bottom of the dialog, it says "Last modified Today 11:22 AM by Bob Smith".



Apply the new workflow to your project

4. Choose which issue types you want to be restricted to this workflow
2. Create a new issue in your project, and check that it works as expected

Assign Issue Types to "JIRA Workflow (jira)"

Issue Type	Currently Assigned Workflow
<input checked="" type="checkbox"/> Bug	Software Simplified Workflow for Project SMALL
<input checked="" type="checkbox"/> Epic	Software Simplified Workflow for Project SMALL
<input checked="" type="checkbox"/> Story	Software Simplified Workflow for Project SMALL
<input type="checkbox"/> Sub-task	Software Simplified Workflow for Project SMALL
<input type="checkbox"/> Task	Software Simplified Workflow for Project SMALL

[Back](#) [Finish](#) [Cancel](#)

Small Change / SMALL-1
Super urgent request from the business - need it done ASAP

[Edit](#) [Assign](#) [Comment](#) [Ready for Dev](#) [Clarify](#) [Admin ▾](#)

Details

Type:	<input checked="" type="checkbox"/> Story	Status:	IN ANALYSIS BY BA (View workflow)
Priority:	<input checked="" type="checkbox"/> Medium	Resolution:	
Labels:	None	Unresolved	

Available transitions

Status

Collaborating to Define Requirements



Set up your Project

51

The screenshot shows the Jira system dashboard. At the top, there is a navigation bar with the Jira logo, 'Dashboards', 'Projects', and 'Boards'. The 'Projects' dropdown is open, showing 'Software' and 'Business' options, with 'Create project' highlighted. Below the navigation bar, the main content area is titled 'System dashboard' and includes sections for 'Introduction', 'Welcome to JIRA', and instructions for starting with the 'JIRA 101 guide' and 'Atlassian training course'. It also mentions that text can be customized in the Administration section.

1. Create a new project and select Scrum software development
2. Choose a relevant name and key (note, when you do this for real, you can't edit this later!)

The screenshot shows a Jira project setup dialog. A blue box highlights the 'Scrum software development' option under the 'Project type' section. The description below states: 'Agile development with a board, sprints and stories. Connects with source and build tools.' There are other options like 'Business', 'Test management', and 'Feature management' shown above it.



Define Requirements Exercise Summary⁵²

Tasks:

30 Minutes

- Work together to create a product backlog, based on the desired outcomes of your vision.
- Create another Confluence page with supporting technical documentation.





Create a backlog

53

1. Look at the outcomes you identified on your product vision
2. Work together to think of features that would contribute to delivering those outcomes

Crowdsourced Local News



For people interested in local current affairs,

Crowdsourced Local News is a website that allows residents to upload and read news stories about their local area

This means that users get:

- A better connection to their community through social interactions
- Knowledge of local events and issues
- The opportunity to develop journalism, writing, and photography skills

And we, the company developing it, gets:

- Revenue from local targeted advertising
- Analytics on search terms and articles read
- An active user base connected to other social media

Create issue

Configure fields ▾

Project* Crowdsourced Local News (C...)

Issue Type* Story

Some issue types are unavailable due to incompatible field configuration and/or workflow associations.

