

JIRA Essentials Lab Book



Set up your Project

The screenshot shows the Jira system dashboard. At the top, there's a navigation bar with 'JIRA' and dropdown menus for 'Dashboards', 'Projects', and 'Boards'. The 'Projects' menu is open, showing 'Software' and 'Business' options, with 'Create project' highlighted. Below the navigation is a 'System dashboard' section with a 'Create project' button. The main content area features a 'Welcome to JIRA' message, a 'Jira 101 guide', and a note about customizing text 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 for 'Scrum software development'. It includes a 'Scrum software development' icon, a description of Agile development with boards, sprints, and stories, and a note about connecting with source and build tools.

Collaborating to Define Requirements



Define Requirements Exercise Summary

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

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 _A ⚡

As a user
I want to be able to create a personalised account with a public profile
So that I can build up my presence on the local news platform

Fix Version/s None

Priority ↑ Medium

Labels Social-Interaction *

3. Create product backlog items for each idea
4. Label them with the vision outcome(s) they support



Create a backlog

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 ↑ -

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Build the Product



Build the Product Exercise Summary

Tasks:

40 Minutes

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





Sprint Planning

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

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

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

CLN board

Backlog

CLN Sprint 1 3 issues

Start sprint

Linked pages

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

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: Duration: Start date: End date: 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		
<p>Write a description of the purpose of the site</p> <p> CLN-26</p>	<p>Create a new page</p> <p> CLN-25</p>	
<p>Create a logo and add to the home page</p> <p> CLN-27</p>		
(o) OOBTEOH 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

Managing the Product Backlog



Backlog Management Exercise: Setup

Tasks:

- 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.

20 Minutes





Rolling Backlog Projection

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 Rolling Backlog Projection 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 'CLN board', 'Backlog', 'Epics', 'Sprints', 'Issues', 'Stories', 'Tasks', 'Subtasks', and 'Worklogs'. The main area displays three sprints:

- CLN Sprint 2**: Contains 3 issues: Facebook integration (CLN-3), Local map superimposed with stories (CLN-4), and Add photo to article (CLN-6). A 'Start sprint' button is visible.
- CLN Sprint 3**: Contains 3 issues: Add video to article (CLN-7), List personal interests (CLN-8), and Display advert (CLN-9).
- CLN Sprint 4**: Contains 3 issues: Advertiser account creation (CLN-10), Buy advert space (CLN-11), and Categorise article content (CLN-12).

Each issue row has up and down arrows for reordering. At the bottom, it says '(c) OOBTECH 2022'.



Add This to your Process

The screenshot shows the Jira Administration interface. The top navigation bar includes links for Dashboards, Projects, Issues, Boards, Create, Search, and user profile. 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, there's a sidebar with sections for 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" section is currently selected. The main content area displays a "Custom fields" list with a single entry and a "Add custom field" button at the bottom right, which is highlighted with an orange oval.

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

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Add This to your Process

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

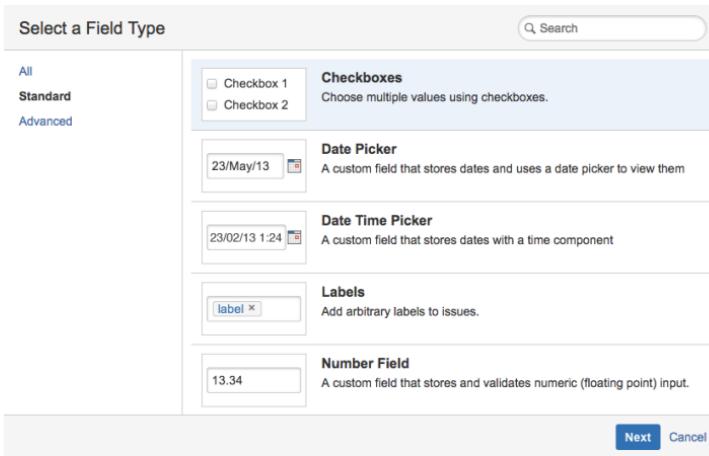
23/02/13 1:24

Labels
Add arbitrary labels to issues.

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

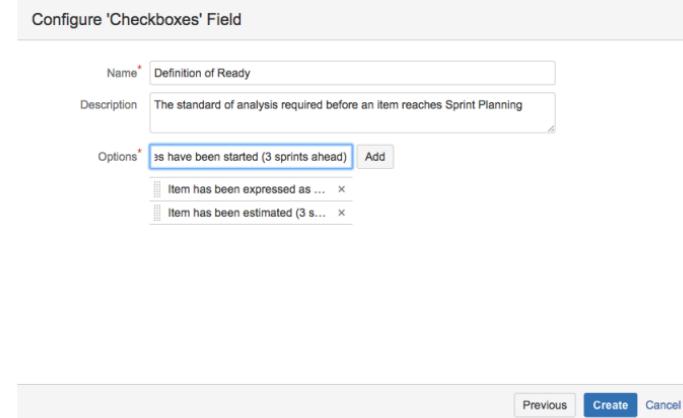
Name * Definition of Ready

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...

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...

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

The screenshot shows the Jira Custom Fields configuration page. It lists three custom fields: 'Definition of Ready', 'Epic Colour', and 'Epic Link'. The 'Definition of Ready' field is currently selected, as indicated by the highlighted row. A context menu is open over this field, with the 'Configure' option highlighted in blue. Other options in the menu include 'Edit', 'Translate', 'Screens', and 'Delete'. The 'Definition of Ready' field has the following settings: Type is 'Checkboxes', Issue type(s) is 'Global (all issues)', and it is associated with 'CLN: Scrum Default Issue Screen'. The 'Epic Colour' field is set to 'Locked' and is described as an 'Epic Colour field for JIRA Software use only'. The 'Epic Link' field is also set to 'Locked' and is described as 'Choose an epic to assign this issue to'.

2. Make the required changes

The screenshot shows the 'Edit Options for Custom Field : Definition of Ready' dialog. It displays a list of 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 of the dialog, there is a 'Move' button and a link to 'Add New Custom Field Option'. There is also a placeholder 'Add Value' input field.

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If you are working in a shared instance...

You may wish to restrict this change just to your project

1. Go to Custom Fields, then Configure the field

FIELDS

Custom fields

Field configurations

Field configuration schemes

- CLN: Scrum Default Issue Screen

Configure

Edit

Translate

Screens

Delete

- CLN: Scrum Default Issue Screen

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.

Issue types

- Task
- Bug
- Sub-task
- Epic
- Story

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

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Apply for all issues in any selected projects

Managing the Product Backlog

Part 2



Backlog Management Exercise: Analysis

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

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

JIRA Dashboards Projects Issues Boards Create Search ...

CLN board
Backlog

QUICK FILTERS: Only My Issues Recently Updated

Start sprint Linked pages

CLN Sprint 2 3 issues

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

+ Create issue

3 issues Estimate 0

CLN Sprint 3 3 issues

- Add video to article CLN-7 ↑ ↘
- List personal interests CLN-8 ↑ ↘
- Display advert CLN-9 ↑ ↘

+ Create issue

3 issues Estimate 0

CLN Sprint 4 3 issues

- Advertiser account creation CLN-10 ↑ ↘
- Buy advert space CLN-11 ↑ ↘
- Categorise article content CLN-12 ↑ ↘

+ Create issue

3 issues Estimate 0

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The screenshot shows a JIRA backlog refinement interface. At the top, there's a navigation bar with 'JIRA' and various dropdown menus like 'Dashboards', 'Projects', 'Issues', 'Boards', and 'Create'. Below that is a search bar and some additional icons. The main area is titled 'CLN board' and 'Backlog'. It features a sidebar with icons for 'Issues', 'Epics', 'Stories', 'Tasks', 'Subtasks', and 'Attachments'. The backlog is organized into three sections: 'CLN Sprint 2' (3 issues), 'CLN Sprint 3' (3 issues), and 'CLN Sprint 4' (3 issues). Each section contains a list of tasks with checkboxes, estimates (e.g., CLN-3, CLN-4, CLN-6, etc.), and up/down arrows for reordering. A 'Start sprint' button and a 'Linked pages' link are also present. At the bottom, it says '(c) OOBTECH 2022'.



Estimating work

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:

Story Points

Details

Status: TO DO (View workflow)

It is common practice to use the Fibonacci scale:

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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.

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1 2 3 5 8 13 21 34 55 89



Identify dependencies

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, with the "Link" option highlighted. Below, a dropdown menu titled "This issue" shows the relationship type "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

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

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

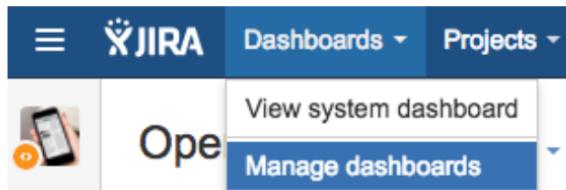
10 0 0 ...
Linked pages

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Create a dashboard for the team

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

Crowdsour Local News - Team Board

Add gadget Edit layout ...

Days Remaining in Sprint Gadget

0
Days Remaining

Version Report

VERSION: Minimum Viable Product (Unreleased)

Today

The chart shows a burndown of story points over a 7-day sprint. The Y-axis represents Story Points from 0 to 40, and the X-axis represents Time from July 25 to August 1. A blue shaded area represents completed story points, starting at approximately 25 and decreasing to 0 by July 31. A red line represents the remaining values, which starts at 25 and drops to 0 by July 31. A horizontal grey line at the top represents the guideline level. A legend indicates: Guideline (grey), Remaining Values (red), and Non-Working Days (grey).

