

## Lab: Scrum Board – Jira Reports

To create a Scrum project with sample data in Jira Cloud, you would need to create a new board, and while doing so, you'll have the option to populate it with sample data.

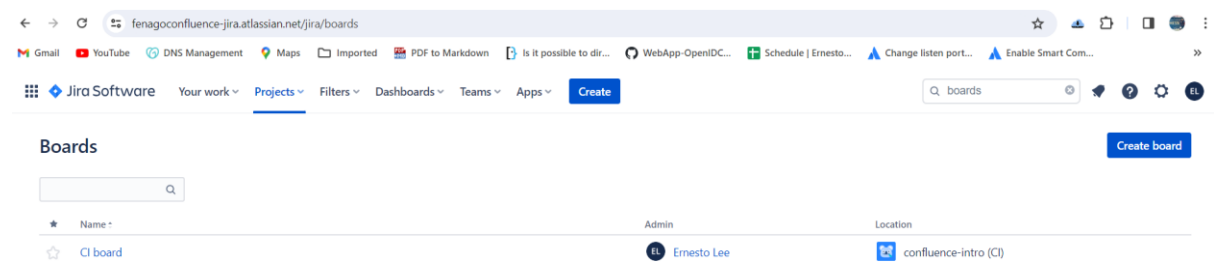
### Navigation to Boards:

Navigate to the boards section in Jira. You can do this by clicking on the three dots in the top right corner of Jira and selecting the "Create board" option from the menu.

Alternatively, you can go to the magnifying glass in the left side navigation bar, search the term "boards", and then select "View All Boards".

### Creating a New Board:

Once you are in the boards section, click on the "Create Board" button or the "Create new board" option depending on the interface.



In the pop-up or the next screen, you will have options regarding the type of board you want to create. Select the option to "[Create a Scrum board with sample data](#)".

### Create a board

#### Scrum

Scrum focuses on planning, committing and delivering time-boxed chunks of work called Sprints

Create a Scrum board

Create a Scrum board with sample data

#### Kanban

Kanban focuses on visualising your workflow and limiting work-in-progress to facilitate incremental improvements to your existing process

Create a Kanban board

Create a Kanban board with sample data

Cancel

## Selection for New Project:

After selecting to create a Scrum board, you will get menu to enter project details.

## Entering Project Details:

You will be prompted to enter the name and project key for the new project. Fill in these details and click on the "Create Board" button.

### New project with board

Project name\*

Sample Scrum Project

Project key\*

SSP

Project lead\*

EL

 Ernesto Lee

Start typing to get a list of possible matches.

### Creating a project

A board will be created with your project, and will be named after your project. You can rename your board in the board settings screen.

Back

Create board

Cancel

After successfully creating the board, you will see following screen:

Jira Software

Your work ▾

Projects ▾

Filters ▾

Dashboards ▾

Teams ▾

Apps ▾

Create

Sample Scrum Project

Software project

You're on the Free plan

UPGRADE

PLANNING

SSP board ▾

Board

Timeline

Backlog

Active sprints

Reports

Issues

Components

DEVELOPMENT

Code

You're in a company-managed project

Learn more

Projects / Sample Scrum Project / SSP board

Backlog

Search backlog

EL

Only My Issues

Recently Updated

Sample Sprint 2 6 issues

17/Oct/23 5:00 AM • 31/Oct/23 5:20 AM

EL

As a developer, I can update story and task status with drag and drop (click the triangle) **VERSION 2.0** EL SSP-10 5

As a developer, I can update details on an item using the Detail View >> Click the "S" **VERSION 2.0** EL SSP-13

As a user, I can find important items on the board by using the customisable "Quick Filters" above > EL SSP-14 3

As a scrum master, I can see the progress of a sprint via the Burndown Chart >> Click "Reports" to view tl SSP-15 4

As a team, we can finish the sprint by clicking the cog icon next to the sprint name above the "To Do" col SSP-16 2

Instructions for deleting this sample board and project are in the description for this issue >> Click EL SSP-17

Backlog 8 issues

Create sprint

As an Agile team, I'd like to learn about Scrum >> Click the "SSP-1" link at the left of this ro **VERSION 2.0** SSP-1 2

As a product owner, I'd like to express work in terms of actual user problems, aka User Story **VERSION 2.0** SSP-2 2

## Exercise 1: Version Report for the Product Owner

The Version Report in Jira provides a view of the team's progress towards the completion of a version. It displays a predicted release date based on the team's average rate of progress and the amount of work remaining. This report is crucial for Product Owners to track the progress and adjust plans accordingly.