Summary* User Accounts and Profiles

Component/s None

Description

Style B I U A ^A ^{2A} ^{3A} ^{4A} ^{5A} ^{6A} ^{7A} ^{8A} ^{9A} ^{10A} ^{11A} ^{12A} ^{13A} ^{14A} ^{15A} ^{16A} ^{17A} ^{18A} ^{19A} ^{20A} ^{21A} ^{22A} ^{23A} ^{24A} ^{25A} ^{26A} ^{27A} ^{28A} ^{29A} ^{30A} ^{31A} ^{32A} ^{33A} ^{34A} ^{35A} ^{36A} ^{37A} ^{38A} ^{39A} ^{40A} ^{41A} ^{42A} ^{43A} ^{44A} ^{45A} ^{46A} ^{47A} ^{48A} ^{49A} ^{50A} ^{51A} ^{52A} ^{53A} ^{54A} ^{55A} ^{56A} ^{57A} ^{58A} ^{59A} ^{60A} ^{61A} ^{62A} ^{63A} ^{64A} ^{65A} ^{66A} ^{67A} ^{68A} ^{69A} ^{70A} ^{71A} ^{72A} ^{73A} ^{74A} ^{75A} ^{76A} ^{77A} ^{78A} ^{79A} ^{80A} ^{81A} ^{82A} ^{83A} ^{84A} ^{85A} ^{86A} ^{87A} ^{88A} ^{89A} ^{90A} ^{91A} ^{92A} ^{93A} ^{94A} ^{95A} ^{96A} ^{97A} ^{98A} ^{99A} ^{100A} ^{101A} ^{102A} ^{103A} ^{104A} ^{105A} ^{106A} ^{107A} ^{108A} ^{109A} ^{110A} ^{111A} ^{112A} ^{113A} ^{114A} ^{115A} ^{116A} ^{117A} ^{118A} ^{119A} ^{120A} ^{121A} ^{122A} ^{123A} ^{124A} ^{125A} ^{126A} ^{127A} ^{128A} ^{129A} ^{130A} ^{131A} ^{132A} ^{133A} ^{134A} ^{135A} ^{136A} ^{137A} ^{138A} ^{139A} ^{140A} ^{141A} ^{142A} ^{143A} ^{144A} ^{145A} ^{146A} ^{147A} ^{148A} ^{149A} ^{150A} ^{151A} ^{152A} ^{153A} ^{154A} ^{155A} ^{156A} ^{157A} ^{158A} ^{159A} ^{160A} ^{161A} ^{162A} ^{163A} ^{164A} ^{165A} ^{166A} ^{167A} ^{168A} ^{169A} ^{170A} ^{171A} ^{172A} ^{173A} ^{174A} ^{175A} ^{176A} ^{177A} ^{178A} ^{179A} ^{180A} ^{181A} ^{182A} ^{183A} ^{184A} ^{185A} ^{186A} ^{187A} ^{188A} ^{189A} ^{190A} ^{191A} ^{192A} ^{193A} ^{194A} ^{195A} ^{196A} ^{197A} ^{198A} ^{199A} ^{200A} ^{201A} ^{202A} ^{203A} ^{204A} ^{205A} ^{206A} ^{207A} ^{208A} ^{209A} ^{210A} ^{211A} ^{212A} ^{213A} ^{214A} ^{215A} ^{216A} ^{217A} ^{218A} ^{219A} ^{220A} ^{221A} ^{222A} ^{223A} ^{224A} ^{225A} ^{226A} ^{227A} ^{228A} ^{229A} ^{230A} ^{231A} ^{232A} ^{233A} ^{234A} ^{235A} ^{236A} ^{237A} ^{238A} ^{239A} ^{240A} ^{241A} ^{242A} ^{243A} ^{244A} ^{245A} ^{246A} ^{247A} ^{248A} ^{249A} ^{250A} ^{251A} ^{252A} ^{253A} ^{254A} ^{255A} ^{256A} ^{257A} ^{258A} ^{259A} ^{260A} ^{261A} ^{262A} ^{263A} ^{264A} ^{265A} ^{266A} ^{267A} ^{268A} ^{269A} ^{270A} ^{271A} ^{272A} ^{273A} ^{274A} ^{275A} ^{276A} ^{277A} ^{278A} ^{279A} ^{280A} ^{281A} ^{282A} ^{283A} ^{284A} ^{285A} ^{286A} ^{287A} ^{288A} ^{289A} ^{290A} ^{291A} ^{292A} ^{293A} ^{294A} ^{295A} ^{296A} ^{297A} ^{298A} ^{299A} ^{300A} ^{301A} ^{302A} ^{303A} ^{304A} ^{305A} ^{306A} ^{307A} ^{308A} ^{309A} ^{310A} ^{311A} ^{312A} ^{313A} ^{314A} ^{315A} ^{316A} ^{317A} ^{318A} ^{319A} ^{320A} ^{321A} ^{322A} ^{323A} ^{324A} ^{325A} ^{326A} ^{327A} ^{328A} ^{329A} ^{330A} ^{331A} ^{332A} ^{333A} ^{334A} ^{335A} ^{336A} ^{337A} ^{338A} ^{339A} ^{340A} ^{341A} ^{342A} ^{343A} ^{344A} ^{345A} ^{346A} ^{347A} ^{348A} ^{349A} ^{350A} ^{351A} ^{352A} ^{353A} ^{354A} ^{355A} ^{356A} ^{357A} ^{358A} ^{359A} ^{360A} ^{361A} ^{362A} ^{363A} ^{364A} ^{365A} ^{366A} ^{367A} ^{368A} ^{369A} ^{370A} ^{371A} ^{372A} ^{373A} ^{374A} ^{375A} ^{376A} ^{377A} ^{378A} ^{379A} ^{380A} ^{381A} ^{382A} ^{383A} ^{384A} ^{385A} ^{386A} ^{387A} ^{388A} ^{389A} ^{390A} ^{391A} ^{392A} ^{393A} ^{394A} ^{395A} ^{396A} ^{397A} ^{398A} ^{399A} ^{400A} ^{401A} ^{402A} ^{403A} ^{404A} ^{405A} ^{406A} ^{407A} ^{408A} ^{409A} ^{410A} ^{411A} ^{412A} ^{413A} ^{414A} ^{415A} ^{416A} ^{417A} ^{418A} ^{419A} ^{420A} ^{421A} ^{422A} ^{423A} ^{424A} ^{425A} ^{426A} ^{427A} ^{428A} ^{429A} ^{430A} ^{431A} ^{432A} ^{433A} ^{434A} ^{435A} ^{436A} ^{437A} ^{438A} ^{439A} ^{440A} ^{441A} ^{442A} ^{443A} ^{444A} ^{445A} ^{446A} ^{447A} ^{448A} ^{449A} ^{450A} ^{451A} ^{452A} ^{453A} ^{454A} ^{455A} ^{456A} ^{457A} ^{458A} ^{459A} ^{460A} ^{461A} ^{462A} ^{463A} ^{464A} ^{465A} ^{466A} ^{467A} ^{468A} ^{469A} ^{470A} ^{471A} ^{472A} ^{473A} ^{474A} ^{475A} ^{476A} ^{477A} ^{478A} ^{479A} ^{480A} ^{481A} ^{482A} ^{483A} ^{484A} ^{485A} ^{486A} ^{487A} ^{488A} ^{489A} ^{490A} ^{491A} ^{492A} ^{493A} ^{494A} ^{495A} ^{496A} ^{497A} ^{498A} ^{499A} ^{500A} ^{501A} ^{502A} ^{503A} ^{504A} ^{505A} ^{506A} ^{507A} ^{508A} ^{509A} ^{510A} ^{511A} ^{512A} ^{513A} ^{514A} ^{515A} ^{516A} ^{517A} ^{518A} ^{519A} ^{520A} ^{521A} ^{522A} ^{523A} ^{524A} ^{525A} ^{526A} ^{527A} ^{528A} ^{529A} ^{530A} ^{531A} ^{532A} ^{533A} ^{534A} ^{535A} ^{536A} ^{537A} ^{538A} ^{539A} ^{540A} ^{541A} ^{542A} ^{543A} ^{544A} ^{545A} ^{546A} ^{547A} ^{548A} ^{549A} ^{550A} ^{551A} ^{552A} ^{553A} ^{554A} ^{555A} ^{556A} ^{557A} ^{558A} ^{559A} ^{560A} ^{561A} ^{562A} ^{563A} ^{564A} ^{565A} ^{566A} ^{567A} ^{568A} ^{569A} ^{570A} ^{571A} ^{572A} ^{573A} ^{574A} ^{575A} ^{576A} ^{577A} ^{578A} ^{579A} ^{580A} ^{581A} ^{582A} ^{583A} ^{584A} ^{585A} ^{586A} ^{587A} ^{588A} ^{589A} ^{590A} ^{591A} ^{592A} ^{593A} ^{594A} ^{595A} ^{596A} ^{597A} ^{598A} ^{599A} ^{600A} ^{601A} ^{602A} ^{603A} ^{604A} ^{605A} ^{606A} ^{607A} ^{608A} ^{609A} ^{610A} ^{611A} ^{612A} ^{613A} ^{614A} ^{615A} ^{616A} ^{617A} ^{618A} ^{619A} ^{620A} ^{621A} ^{622A} ^{623A} ^{624A} ^{625A} ^{626A} ^{627A} ^{628A} ^{629A} ^{630A} ^{631A} ^{632A} ^{633A} ^{634A} ^{635A} ^{636A} ^{637A} ^{638A} ^{639A} ^{640A} ^{641A} ^{642A} ^{643A} ^{644A} ^{645A} ^{646A} ^{647A} ^{648A} ^{649A} ^{650A} ^{651A} ^{652A} ^{653A} ^{654A} ^{655A} ^{656A} ^{657A} ^{658A} ^{659A} ^{660A} ^{661A} ^{662A} ^{663A} ^{664A} ^{665A} ^{666A} ^{667A} ^{668A} ^{669A} ^{670A} ^{671A} ^{672A} ^{673A} ^{674A} ^{675A} ^{676A} ^{677A} ^{678A} ^{679A} ^{680A} ^{681A} ^{682A} ^{683A} ^{684A} ^{685A} ^{686A} ^{687A} ^{688A} ^{689A} ^{690A} ^{691A} ^{692A} ^{693A} ^{694A} ^{695A} ^{696A} ^{697A} ^{698A} ^{699A} ^{700A} ^{701A} ^{702A} ^{703A} ^{704A} ^{705A} ^{706A} ^{707A} ^{708A} ^{709A} ^{710A} ^{711A} ^{712A} ^{713A} ^{714A} ^{715A} ^{716A} ^{717A} ^{718A} ^{719A} ^{720A} ^{721A} ^{722A} ^{723A} ^{724A} ^{725A} ^{726A} ^{727A} ^{728A} ^{729A} ^{730A} ^{731A} ^{732A} ^{733A} ^{734A} ^{735A} ^{736A} ^{737A} ^{738A} ^{739A} ^{740A} ^{741A} ^{742A} ^{743A} ^{744A} ^{745A} ^{746A} ^{747A} ^{748A} ^{749A} ^{750A} ^{751A} ^{752A} ^{753A} ^{754A} ^{755A} ^{756A} ^{757A} ^{758A} ^{759A} ^{760A} ^{761A} ^{762A} ^{763A} ^{764A} ^{765A} ^{766A} ^{767A} ^{768A} ^{769A} ^{770A} ^{771A} ^{772A} ^{773A} ^{774A} ^{775A} ^{776A} ^{777A} ^{778A} ^{779A} ^{780A} ^{781A} ^{782A} ^{783A} ^{784A} ^{785A} ^{786A} ^{787A} ^{788A} ^{789A} ^{790A} ^{791A} ^{792A} ^{793A} ^{794A} ^{795A} ^{796A} ^{797A} ^{798A} ^{799A} ^{800A} ^{801A} ^{802A} ^{803A} ^{804A} ^{805A} ^{806A} ^{807A} ^{808A} ^{809A} ^{810A} ^{811A} ^{812A} ^{813A} ^{814A} ^{815A} ^{816A} ^{817A} ^{818A} ^{819A} ^{820A} ^{821A} ^{822A} ^{823A} ^{824A} ^{825A} ^{826A} ^{827A} ^{828A} ^{829A} ^{830A} ^{831A} ^{832A} ^{833A} ^{834A} ^{835A} ^{836A} ^{837A} ^{838A} ^{839A} ^{840A} ^{841A} ^{842A} ^{843A} ^{844A} ^{845A} ^{846A} ^{847A} ^{848A} ^{849A} ^{850A} ^{851A} ^{852A} ^{853A} ^{854A} ^{855A} ^{856A} ^{857A} ^{858A} ^{859A} ^{860A} ^{861A} ^{862A} ^{863A} ^{864A} ^{865A} ^{866A} ^{867A} ^{868A} ^{869A} ^{870A} ^{871A} ^{872A} ^{873A} ^{874A} ^{875A} ^{876A} ^{877A} ^{878A} ^{879A} ^{880A} ^{881A} ^{882A} ^{883A} ^{884A} ^{885A} ^{886A} ^{887A} ^{888A} ^{889A} ^{890A} ^{891A} ^{892A} ^{893A} ^{894A} ^{895A} ^{896A} ^{897A} ^{898A} ^{899A} ^{900A} ^{901A} ^{902A} ^{903A} ^{904A} ^{905A} ^{906A} ^{907A} ^{908A} ^{909A} ^{910A} ^{911A} ^{912A} ^{913A} ^{914A} ^{915A} ^{916A} ^{917A} ^{918A} ^{919A} ^{920A} ^{921A} ^{922A} ^{923A} ^{924A} ^{925A} ^{926A} ^{927A} ^{928A} ^{929A} ^{930A} ^{931A} ^{932A} ^{933A} ^{934A} ^{935A} ^{936A} ^{937A} ^{938A} ^{939A} ^{940A} ^{941A} ^{942A} ^{943A} ^{944A} ^{945A} ^{946A} ^{947A} ^{948A} ^{949A} ^{950A} ^{951A} ^{952A} ^{953A} ^{954A} ^{955A} ^{956A} ^{957A} ^{958A} ^{959A} ^{960A} ^{961A} ^{962A} ^{963A} ^{964A} ^{965A} ^{966A} ^{967A} ^{968A} ^{969A} ^{970A} ^{971A} ^{972A} ^{973A} ^{974A} ^{975A} ^{976A} ^{977A} ^{978A} ^{979A} ^{980A} ^{981A} ^{982A} ^{983A} ^{984A} ^{985A} ^{986A} ^{987A} ^{988A} ^{989A} ^{990A} ^{991A} ^{992A} ^{993A} ^{994A} ^{995A} ^{996A} ^{997A} ^{998A} ^{999A} ^{1000A}

