Jira Process Standardization Guidelines

Designed for Yuzee - EdTech Platform | Implemented Across 5 Teams
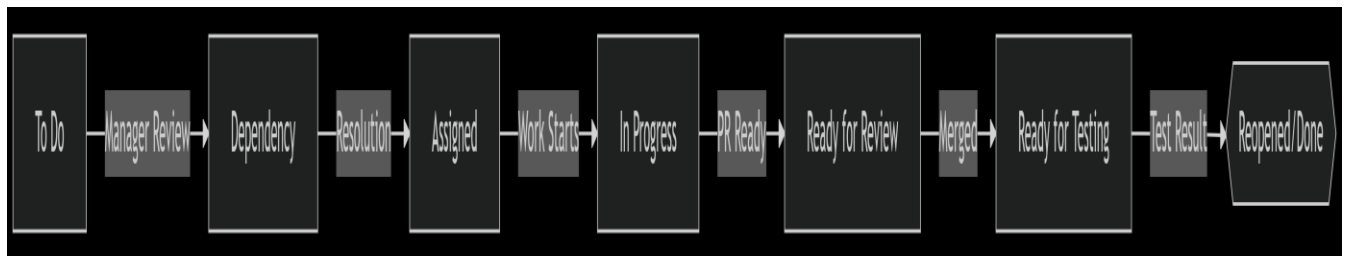*Author: Farrukh Nadeem Role: Project Manager & Data Workflow Architect*

1. Board Structure & Philosophy

Objective: *"Replace tribal knowledge with data-driven workflows"*

Column Logic

Diagram

Key Innovations:

- **"Reassigned" vs "Assigned"** → Track rework separately

- **"Untestable" status** → Flag environment issues early

- **"New RGT" label** → Isolate regression bugs

2. Status Transition Matrix (Partial)

(Full version included 28 controlled transitions)

From → To	Allowed For	Rules & Triggers	Data Captured
To Do → Next in Line	Manager	Pre-filter tasks for upcoming sprints	Priority, Module
Dependency → Assigned	Manager	Dependency resolved + confirmed via comment	Resolution timestamp
In Progress → Paused	Developer	Must @mention manager with blockage details	Blockage type, ETA
PR Merged → Reopened	Tester	Requires failed test case attachment	Failure pattern, Screenshot

3. Custom Field Taxonomy

Dependency Types

a) Backend: When the task is blocked due to pending work from backend be it new work or bugs.

b) Requirement Confirmation: When the task is blocked due to requirement not confirmed/clear via Product Team.

c) UI developer: When the task is blocked due to pending work from UI developer be it new work or bugs.

d) Another developer: When the task is blocked due to pending work from another developer be it new work or bugs.

e) Common Component: When the task is blocked because it concerns a common component being worked upon by someone else.

f) Another Section: When the task is blocked due to pending work from another section/component that it depends on, be it new work or bugs.

g) Approval Needed When the task is blocked because it awaits approval from the Administration.

Bug Classification

Type	Detection Method	Example
API	Postman/Console errors	500 error on student_profile GET
Logic	Flowchart deviation	User bypasses age verification
Validation	Boundary testing	Future date accepted in "DOB" field

Labels

Labels

This field captures the nature of work on any component. These labels or work type can be associated with any component as they are common across the application being built. For e.g., a component "Contact Details" can have a create form, details page, edit popup, triggers etc., just like any other component.

a) Api: When the task involves working on or with the API specifically. For e.g., an API needs to be integrated in order to GET the contact details of an Institute.
b) createForm: When the task involves working on the create forms of any component such as entering personal details via a form.
c) DetailsPage: When the task involves working on the details page used to present the relevant information such as showing the list of ways a person can contact an Institute.
d) EditPopups: When the task involves working on the edit popups of any component.
e) Empty_state: When the task involves working on the empty state of any component such as showing the page designed specifically when contact details information has not been provided.
f) Listing: When the task involves working on or with the list related to any component for e.g., we have a component called courses. So to display the list of courses being offered we have to work upon such feature.
g) Preview: When the task involves working on displaying the preview page.

h) Triggers: When the task involves working on or with the triggers that are relevant to any component such as working on a button that is used to save the information of a course into the Institute's profile.

4. Enforcement Mechanisms

Validation Rules

1. **Ticket Blocking:**

   o Cannot move Assigned → In Progress without:
   - ✅ Estimated hours logged
   - ✅ Module/Component selected

2. **Dependency Reporting:**

   o Cannot move (any) → Dependency without:
   - ✅ Defining dependency type
   - ✅ Mentioning the responsible team and requirement

Document Appendices

Sample Ticket

https://yuzeeff.atlassian.net/browse/YUZ-9

Fields shown: Epic, Dependency Type, Blocked comment, Component