STORY POINTS

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

Sprint Burndown Gadget

This is a duplicate of the Version Report's burndown chart, showing story points remaining over time from July 25 to August 1. The Y-axis is Story Points (0-25) and the X-axis is TIME (16:00-12:00). A blue shaded area shows completed story points, a red line shows remaining values, and a grey line shows the guideline level.

STORY POINTS

TIME

Guideline
Remaining Values
Non-Working Days

Favourite filters

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

Create filter Manage filters

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Sprint 2

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	(e) OOBTECH 2022 CLN-34	build it CLN-33



Daily Standup

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

CLN board
CLN Sprint 2

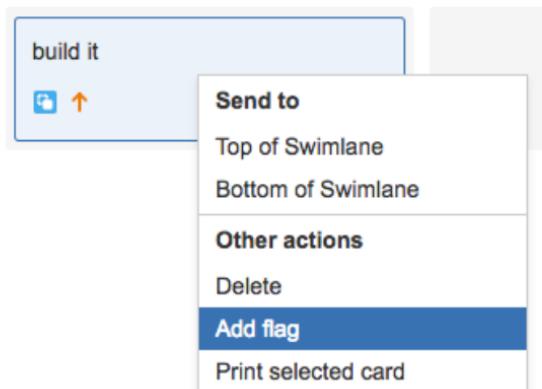
QUICK FILTERS: Only My Issues Recently Updated

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?

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>▼ A CLN-3 DONE 2 sub-tasks Facebook integration</p> <div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>	<div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>	<div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>
<p>▼ A CLN-4 TO DO 2 sub-tasks Local map superimposed with stories</p> <div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>	<p>Work work work</p> <div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>	<p>Busy busy busy</p> <div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>
<p>▼ A CLN-6 TO DO 2 sub-tasks Add photo to article</p> <div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>	<p>CLN-32</p>	<p>CLN-34</p>
<p>(e) OOBTECH 2022</p> <div style="background-color: #ffffcc; border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>	<p>build it</p> <div style="background-color: #ffffcc; border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>	<div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>



Daily Standup: Unplanned Scope Creep

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?

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>Work work work</p>
		<p>Busy busy busy</p>
		<p>Test it</p>
		<p>build it</p>
<p>▼ Other Issues 1 issue</p> <p>Add legal text</p>		

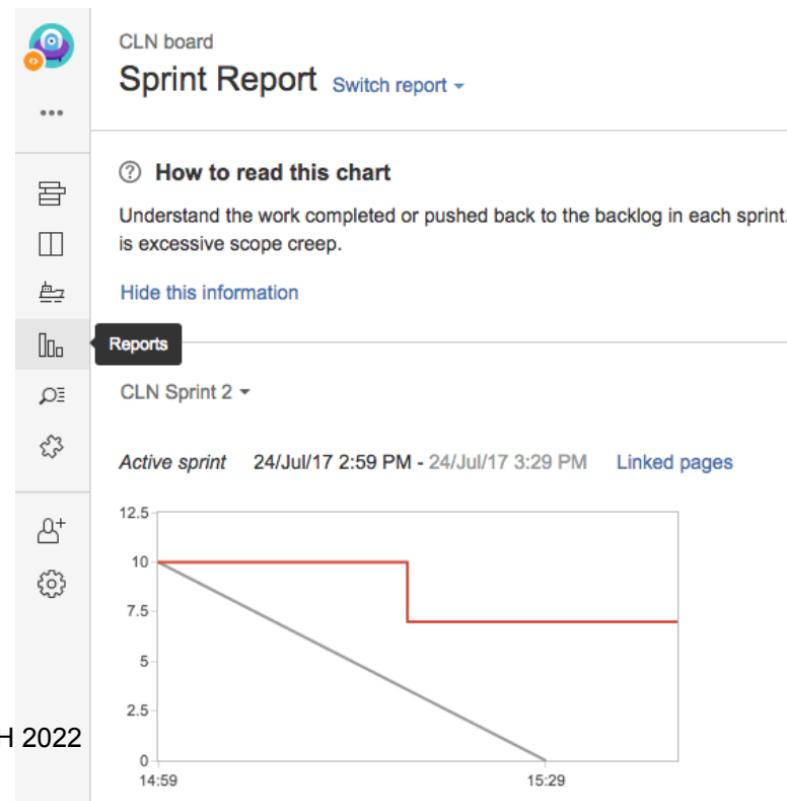
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Daily Standup: Are we on track?

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

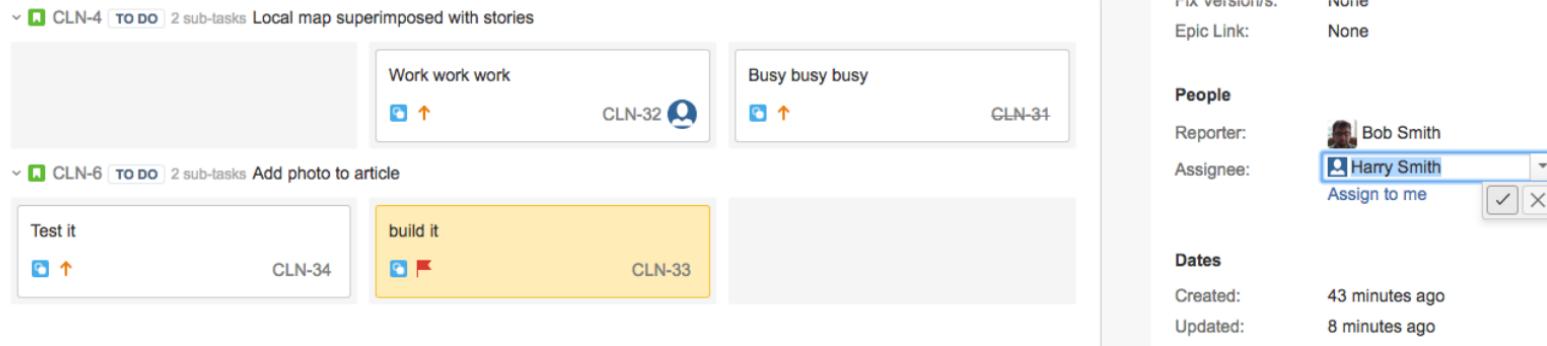
If you are not on track, decide which features you should remove from the sprint





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 task management interface with two main sections: a backlog on the left and a detailed view on the right.

Backlog:

- 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)

Detailed View (CLN-33):

- Version History:** None
- Epic Link:** None
- People:**
 - Reporter: Bob Smith
 - Assignee: Harry Smith (selected)
 - Buttons: Assign to me, Checkmark, X
- Dates:**
 - Created: 43 minutes ago
 - Updated: 8 minutes ago

Review the Product and Plan



Exercise: Review the Product and the Plan

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

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" tab selected. On the left, there's a sidebar with various icons for filters, versions, epics, and more. The main area displays two sections: "CLN Sprint 2" and "CLN Sprint 3".

CLN Sprint 2 (4 issues):

- Add legal text (CLN-35)
- Facebook integration (Minimum Viable Pro... CLN-3)
- Local map superimposed with stories (Minimum Viable Pro... CLN-4)
- Add photo to article (Minimum Viable Pro... CLN-6)

CLN Sprint 3 (4 issues):

- Review Legal Implications of geo-located articles (CLN-36)
- Add video to article (Minimum Viable Pro... CLN-7)
- List personal interests (Minimum Viable Pro... CLN-8)
- Display advert (Minimum Viable Pro... CLN-9)

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



Sprint Review: How fast are we going?

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

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?





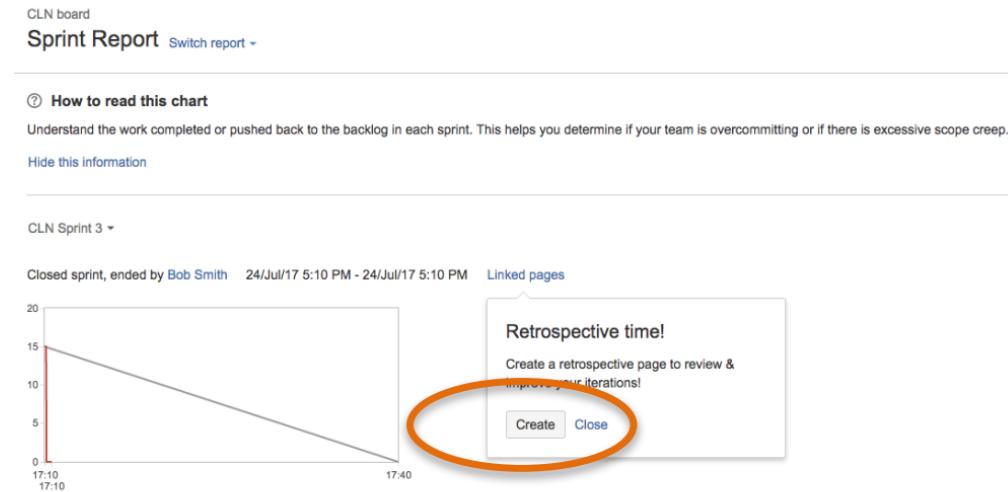
Sprint Retrospective

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

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

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Alternative Work Streams



Bespoke Work streams

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

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.