4.

4.

4.

(c) OOBTECH 2022



Create a backlog

54

CLN board
Backlog

QUICK FILTERS: Only My Issues Recently Updated

Backlog 24 issues

Create sprint

Issue	Priority
Home page	CLN-1 ↑ -
User Accounts and Profiles	CLN-2 ↑ -
Facebook integration	CLN-3 ↑ -
Local map superimposed with stories	CLN-4 ↑ -
Create an article	CLN-5 ↑ -
Add photo to article	CLN-6 ↑ -
Add video to article	CLN-7 ↑ -
List personal interests	CLN-8 ↑ -
Display advert	CLN-9 ↑ -
Advertiser account creation	CLN-10 ↑ -
Buy advert space	CLN-11 ↑ -
Categorise article content	CLN-12 ↑ -
Measure article audience demographic	CLN-13 ↑ -
Buy demographic targeted advert	CLN-14 ↑ -
Basic usage analytics	CLN-15 ↑ -
Ability to report an inappropriate article	CLN-16 ↑ -
Admin view on complaints	CLN-17 ↑ -
Admin ability to remove inappropriate articles	CLN-18 ↑ -
Article moderation before publication	CLN-19 ↑ -
Twitter integration	CLN-20 ↑ -
Instagram integration	CLN-21 ↑ -
MySpace integration	CLN-22 ↑ -
LinkedIn integration	CLN-23 ↑ -
Google Plus Integration	CLN-24 ↑ -

(c) OOBTECH 2022

Build the Product



Build the Product Exercise Summary

56

Tasks:

- Plan the Sprint, breaking down items into subtasks (10 Minutes).
- Build the product, using the sprint backlog to co-ordinate activities. (30 Minutes).

