

Analyzing Release Burndown Charts in Jira Software Cloud

Objective: In this lab, you'll engage with Release Burndown Charts using the previously created project and Scrum board. By generating and analyzing a Release Burndown Chart, you will understand how it tracks the completion of work for a release over time and provides insights into release progress and scope changes.

Part 1: Review Project and Scrum Board

1. **Log in to Jira:**
 - Access your Jira instance and log in with your credentials.
2. **Navigate to Your Project:**
 - Click on "Projects" in the navigation bar, then select the project you've been working on.
3. **Access Your Scrum Board:**
 - Click on "Board" from the project menu to access your Scrum board.

Part 2: Generate and Analyze the Release Burndown Chart

1. **Navigate to Reports:**
 - Click on "Reports" on the left-hand sidebar or from the project menu.
2. **Access the Release Burndown Chart:**
 - Select "Release Burndown" from the list of reports available.
3. **Understanding the Release Burndown Chart:**
 - The Release Burndown Chart shows the progress of a release over time, indicating completed, remaining, and scope change work.
 - The X-axis represents time (sprints), and the Y-axis represents the remaining work.
4. **Analyze the Sample Data:**
 - Examine how the work for the release diminishes over time.
 - Identify any scope changes and evaluate their impact on the release progress.

Part 3: Reflection and Discussion

1. **Discussion:**
 - Share insights derived from the Release Burndown Chart with your classmates.
 - Discuss how the Release Burndown Chart reflects the pace of work and the impact of scope changes on release progress.

2. **Reflection:**

- Reflect on the value of the Release Burndown Chart in monitoring the progress of releases and planning future releases.
- Discuss how analyzing Release Burndown Charts can provide foresight into the required adjustments for better release planning and execution.

Evaluation:

- Engage in a discussion about the insights gained from analyzing the Release Burndown Chart and how this understanding can aid in future release planning and execution.

This structured lab activity extends your understanding of Jira Software Cloud's reporting capabilities to Release Burndown Charts. Through the analysis of release progress over sprints, you'll gain insights into the pace of work, the impact of scope changes, and the necessary adjustments for optimized release planning and execution in future projects.

Analyzing Control Charts in Jira Software Cloud

Objective: In this lab, you'll create a new Kanban board with sample data, generate a Control Chart, and deeply analyze it to understand the flow of work and identify areas for process improvement.

Part 1: Create a New Kanban Board with Sample Data

1. **Log in to Jira:**

- Access your Jira instance and log in with your credentials.

2. **Create a New Project:**

- Click on "Projects" in the navigation bar, then click on "Create Project".
- Select the "Company-managed" project type.

3. **Select Kanban Template:**

- Choose the "Kanban" template for your new project.
- If prompted, select the option to create a Kanban board with sample data.

Part 2: Generate and Access the Control Chart

1. **Navigate to Your Kanban Board:**

- Go to "Projects" in the navigation bar, select your project, and click on "Board" from the project menu to access your Kanban board.
2. **Navigate to Reports:**
 - Click on "Reports" on the left-hand sidebar or from the project menu.
 3. **Access the Control Chart:**
 - Select "Control Chart" from the list of reports available.

Part 3: Analyzing the Control Chart

1. **Understanding the Control Chart:**
 - The Control Chart shows the cycle time for the issues on your board, allowing you to understand the flow of work.
 - The X-axis represents time, and the Y-axis represents the cycle time of issues.
2. **Examine the Sample Data:**
 - Look at the cycle time of different issues and identify patterns.
 - Observe any outliers and note the issues that took significantly longer to complete.
3. **Analyze the Flow of Work:**
 - Assess the consistency of the flow by looking at the spread of cycle times.
 - Identify any periods of increased cycle time and investigate possible causes.
4. **Identify Areas for Improvement:**
 - Discuss with your classmates any bottlenecks or inconsistencies in the flow of work.
 - Propose solutions for reducing cycle time and improving the flow.
5. **Deep Analysis:**
 - Utilize the filter options to view data for specific issue types, individuals, or time periods.
 - Delve into any trends or recurring issues that may be impacting the flow of work.
6. **Sharing Insights:**
 - Share your findings with the broader organization to foster a culture of continuous improvement.

Reflection:

- Reflect on the insights gained from analyzing the Control Chart and discuss how these insights can inform process improvements.

Evaluation:

- Engage in a discussion about the insights gained from analyzing the Control Chart and how this understanding can aid in enhancing the flow of work and reducing cycle times.

This structured lab activity provides a hands-on experience in creating and analyzing Control Charts in Jira Software Cloud. Through the detailed analysis of the Control Chart, you will learn how to identify bottlenecks, propose solutions for process improvement, and share insights for fostering a culture of continuous improvement within your organization.

Filtering Data for Dashboards and Reports in Jira Software Cloud

Objective: In this lab, you'll learn how to filter data to customize dashboards and reports in Jira Software Cloud. By applying various filters, you will be able to tailor the information displayed, enabling a focused analysis and better decision-making.

Part 1: Review Project and Boards

1. **Log in to Jira:**
 - Access your Jira instance and log in with your credentials.
2. **Navigate to Your Project:**
 - Click on "Projects" in the navigation bar, then select the project you've been working on.
3. **Access Your Kanban Board:**
 - Click on "Board" from the project menu to access your Kanban board.

Part 2: Create and Apply Filters

1. **Navigate to Issue Search:**
 - Click on "Issues" in the top navigation bar and select "Search for issues".
2. **Create a New Filter:**
 - Use the Basic Search or switch to JQL (Jira Query Language) for more advanced filtering options.
 - For instance, filter issues assigned to you or issues in a specific status.
 - Click on "Save as" to save your filter, name it accordingly, and click "Submit".

3. **Apply Filters to Your Board:**

- Go back to your Kanban board, click on the three dots (more options) in the top right corner, and select "Board settings".
- Under the "General" tab in the "Filter" section, select the saved filter from the drop-down menu.

Part 3: Apply Filters to Dashboards and Reports

1. **Navigate to Dashboards:**

- Click on "Dashboards" in the top navigation bar.

2. **Add a Gadget:**

- Click on "Add Gadget" and choose a gadget that requires filtering, like "Filter Results" or "Issue Statistics".

3. **Configure Gadget:**

- Select your saved filter from the filter drop-down menu and configure other settings as desired.
- Click "Save" to add the gadget to your dashboard.

4. **Apply Filters to Reports:**

- Navigate to "Reports" on your Kanban board and select a report.
- Use the "Refine report" option to apply filters and tailor the data displayed in the report.

Part 4: Analysis and Reflection

1. **Analyze the Filtered Data:**

- Explore the filtered data on your dashboard and in your reports to draw insights.
- Discuss with your classmates how filtering helps in focusing the analysis and better understanding the project status.

2. **Reflection:**

- Reflect on the importance of filtering data for effective analysis and decision-making.

Evaluation:

- Engage in a discussion about the insights gained from filtering data and how this skill can aid in better project monitoring and control.

This structured lab activity cultivates an understanding of how to filter data in Jira Software Cloud to customize dashboards and reports. By creating, saving, and applying

filters, you will learn how to focus the data analysis, which is crucial for informed decision-making and effective project management.