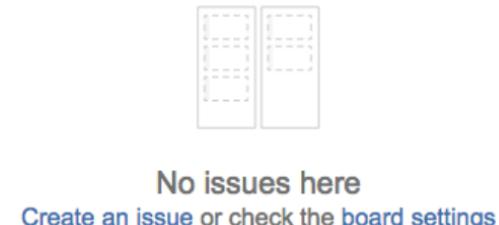
BUSINESS

-  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

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 'Column management' interface for a JIRA project. At the top, there's a dropdown for 'Column Constraint' set to 'Issue Count'. Below it is a note about adding constraints to columns. A section titled 'Simplified Workflow' says 'Using Simplified Workflow' and notes that the workflow for 'Mobile Journalism' is managed by JIRA Software. It lists global statuses: 'BAC...', 'SEL...', 'IN PR...', and 'DONE'. The 'Review' column is highlighted with a blue border. Below the columns, there's a 'Kanban backlog' section with a 'Board getting full?' image and a note: 'With the Kanban backlog, you can...'. The columns themselves have status boxes: 'No N No N' for 'Bac...', 'No N No N' for 'New...', 'No N No N' for 'Writing', 'No N No N' for 'Sho...', 'No N No N' for 'New...', 'Review' (highlighted), 'Done', and 'No N No N' for 'Unma...'. Each status box has a 'Set resolution' checkbox. A note for the 'Review' column says: 'This column will not show on the board without a status'. Similar notes are present for the 'Done' and 'Unma...' columns.

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Create a Kanban Workflow

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

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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

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

The screenshot shows a Jira Kanban board titled "MOJO board" under the "Kanban board" section. The board has columns for Backlog, New story research, Writing, Shooting and editing, Geotagging, Reviewing and publishing, Socialising and promoting, and Done. There are three cards visible in the "Writing" column:

- Man trips over banana skin**: Status: In Progress (indicated by a checkmark and an orange arrow icon). Key: MOJO-4
- Post office set to close down**: Status: In Progress (indicated by a checkmark and an orange arrow icon). Key: MOJO-3
- Lorry on fire on Manor Road**: Status: In Progress (indicated by a checkmark and an orange arrow icon). Key: MOJO-1

Below the board, the text "(c) OOBTECH 2022" is displayed.

Navigation and search bar at the top:

- Dashboard, Projects, Issues, Boards, Create
- Search, Release, ...

Left sidebar icons:

- Backlog, New story research, Writing, Shooting and editing, Geotagging, Reviewing and publishing, Socialising and promoting, Done
- ... (three dots)
- Release, ...

Quick filters: Only My Issues, Recently Updated



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

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



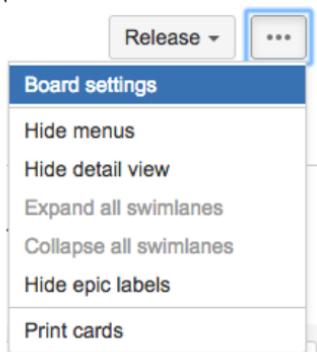
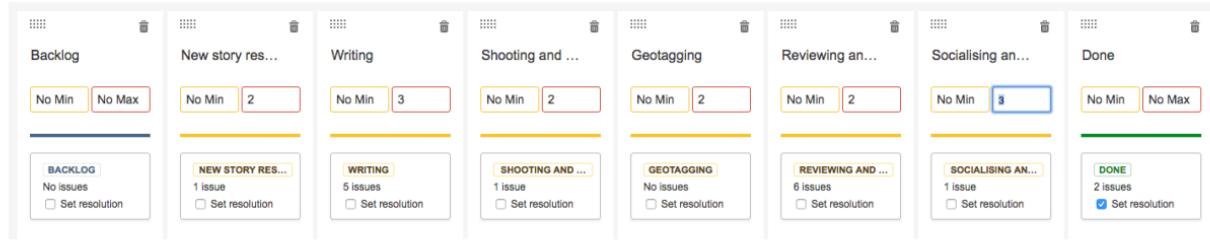
1. Make Work Visible

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



2. Limit Work in Progress

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





2. Limit Work in Progress

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

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2. Limit Work in Progress

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 <input checked="" type="checkbox"/> MOJO-13</p>	<p>Weather set to be hot <input checked="" type="checkbox"/> MOJO-11</p> <p>Weather set to cool down <input checked="" type="checkbox"/> MOJO-12</p> <p>Missing duck - reward for information <input checked="" type="checkbox"/> MOJO-14</p> <p>School summer family fun day <input checked="" type="checkbox"/> MOJO-15</p> <p>Minor celebrity announced to switch on Christmas lights <input checked="" type="checkbox"/> MOJO-16</p>	<p>Man dies of natural causes <input checked="" type="checkbox"/> MOJO-10</p>	<p>Cat laughs at dog <input checked="" type="checkbox"/> MOJO-6</p> <p>Feature: are people eating too much bread? <input checked="" type="checkbox"/> MOJO-7</p> <p>Shop runs out of bread <input checked="" type="checkbox"/> MOJO-8</p> <p>Policeman can't find squad car <input checked="" type="checkbox"/> MOJO-9</p>	<p>Man trips over banana skin <input checked="" type="checkbox"/> MOJO-4</p> <p>Dog stuck up tree <input checked="" type="checkbox"/> MOJO-5</p>	<p>Post office set to close down <input checked="" type="checkbox"/> MOJO-3</p>	<p>Lorry on fire on Manor Road <input checked="" type="checkbox"/> MOJO-1</p> <p>Cat stuck up tree <input checked="" type="checkbox"/> MOJO-2</p>

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2. Limit Work in Progress

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>

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2. Limit Work in Progress

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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>

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2. Limit Work in Progress

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 ...

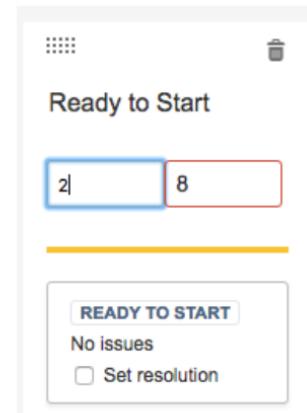
4 Backlog	2 New story research Max 2	1 Writing Max 3	2 Shooting and editing Max 2	2 Geotagging Max 2	2 Reviewing and publishing Max 2	1 Socialising and promoting Max 3	2 Done
Man dies of natural causes <input checked="" type="checkbox"/> MOJO-10	School summer family fun day <input checked="" type="checkbox"/>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



3. Help Work Flow

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

- ✓ 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 principles

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

Tasks:

10 Minutes

- 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?



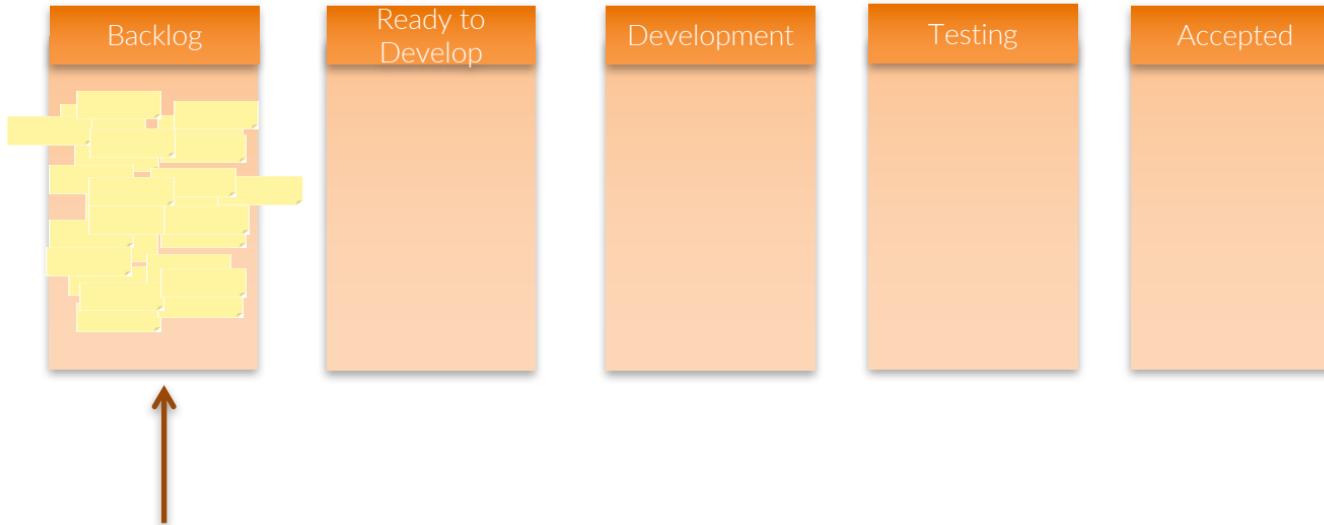


Five guiding principles for Kanban delivery

- ✓ Make work visible
 - ✓ Limit the amount of work in progress
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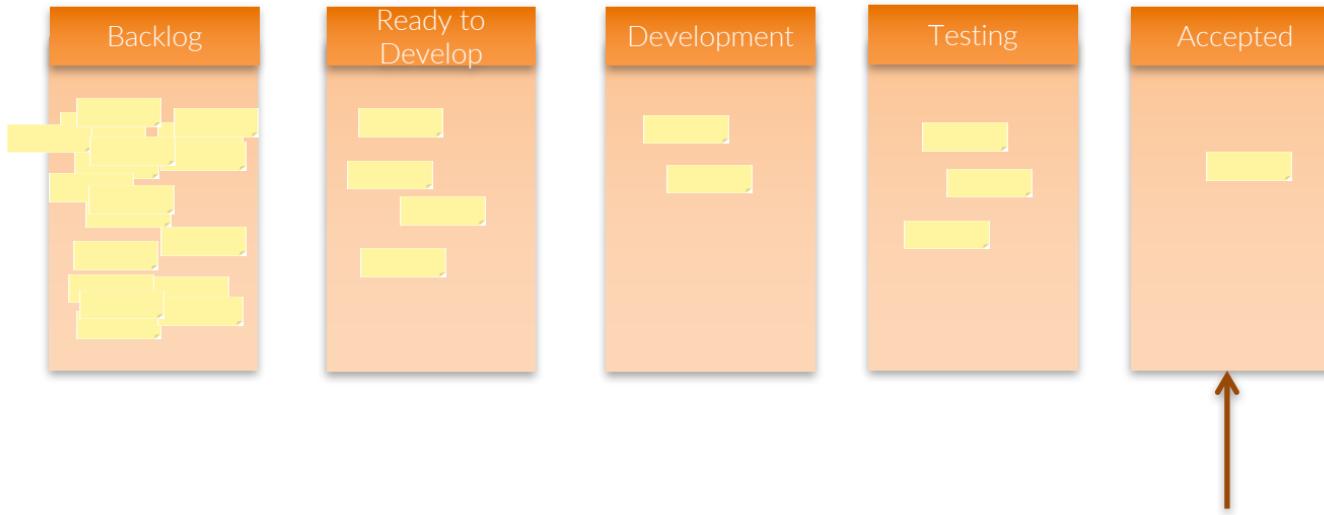
4. Use metrics to measure work