40 Minutes





Sprint Planning

57

1. Create a Sprint
2. Look at the product backlog and decide
 - What should take priority
 - How much you can build within a 30-minute sprint

CLN Sprint 1 3 issues

Start sprint

Linked pages

VERSIONS

EPICS

Backlog 21 issues

Create sprint

(c) OOBTECH 2022

Issue	Estimate
Home page	CLN-1 ↑ ↴
User Accounts and Profiles	CLN-2 ↑ ↴
Create an article	CLN-5 ↑ ↴
+ Create issue	

3 issues Estimate 0

Issue	Estimate
Facebook integration	CLN-3 ↑ ↴
Local map superimposed with stories	CLN-4 ↑ ↴

3 issues Estimate 0

CLN board

Backlog

CLN Sprint 1 3 issues

Start sprint

Linked pages

VERSIONS

EPICS

Crowdsourced Local News / CLN-1

Home page

Estimate: Unestimated

Sub-Tasks

- CLN-25 TO DO Create a new page
- CLN-26 TO DO Write a description of the purpose of the site
- CLN-27 TO DO Create a logo and add to the home page

3 issues Estimate 0

3. Go through each backlog item and create sub-tasks



Start the Sprint

58

1. Start the sprint, setting the start and end dates for today, with a sprint length of 30 minutes
2. Use the Sprint Backlog to co-ordinate activities and assignments. See what you can build in 30 minutes!

Start sprint

Issues CLN-5, CLN-2 and CLN-1 do not have a value for the 'Estimate' field. Values entered after the start of the sprint will be treated as scope change.

3 issues will be included in this sprint.

Sprint name: CLN Sprint 1
Duration: Custom
Start date: 21/Jul/17 5:01 PM
End date: 21/Jul/17 05:31 PM
Sprint goal:

There are 0 working days in this sprint [More about working days](#)

CLN board
CLN Sprint 1

QUICK FILTERS: Only My Issues Recently Updated

0 days remaining ...

To Do	In Progress	Done
▼ CLN-1 TO DO 4 sub-tasks Home page		
Write a description of the purpose of the site CLN-26	Create a new page CLN-25	
Create a logo and add to the home page CLN-27		
(o) OOBTECH 2022		
CLN-28		

Crowdsourced Local News / CLN-25
Create a new page

Details

Status: IN PROGRESS
(View workflow)
Priority: Medium
Component/s: None
Labels: None
Affects Version/s: None
Fix Version/s: None
Epic Link: None

People

Reporter: Bob Smith
Assignee: Sue Jenkins
Assign to me

Managing the Product Backlog



Backlog Management Exercise: Setup

60

Tasks:

20 Minutes

- Create a rolling backlog projection
- Create a definition of “Done” and “Ready”
- Set up custom fields for both of these and add them to your process.

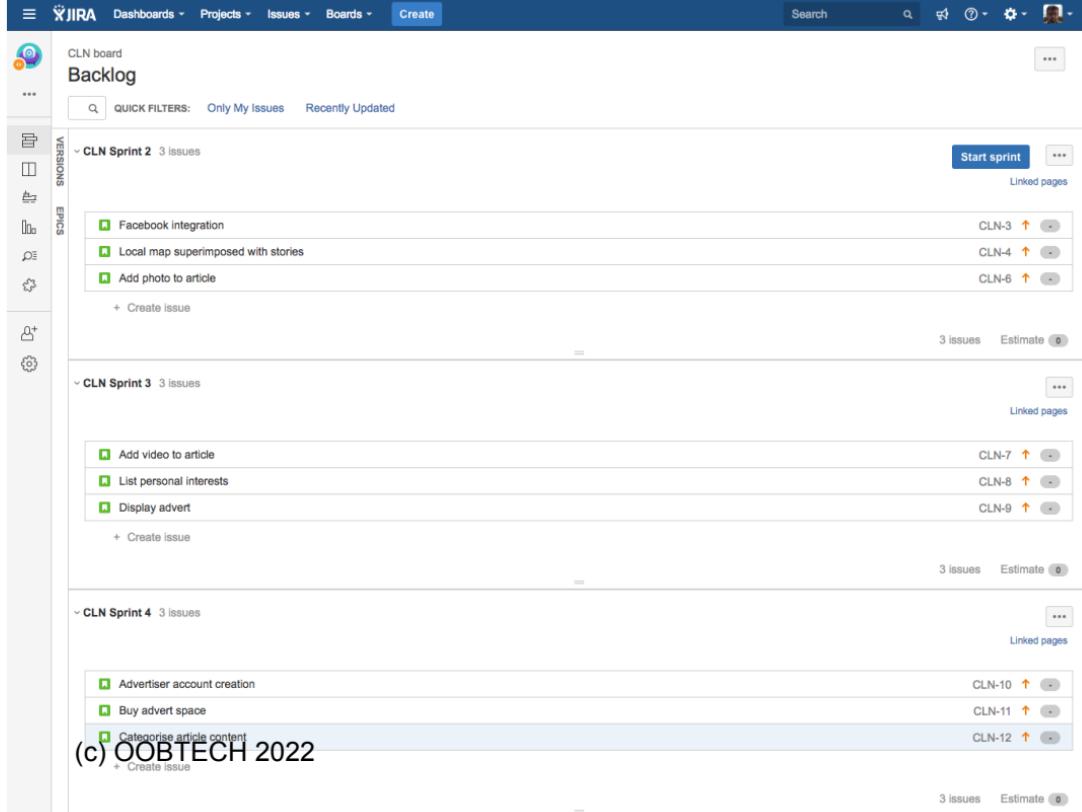




Rolling Backlog Projection

61

1. Create the next three Sprints in advance
2. Look at the product backlog decide if you want to change the order of delivery
3. Drag items into the next three sprints based on your initial rate of work



The screenshot shows a Jira interface for a 'CLN board' project. The main view is titled 'Backlog' and displays three sprints: CLN Sprint 2, CLN Sprint 3, and CLN Sprint 4. Each sprint contains several backlog items represented by green checkmarks. To the right of each item are three columns labeled 'CLN-3', 'CLN-4', and 'CLN-6' (for Sprint 2), 'CLN-7', 'CLN-8', and 'CLN-9' (for Sprint 3), and 'CLN-10', 'CLN-11', and 'CLN-12' (for Sprint 4). Each column has an orange upward arrow and a gray circular minus sign, indicating a drag-and-drop mechanism for reordering. The bottom left corner of the screenshot contains the text '(c) OOBTECH 2022'.



Add This to your Process

62

The screenshot shows the JIRA Administration interface. The top navigation bar includes links for Dashboards, Projects, Issues, Boards, Create, Search, and user profile icons. Below the navigation is a search bar and a link to "Back to project: Crowdsourced Local News". The main content area is titled "Administration" and "Issues". On the left, a sidebar lists categories: ISSUE TYPES (Issue types, Issue type schemes, Sub-tasks), WORKFLOWS (Workflows, Workflow schemes), SCREENS (Screens, Screen schemes, Issue type screen schemes), and FIELDS (Custom fields, Field configurations, Field configuration schemes). The "Custom fields" link in the FIELDS section is highlighted with a blue background. The main panel displays a "Custom fields" section with a single button labeled "Add custom field" at the bottom right, which is also circled in orange.