### Step 1: Access Your Project

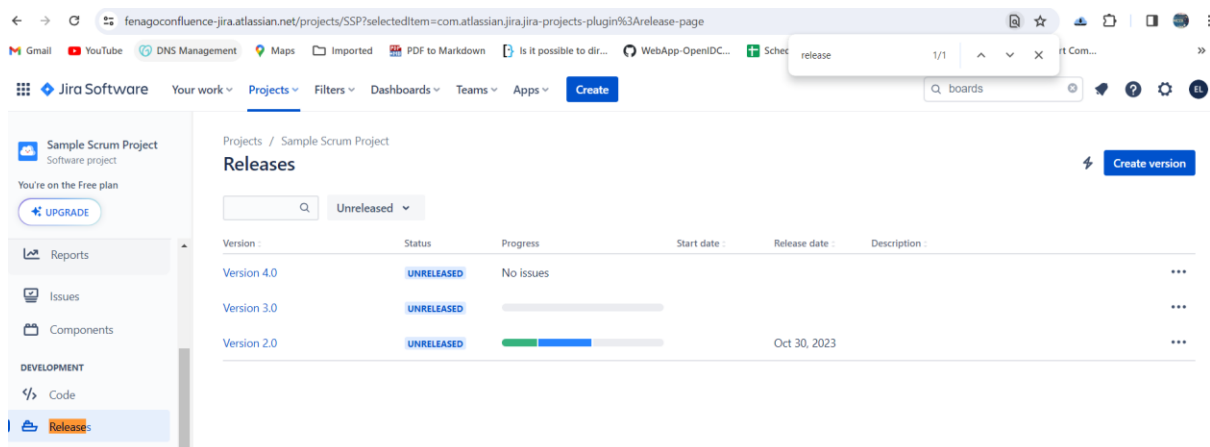
Navigate to your project in Jira Cloud.

You can do this by clicking on “Projects” in the navigation bar and selecting the relevant project.

### Step 2: Create a Version (if necessary)

If your project does not have any versions created yet, you will need to create one.

Click on 'Releases' from the project menu, and then press 'Create version'. Name your version and save it.



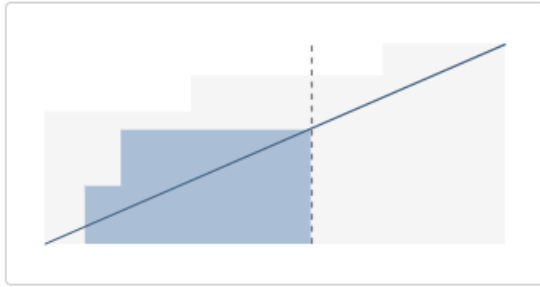
### Step 3: Navigate to Reports Section

Once inside the project, click on "Reports" which can be found in the project sidebar or in the navigation bar.

### Step 4: Access the Version Report

From the list of reports, select "Version Report".

You may need to select the relevant version from the Version Report drop-down if you have multiple versions.



## Version Report

Track the projected release date for a version. This helps you monitor whether the version will release on time, so you can take action if work is falling behind.

### Step 5: Understanding the Version Report

The Version Report is board-specific and will only include issues that match your board's saved filter.

It excludes issues of a 'sub-task type' and shows 'Released' versions but not 'Archived' versions.

The report is based on your board's column mapping, so understanding the mapping is crucial for accurately interpreting the report.

The graph in the report shows the state of your version at any given point in time in terms of total and completed Story Points or other Estimation Statistics of your choice.

It provides predictions like the Predicted Release Date, which is based on your average daily velocity and the amount of estimated work remaining.

### Step 6: Analyze and Share Insights

Analyze the data presented in the Version Report, focusing on the predicted release dates and the progress towards completion of the estimated work.

Share your insights with your team and stakeholders to ensure everyone is aligned on the project's status and any necessary adjustments to the plan.

This exercise helps the Product Owner to understand the progress of the version, analyze the predicted release dates, and share valuable insights with the team and stakeholders.