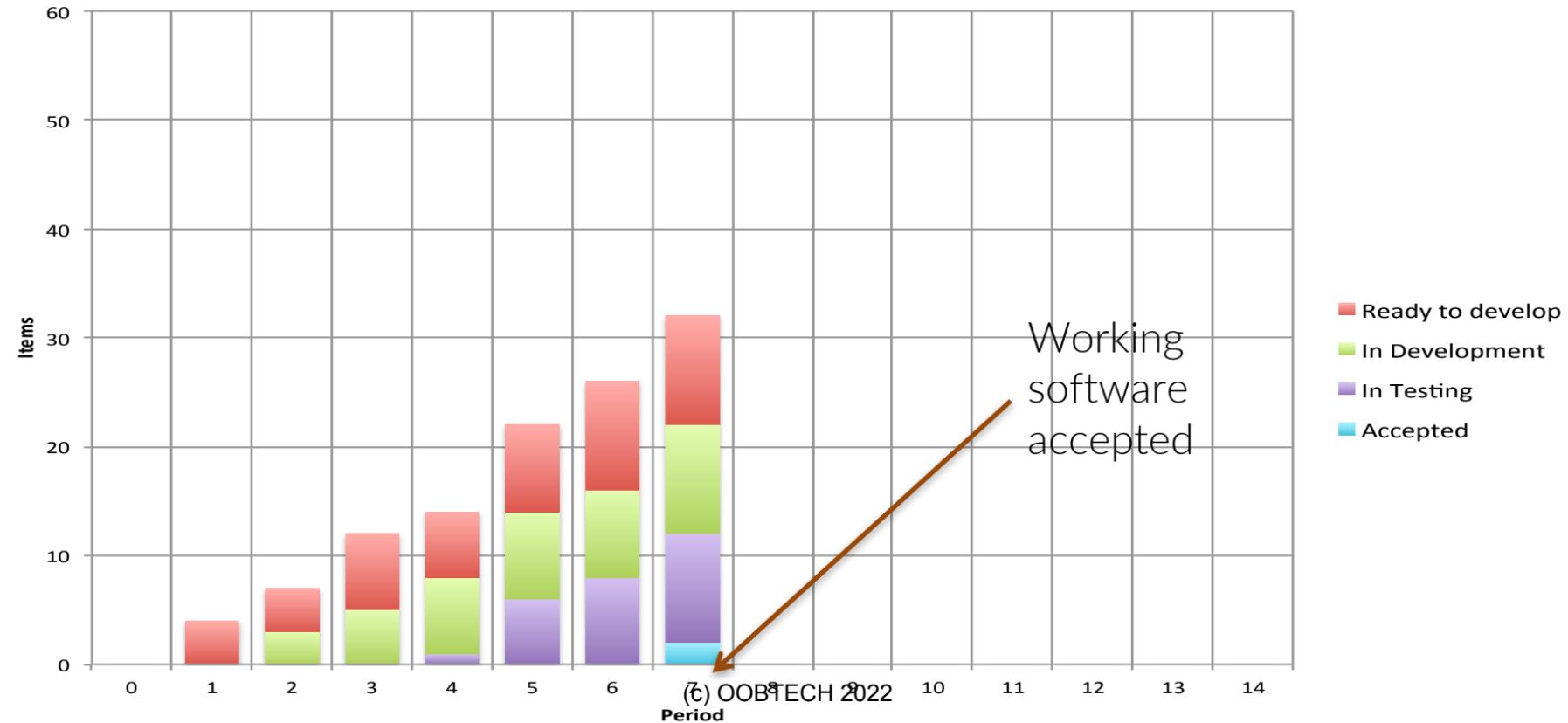
We have a backlog



4. Use metrics to measure work

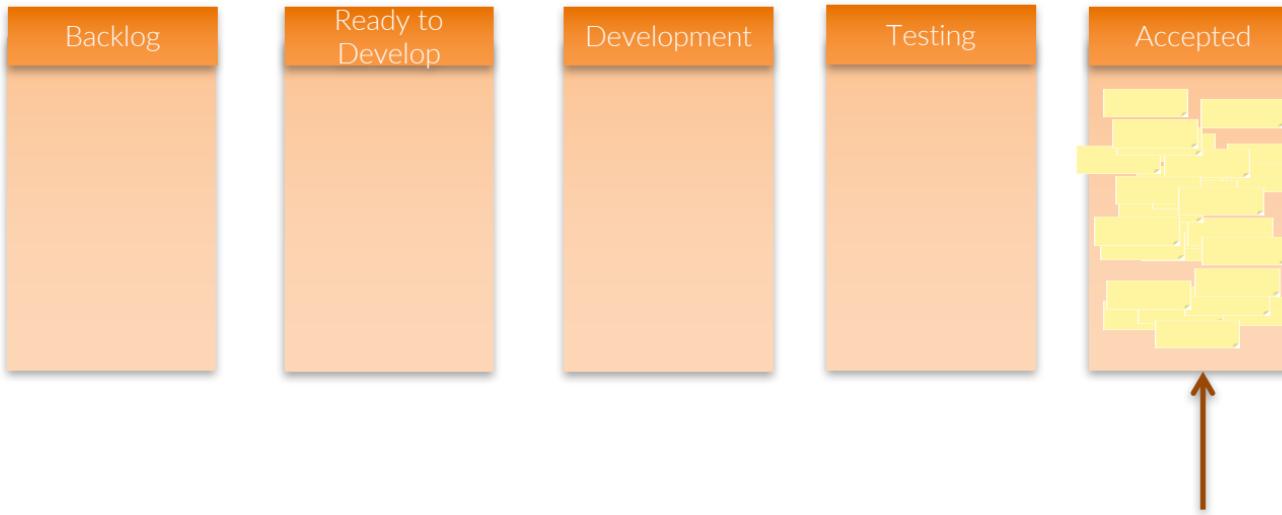


Something is finished





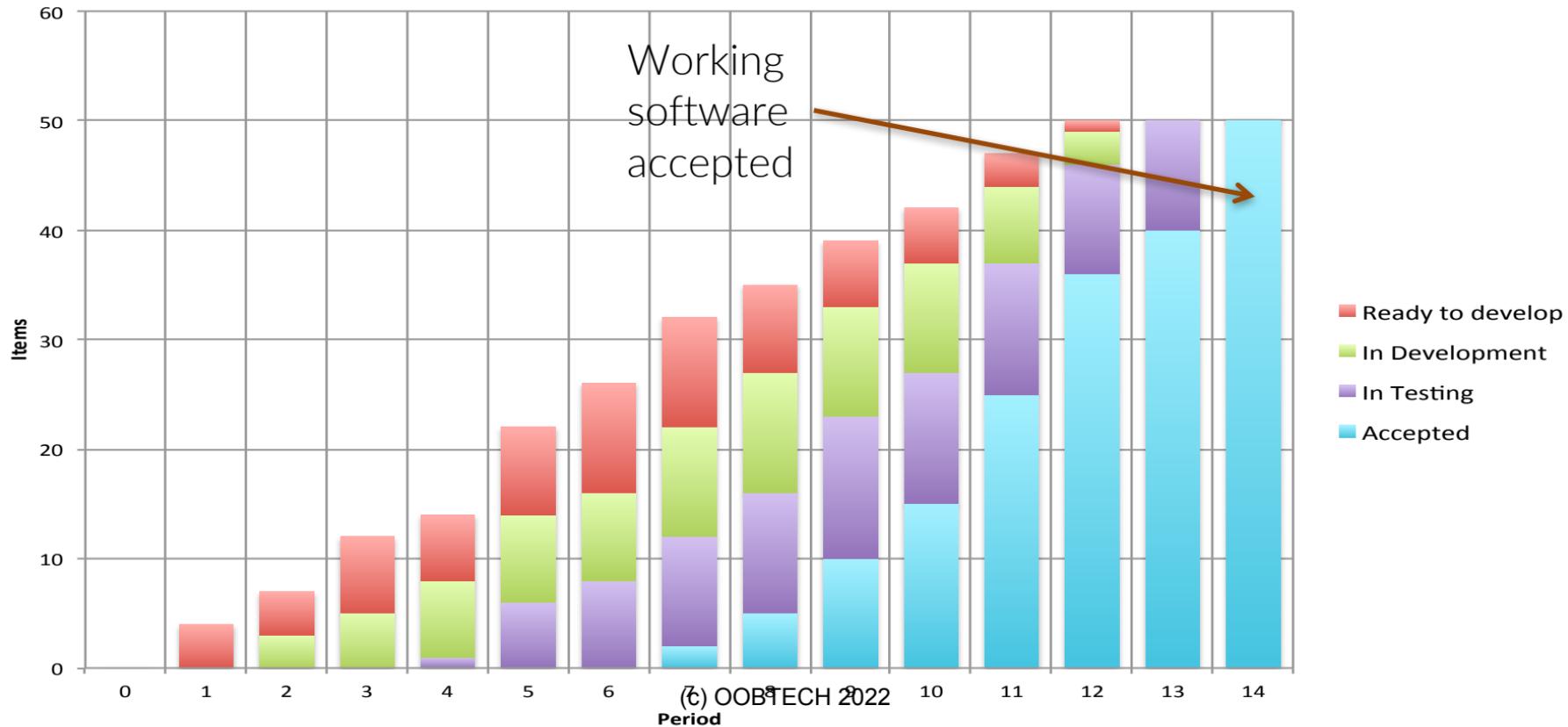
4. Use metrics to measure work



All finished