3. Go to Custom Fields, then
“Add custom field”

(c) OOBTECH 2022



Add This to your Process

63

4. Select “Checkboxes”

Select a Field Type

Search

All
Standard
Advanced

Checkboxes
Choose multiple values using checkboxes.

Checkbox 1
 Checkbox 2

Date Picker
A custom field that stores dates and uses a date picker to view them

23/May/13

Date Time Picker
A custom field that stores dates with a time component

23/02/13 1:24

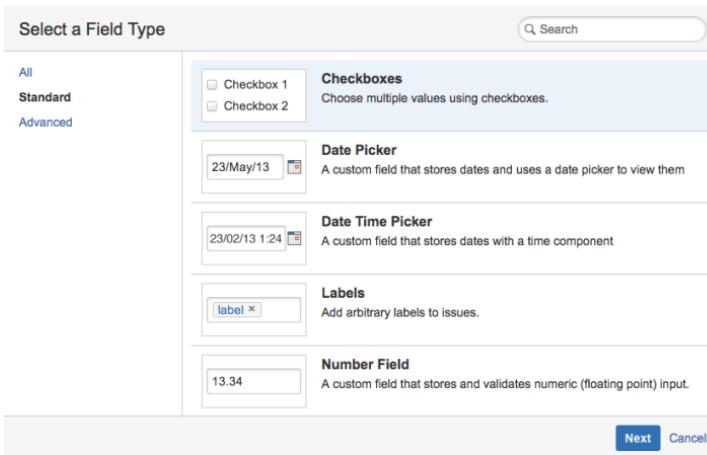
Labels
Add arbitrary labels to issues.

label

Number Field
A custom field that stores and validates numeric (floating point) input.

13.34

Next Cancel



5. Create options for each criteria, specifying the required item

Configure 'Checkboxes' Field

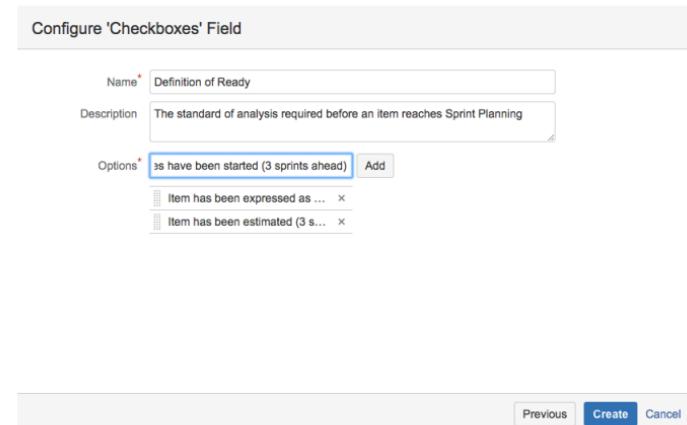
Name * Definition of Ready

Description The standard of analysis required before an item reaches Sprint Planning

Options * has been started (3 sprints ahead) Add

Item has been expressed as ...
 Item has been estimated (3 s...
 Item has been reviewed (3 s...

Previous Create Cancel



6. Associate the field to the default issue screen for your project

Associate field Definition of Ready to screens

Associate the field Definition of Ready to the appropriate screens. You must associate a field to a screen before it will be displayed. New fields will be added to the end of a tab.

Screen	(c) OOBTECH 2022	Tab	Select
CLN: Scrum Bug Screen		Field Tab	<input type="checkbox"/>
CLN: Scrum Default Issue Screen		Field Tab	<input checked="" type="checkbox"/>



If you need to make changes...

64

1. Go to Custom Fields, and “Configure” the field (not Edit)

The screenshot shows the JIRA Custom Fields configuration interface. It lists two custom fields: 'Definition of Ready' and 'Epic Colour'. The 'Definition of Ready' field is a checkbox type, while 'Epic Colour' is a dropdown type. A context menu is open over the 'Epic Colour' field, with 'Configure' selected. Other options in the menu include 'Edit', 'Translate', 'Screens', and 'Delete'. To the right of the menu, there are additional configuration links for 'CLN: Scrum Default Issue Screen'.

2. Make the required changes

The screenshot shows the 'Edit Options for Custom Field : Definition of Ready' dialog. It lists 7 items under the heading 'Reorder the option list below or add a new option for config Default Configuration for Definition of Ready for custom field Definition of Ready'. The items are:

Position	Option	Order	Move To Position	Actions
1.	Item has been expressed as a user story (3 sprints ahead)	↓ ↴	<input type="checkbox"/>	Edit Delete Disable
2.	Item has been estimated (3 sprints ahead)	↑ ↴ ↴ ↴	<input type="checkbox"/>	Edit Delete Disable
3.	Dependencies outside of the team have been identified and mitigation activities have been started (3 sprints ahead)	↑ ↴ ↴ ↴	<input type="checkbox"/>	Edit Delete Disable
4.	Choices in technical architecture or implementation have been identified (2 sprints ahead)	↑ ↴ ↴ ↴	<input type="checkbox"/>	Edit Delete Disable
5.	Design decisions have been identified (2 sprints ahead)	↑ ↴ ↴ ↴	<input type="checkbox"/>	Edit Delete Disable
6.	Detailed acceptance criteria have been created (1 sprint ahead)	↑ ↴ ↴ ↴	<input type="checkbox"/>	Edit Delete Disable
7.	Business representatives sponsoring the work have confirmed their availability for attending the review (1 sprint ahead)	↑ ↴	<input type="checkbox"/>	Edit Delete Disable

At the bottom right of the dialog, there is a 'Move' button.

Add New Custom Field Option
Add Value

(c) OOBTECH 2022



If you are working in a shared instance...⁶⁵

You may wish to restrict this change just to your project

1. Go to Custom Fields, then Configure the field



2. Select Edit Configuration

Default Configuration Scheme for Definition of Ready

Default configuration scheme generated by JIRA

Applicable contexts for scheme: [Edit Configuration](#)

Issue type(s):



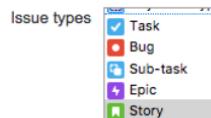
Project(s):

Crowdsourced Local News

3. Set the context to Story, your specific project

Choose applicable issue types

Please select the applicable issue types. This will enable the custom field for these issue types in the context specified below.



Apply for all issues with any selected issue types

Choose applicable context

Please choose the contexts where this configuration will be applicable. Note that this will apply to only issues with the selected issue type as above.

- Global context. Apply to all issues in JIRA.
 Apply to issues under selected projects

Projects

Crowdsourced Local News

(c) OOBTECH 2022

Apply for all issues in any selected projects

Managing the Product Backlog

Part 2



Backlog Management Exercise: Analysis⁶⁷

Tasks:

- Start with the item at the top of your product backlog.
- Estimate the size of the item in story points.
- Identify any dependencies.
- Define the acceptance criteria.
- Check off these tasks on the Definition of Ready.
- Keep going down the product backlog, doing all of the analysis that is appropriate given it's position.

30 Minutes





Product Backlog Refinement

68

Now that everything is set up, we can conduct a product backlog refinement session to add detail to items where appropriate

The screenshot shows a Jira backlog refinement interface. The top navigation bar includes 'JIRA', 'Dashboards', 'Projects', 'Issues', 'Boards', 'Create', 'Search', and various settings. On the left, there's a sidebar with icons for 'Issues', 'Epics', 'Stories', 'Tasks', 'Subtasks', 'Labels', 'Attachments', and 'Components'. The main area displays a 'CLN board' titled 'Backlog'. It features three collapsed sections for 'CLN Sprint 2', 'CLN Sprint 3', and 'CLN Sprint 4', each containing three issues. Each issue is represented by a card with a green checkmark icon, a title, and a priority indicator (CLN-3, CLN-4, CLN-6 for Sprint 2; CLN-7, CLN-8, CLN-9 for Sprint 3; CLN-10, CLN-11, CLN-12 for Sprint 4). A 'Start sprint' button is visible in the top right of the sprint sections. At the bottom, a footer reads '(c) OOBTECH 2022'.

Sprint	Issue	Priority
CLN Sprint 2	Facebook integration	CLN-3 ↑
	Local map superimposed with stories	CLN-4 ↑
	Add photo to article	CLN-6 ↑
+ Create issue		
CLN Sprint 3	Add video to article	CLN-7 ↑
	List personal interests	CLN-8 ↑
	Display advert	CLN-9 ↑
+ Create issue		
CLN Sprint 4	Advertiser account creation	CLN-10 ↑
	Buy advert space	CLN-11 ↑
	Categorise article content	CLN-12 ↑
+ Create issue		



Estimating work

69

The Scrum template is configured for producing estimates in “story points”.

Story points are arbitrary units not based on duration (time), but on the relative size, effort, and complexity of each item.

Crowdsourced Local News / CLN-7

Add video to article

Estimate:

Details

Status: TO DO (View workflow)

Story Points

It is common practice to use the Fibonacci scale:

(c) OOBTECH 2022
1 2 3 5 8 13 21 34 55 89



Establish a baseline and create estimates

Look back at your completed backlog items from the first sprint.

Find a medium-sized item such as the home page, and call this a size 5 (you can't edit a completed story, but just make a note for yourselves)



As a group, create estimates for future work using the scale below, in comparison with your baseline story.

(c) OOBTECH 2022
1 2 3 5 8 13 21 34 55 89



Identify dependencies

71

Run through your product backlog and identify any items that have to be done in a certain order.

For example, you can't view a list of complaints if you haven't built the feature to submit a complaint.

The screenshot shows a Jira interface for a project titled "Crowdsourced Local News / CLN-17". A context menu is open over an item in the backlog, with the "Link" option highlighted. Below, a dropdown menu titled "This issue" shows the relationship "is blocked by". A list of issues is displayed, with "CLN-16 - Ability to report an inappropriate article" selected at the bottom.

This issue	is blocked by
Issue	CLN-26 - Write a description of the purpose of the site CLN-25 - Create a new page CLN-24 - Google Plus Integration CLN-23 - LinkedIn integration CLN-22 - MySpace integration CLN-21 - Instagram integration CLN-20 - Twitter integration CLN-19 - Article moderation before publication CLN-18 - Admin ability to remove inappropriate articles CLN-16 - Ability to report an inappropriate article CLN-15 - Basic usage analytics
Comment	

1. Navigate the backlog view, select an item with a dependency, and select “Link”
2. Define the relationship between the items in question

Build the Product: Establishing greater control



Sprint 2 Exercise Summary

73

Tasks:

- Plan the Sprint, breaking down items into subtasks (10 Minutes).
- Use Velocity to forecast the achievable work within the sprint
- Build the product, using the sprint backlog to co-ordinate activities. (10 Minutes).
- Conduct a daily standup (10 minutes)

30 Minutes





Sprint Planning 2

74

Estimate your current rate of work (Velocity) based on your performance in Sprint 1.

Populate Sprint 2 with stories that add up to roughly the same.

Create subtasks and plan the sprint as before.

Open the Definition of Done page, and use this as a guide to create sub-tasks for each item.

CLN Sprint 2 3 issues
24/Jul/17 2:59 PM • 24/Jul/17 3:29 PM

Facebook integration	CLN-3	3
Local map superimposed with stories	CLN-4	5
Add photo to article	CLN-6	2

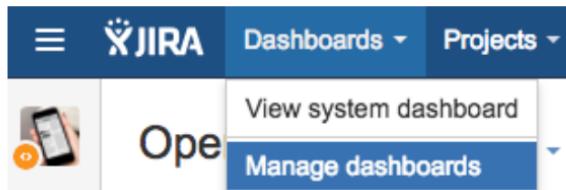
10 0 0 ...
Linked pages



Create a dashboard for the team

75

1. Go to manage dashboards and create a new dashboard with a blank layout
2. Select "add a new gadget" and browse through the available data. Select a few gadgets that you think might be useful during the daily standup.



Crowdsource Local News - Team Board

Drag your gadgets here or add a new gadget.



Create a dashboard for the team

76

Crowdsour Local News - Team Board

Add gadget Edit layout ...

Days Remaining in Sprint Gadget

0 Days Remaining

Sprint Burndown Gadget

STORY POINTS

TIME

Guideline
Remaining Values
Non-Working Days

Version Report

VERSION: Minimum Viable Product (Unreleased)

Today

STORY POINTS

PERCENT

TIME (GMT+01:00)

Total Story Points
Completed Story Points
Non-Working Days
Predicted Completion Date
Percent Unestimated Issues

Predicted completion date: 31Jul/17
Optimistic completion date: 31Jul/17
Pessimistic completion date: 31Jul/17

Favourite filters

- CLN Increment (9)
- CLN Product Backlog (12)
- CLN Sprint Backlog (3)

Create filter Manage filters

(c) OOBTECH 2022



Sprint 2

77

Build the product, using the sprint backlog to coordinate tasks.