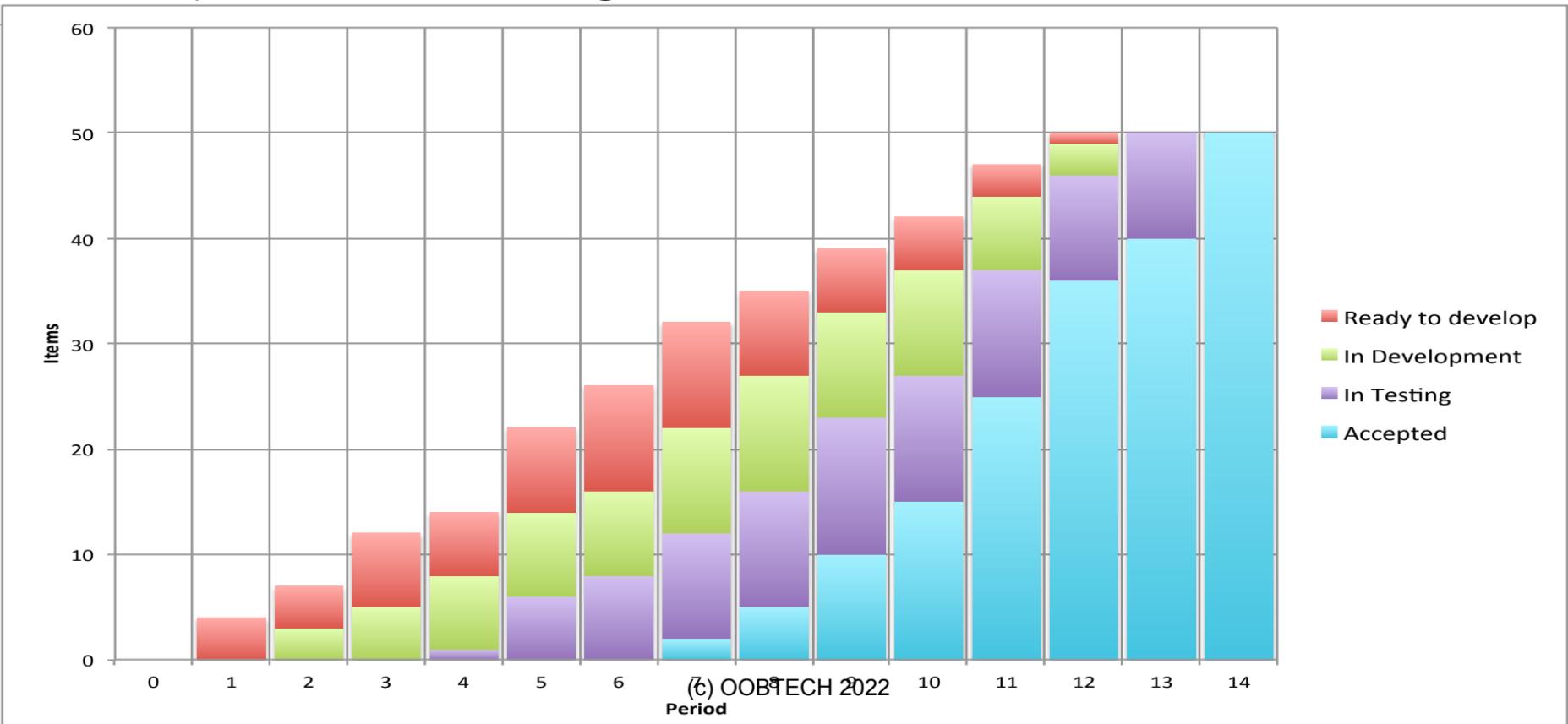


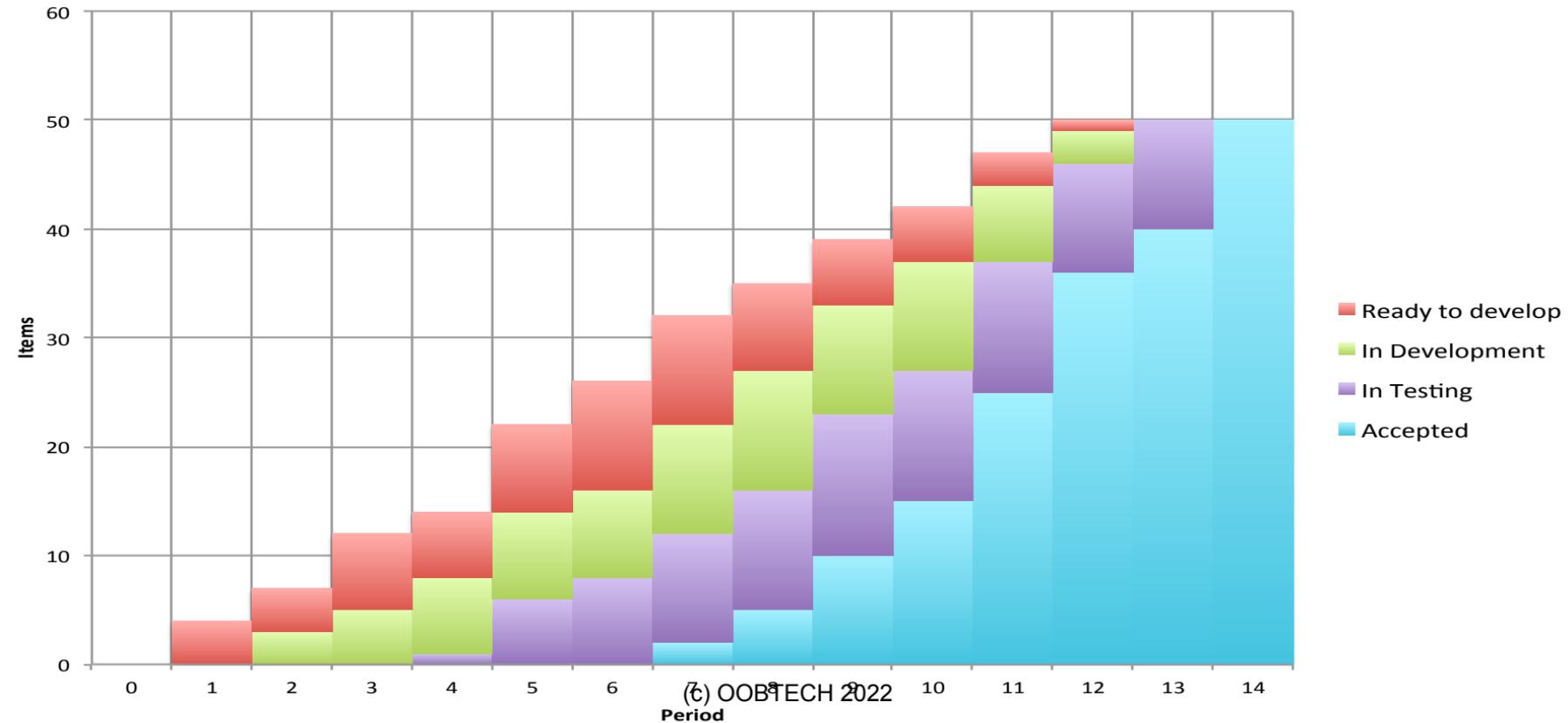
Working
software
accepted





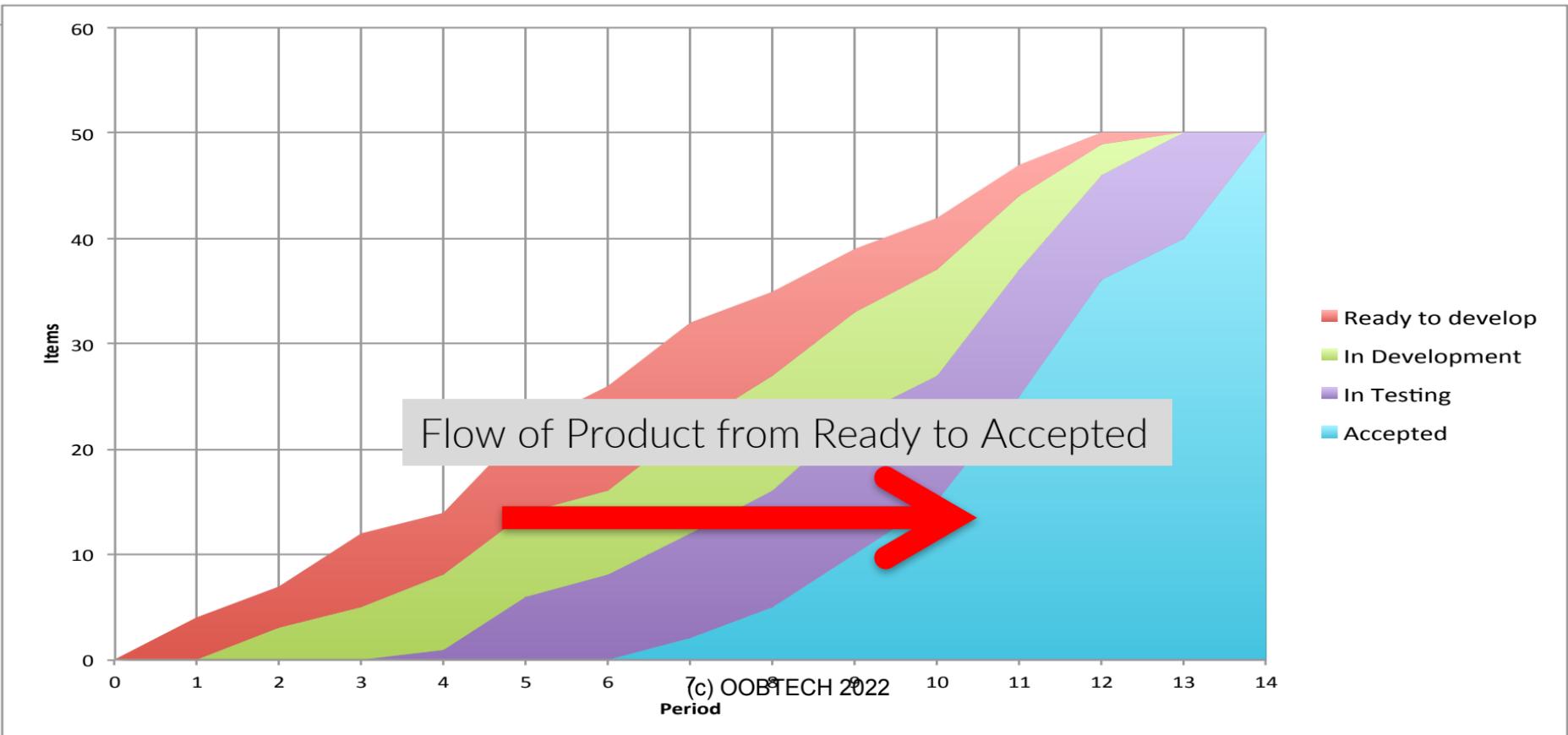
Squash the lines together





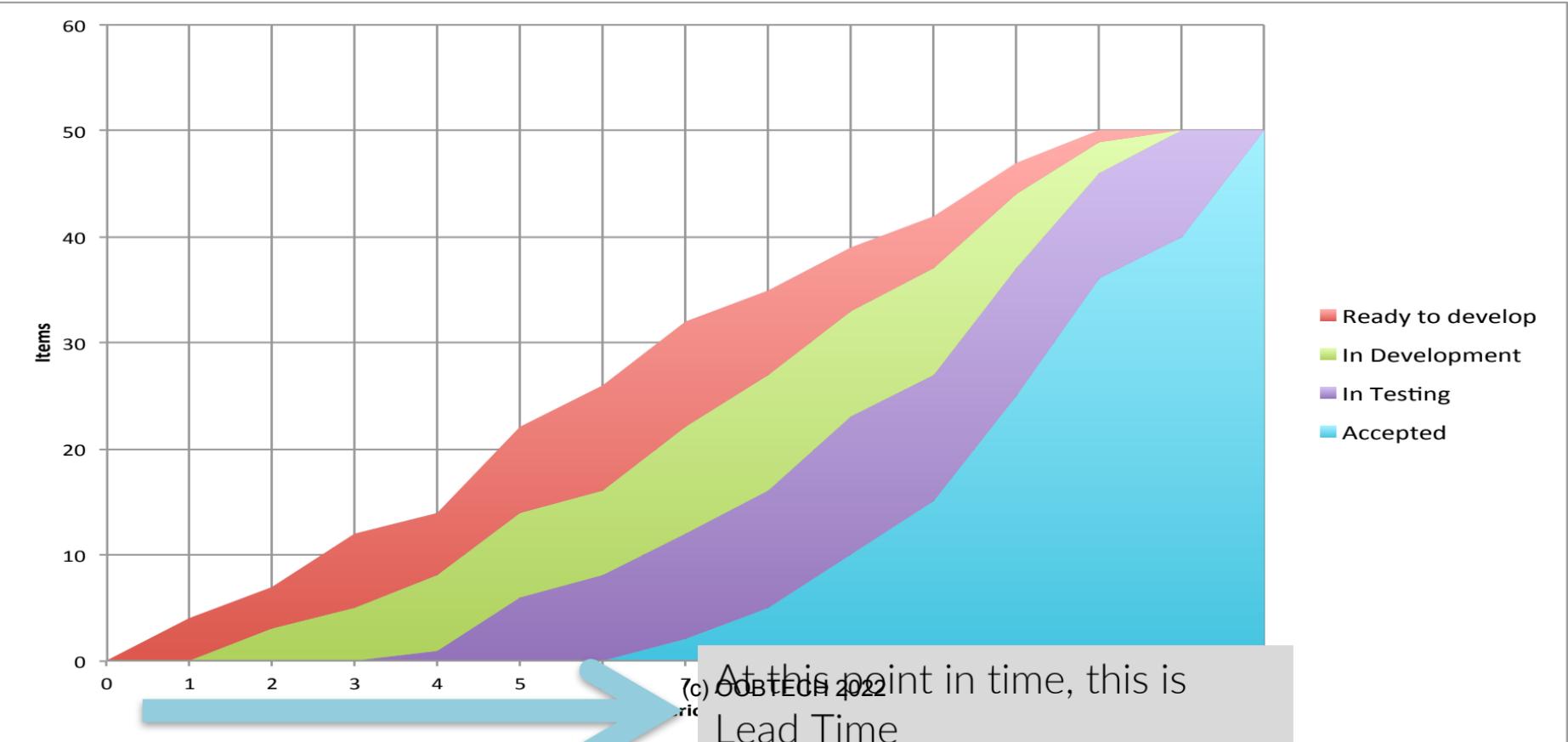