Ensure you are accurate with the status of stories and subtasks

CLN board
CLN Sprint 2

QUICK FILTERS: Only My Issues Recently Updated

To Do	In Progress	Done
▼ CLN-3 [TO DO] 2 sub-tasks Facebook integration	Do some more work CLN-30	Do some work CLN-29
▼ CLN-4 [TO DO] 2 sub-tasks Local map superimposed with stories	Busy busy busy CLN-31	Work work work CLN-32
▼ CLN-6 [TO DO] 2 sub-tasks Add photo to article	(c) OOBTECH 2022 CLN-34	build it CLN-33



Daily Standup

78

Take a break half way through sprint 2 to simulate a daily standup.

CLN board
CLN Sprint 2

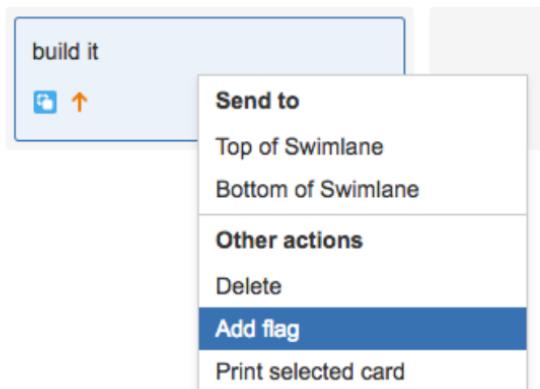
QUICK FILTERS: Only My Issues Recently Updated

To Do	In Progress	Done
▼ CLN-3 TO DO 2 sub-tasks Facebook integration	<p>Do some more work</p> CLN-30	<p>Do some work</p> CLN-29
▼ CLN-4 TO DO 2 sub-tasks Local map superimposed with stories	<p>Busy busy busy</p> CLN-31	<p>Work work work</p> CLN-32
▼ CLN-6 TO DO 2 sub-tasks Add photo to article	<p>(e) OOBTECH 2022</p> CLN-34	<p>build it</p> CLN-33



Daily Standup: Are there any blockers? ⁷⁹

Identify blockers, impediments, or other information to aid situational awareness.



CLN board
CLN Sprint 2

QUICK FILTERS: Only My Issues Recently Updated

To Do	In Progress	Done
<p>▼ CLN-3 DONE 2 sub-tasks Facebook integration</p>		<p>Do some work</p> <p> CLN-29</p> <p>Do some more work</p> <p> CLN-30</p>
<p>▼ CLN-4 TO DO 2 sub-tasks Local map superimposed with stories</p>	<p>Work work work</p> <p> CLN-32</p>	<p>Busy busy busy</p> <p> CLN-31</p>
<p>▼ CLN-6 TO DO 2 sub-tasks Add photo to article</p>	<p>(e) OOBTECH 2022</p>	<p>build it</p> <p> CLN-33</p>



Daily Standup: Unplanned Scope Creep⁸⁰

During the sprint, an urgent legal requirement is identified to include the phrase

“This website was developed during a training course”

on every page.

Add the work to the sprint as a bug.

Move issue

 Sprint scope will be affected by this action.

CLN-35 will be moved from the backlog to sprint CLN Sprint 2.



Daily Standup: Are we on track?

81

Look at the sprint backlog. Does it suggest that you are on track?

CLN board
CLN Sprint 2

QUICK FILTERS: Only My Issues Recently Updated

To Do	In Progress	Done
<p>▼ CLN-3 [DONE] 2 sub-tasks Facebook integration</p>		<p>Do some work</p>
		<p>Do some more work</p>
<p>▼ CLN-4 [TO DO] 2 sub-tasks Local map superimposed with stories</p>	<p>Work work work</p>	<p>Busy busy busy</p>
<p>▼ CLN-6 [TO DO] 2 sub-tasks Add photo to article</p>	<p>Test it</p> <p>build it</p>	
<p>▼ Other Issues 1 issue</p> <p>Add legal text</p>		

(c) OOBTECH 2022

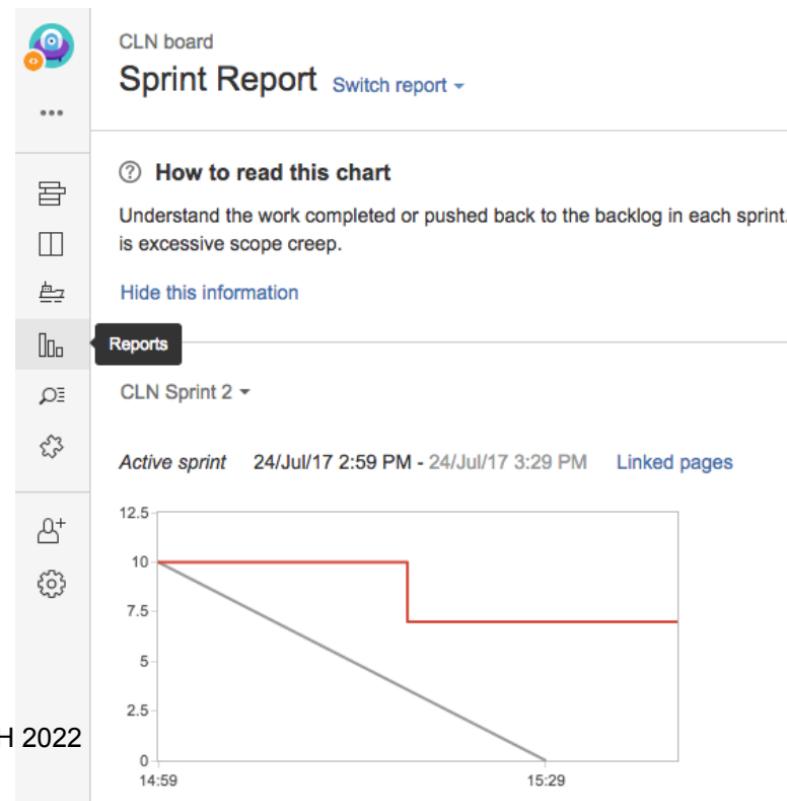


Daily Standup: Are we on track?

82

Look at the sprint burndown chart. Does this support your view?

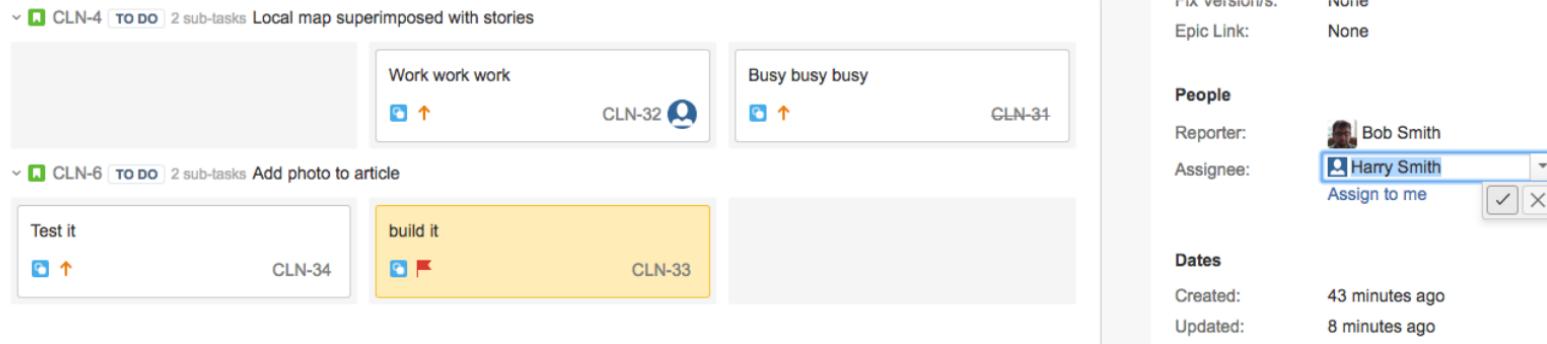
If you are not on track, decide which features you should remove from the sprint





Daily Standup: Who is working on what?

Make a plan with the team to ensure that the most effective use of people and skill is being utilised. Assign tasks so that everyone can see what's going on.



The image shows a screenshot of a task management application. On the left, there is a backlog of tasks:

- CLN-4 [TO DO] 2 sub-tasks Local map superimposed with stories
 - Work work work (CLN-32)
 - Busy busy busy (CLN-31)
- CLN-6 [TO DO] 2 sub-tasks Add photo to article
 - Test it (CLN-34)
 - build it (CLN-33)

On the right, there is a detailed view of the "build it" task (CLN-33):

- Version 1**: None
- Epic Link:** None
- People**
 - Reporter: Bob Smith
 - Assignee: Harry Smith (selected)
 - Assign to me (checkbox)
- Dates**
 - Created: 43 minutes ago
 - Updated: 8 minutes ago

Review the Product and Plan



Exercise: Review the Product and the Plan³⁵

Objectives:

15 Minutes

- Adjust the product backlog as you see fit.
- Create a release and work together to determine the scope (minimum viable product).
- Make a forecast for delivery by reviewing your velocity and burn-up charts (version report).





Sprint Review: Release Plan

86

Look back to your vision statement to remind yourself of your product hypothesis. Then identify the minimum set of features required to validate this hypothesis.

1. Go to Releases on the left-hand tab, and create a release called Minimum Viable Product
2. Go back to your product backlog
3. Expand the “Versions” tab
4. Drag items into this release that you could not release without

The screenshot shows a Jira board titled "CLN board" with the "Backlog" section selected. On the left, there's a sidebar with various icons and a "VERSIONS" tab expanded, showing "All issues" and "Minimum Viable Product". The main area displays two sprints:

- CLN Sprint 2** (4 issues):
 - Add legal text (CLN-35)
 - Facebook integration (CLN-3)
 - Local map superimposed with stories (CLN-4)
 - Add photo to article (CLN-6)
- CLN Sprint 3** (4 issues):
 - Review Legal Implications of geo-located articles (CLN-36)
 - Add video to article (CLN-7)
 - List personal interests (CLN-8)
 - Display advert (CLN-9)

At the bottom, it says "4 issues Estimate 15".



Sprint Review: How fast are we going?

87

The velocity chart will tell you your current rate of work, calculated in story points.

In our case, we have two sprint's data, but we only estimated the work for sprint 2.

Our understanding of team velocity will improve as we gather more experience.



Sprint Review: How far have we got to go?

The version report is a product burn-up chart.

It looks at how much work you have assigned to the release and applies your rate of work (velocity) to create a forecast completion date.



Review the Process



Exercise: Conduct a Sprint Retrospective

20
30

Tasks:

15 Minutes

- Identify what went well and what could be improved.
- Ensure the team is comfortable with the information being written down.
- Conclude with some specific actions to carry forward to the next sprint.
- Question: The tool is suggesting a retrospective format. Do you want to do it this way?





Sprint Retrospective

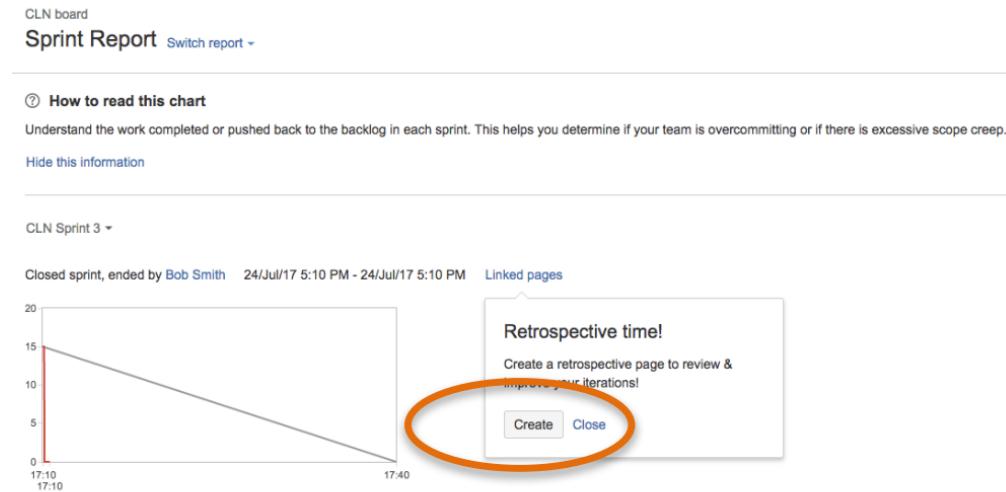
91

Consider how the last sprints have gone:

- Have people worked well and co-ordinated activities?
- Are there any skills gaps?
- Did you chose the right technology?
- Are your technical practices serving you well?

Conduct a Sprint Retrospective...

1. Go to Sprint Report
2. Go to Linked Pages and create a retrospective in Confluence





Sprint Retrospective

92

Use the template to have the discussion.

Consider how much information you want to publish, and who should be able to access it.

Ensure that your team is able to have an open conversation about difficult topics.

Retrospective

The screenshot shows a retrospective template with two main sections:

- Panel 1: What did we do well?**
 - We did some work
 - Some of our customers seemed happy
- Panel 2: What should we have done better?**
 - We hate our lives
 - Management are always picking on us
 - Half the team never turn up on time

(c) OOBTECH•2022