JIRA does the rest – Cumulative Flow Diagram



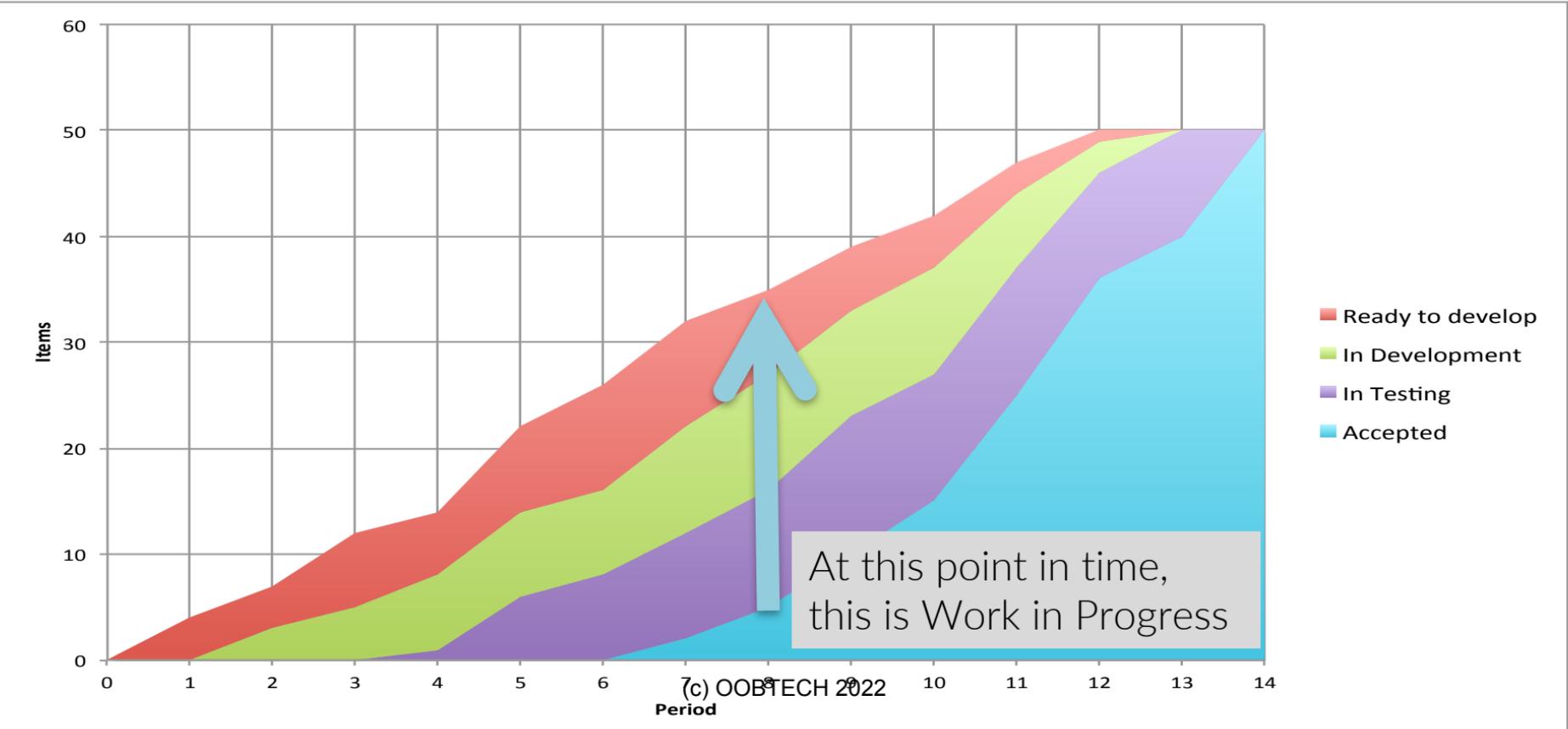


Cumulative flow diagram



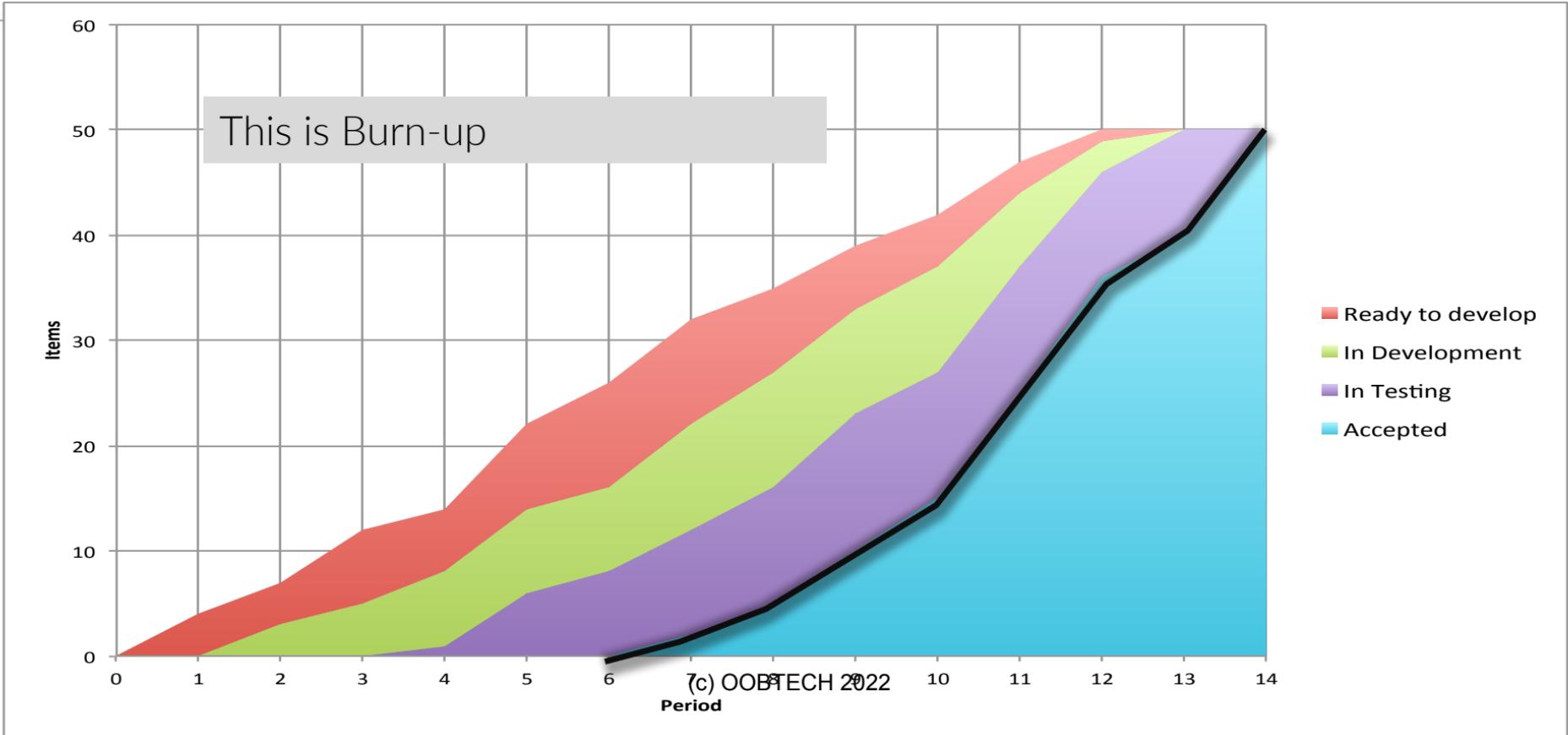


Cumulative flow diagram



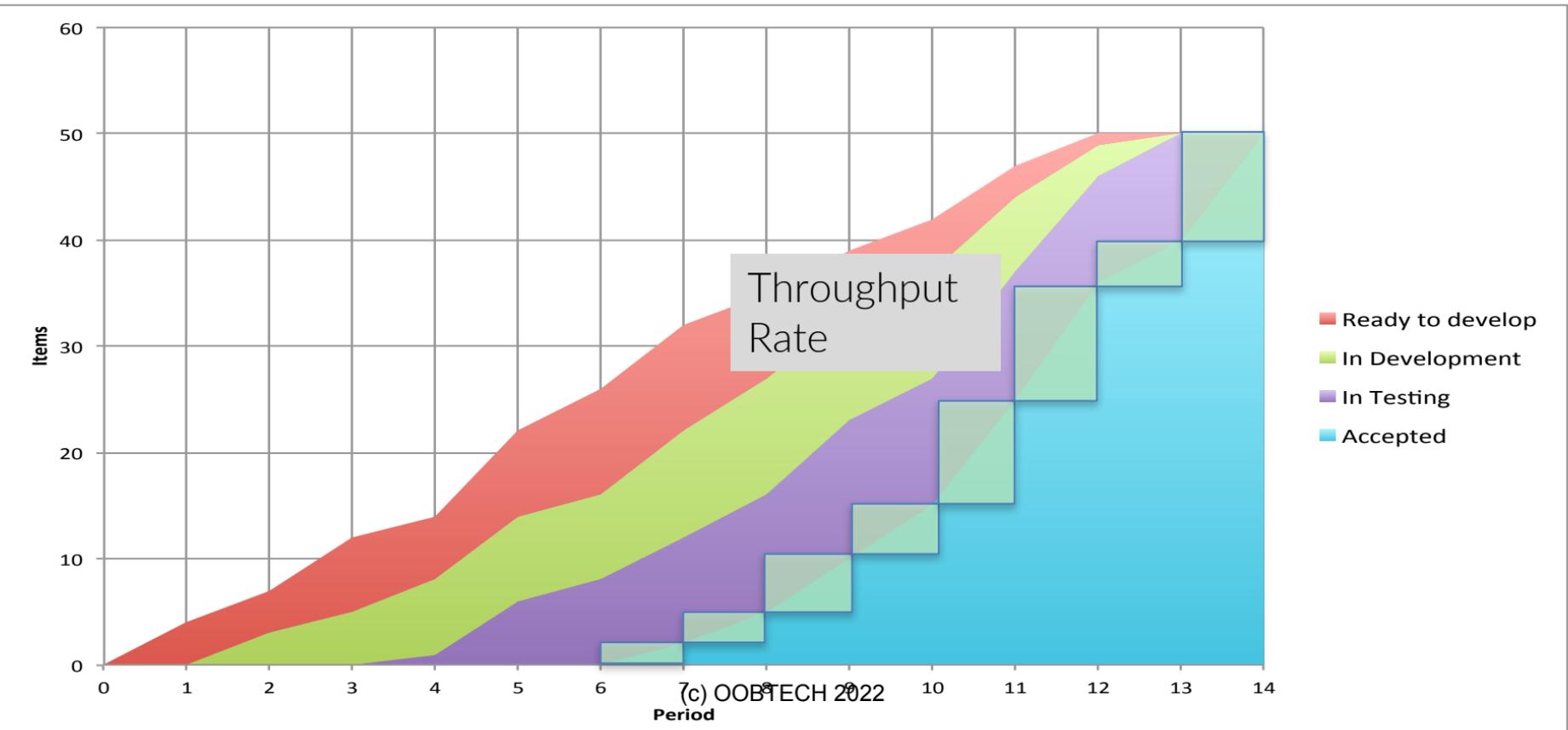


Cumulative Flow Diagram





Cumulative Flow Diagram





Items

60
50
40
30
20
10
0

Points

Average throughput rate
(Just like Velocity...)

0 1 2 3 4 5

Period
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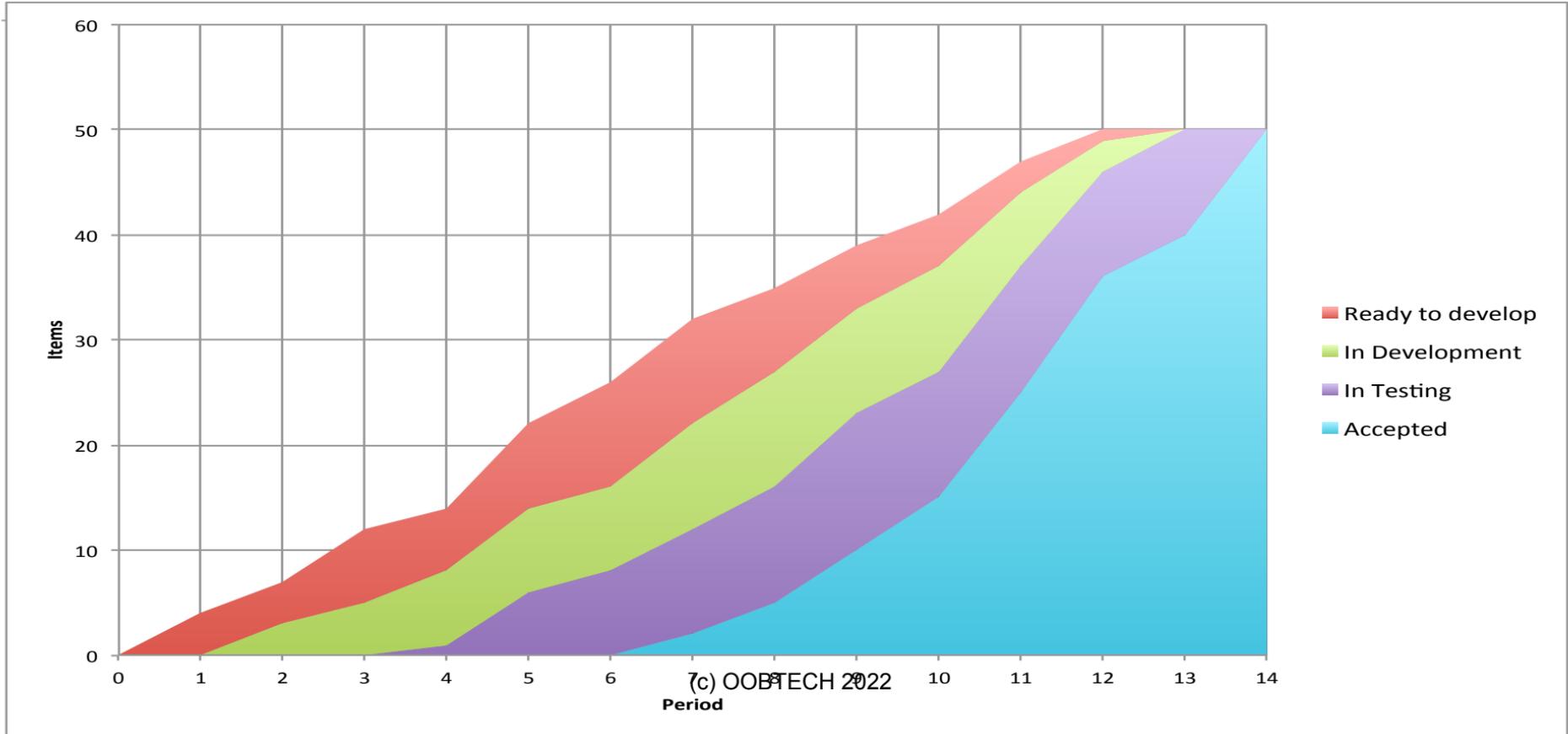
Weeks or Sprints

- Ready to develop
- In Development
- In Testing
- Accepted





Cumulative Flow Diagram





Cumulative Flow Diagram

SAM board

Cumulative Flow Diagram Switch report ▾

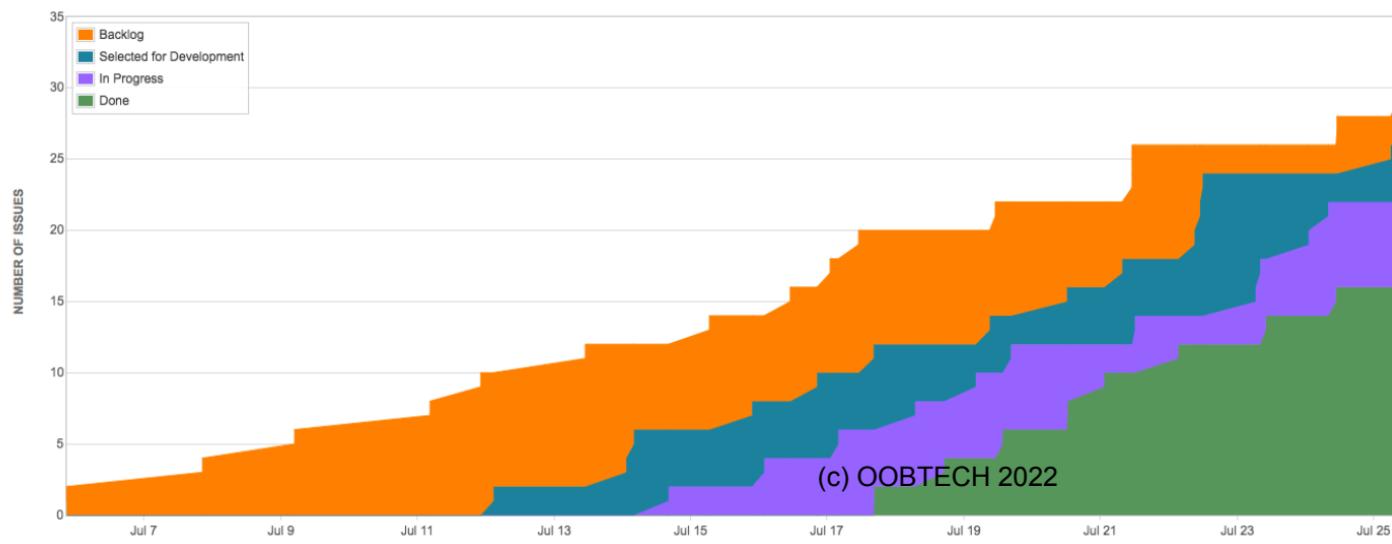
...

ⓘ 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

SAM board

Control Chart [Switch report](#) ▾

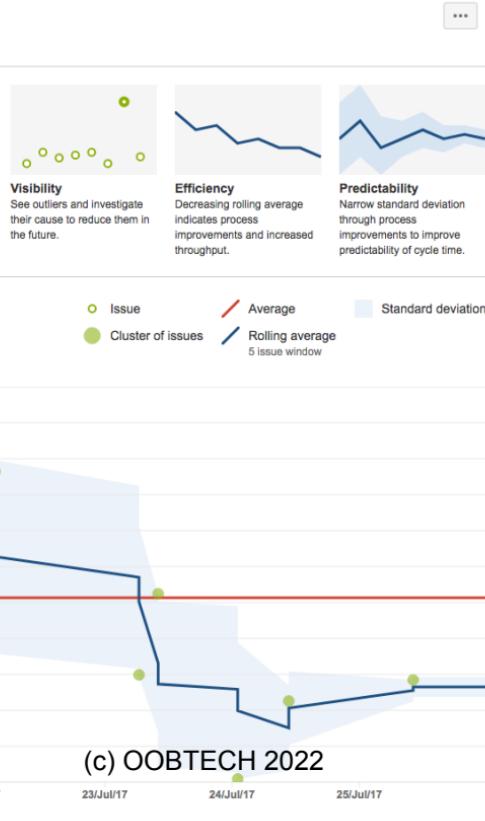
ⓘ How to read this chart

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](#)

17/Jul/17 to 25/Jul/17 (All Time)

2d 13h average 2d 14h median 1h 3m min time 4d 7h max time 22 issues



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

- Volatility
- Changes over time
- Outliers



5. Continuous Improvement

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.

MOJO board
Kanban board

QUICK FILTERS: Only My Issues Recently Updated

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

Bespoke Workflow Configurations



Exercise: Bespoke Workflow Configurations

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?

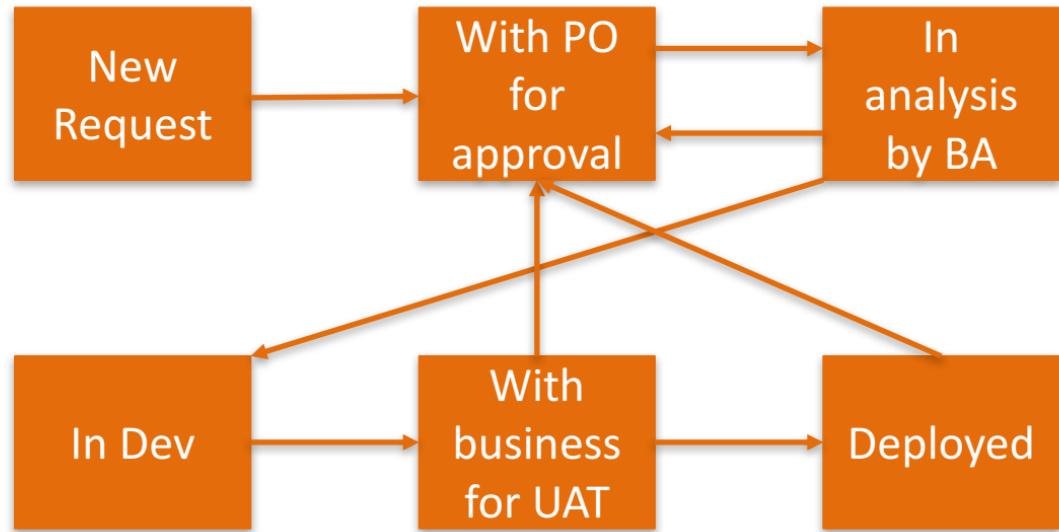




Small Change Team

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

1. Create a new Kanban project.
2. Go to Projects settings, and click on your new project.

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

3. Click on workflow to view it



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

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's 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

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

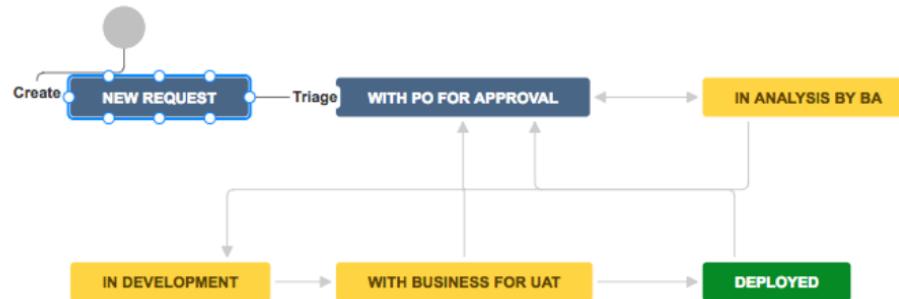
Screen None

Add Cancel



Create a bespoke workflow

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 links like JIRA ADMINISTRATION, 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 highlighted in grey), Screens, and Fields.

2. Add an existing workflow

The screenshot shows the "Workflows" section in Jira. It displays a "Workflow Scheme" named "SMALL: Software Simplified Workflow Scheme". Below it is a menu with three options: "Add Workflow", "Switch Scheme", "Add Existing" (which is highlighted in blue), and "Choose From Marketplace".

3. Find and select your workflow from the list

The screenshot shows the "Add Existing Workflow" dialog. On the left, a list of workflows includes "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". To the right, a workflow diagram for "Small Change Workflow" is shown. It starts with a "NEW REQUEST" node, followed by "WITH PO FOR APPROVAL", then "IN ANALYSIS BY BA". From "IN ANALYSIS BY BA", the flow splits into "IN DEVELOPMENT" and "WITH BUSINESS FOR UAT", which both lead to a final "DEPLOYED" node. At the bottom of the dialog, it says "Last modified Today 11:22 AM by Bob Smith" and has "Next" and "Cancel" buttons.



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