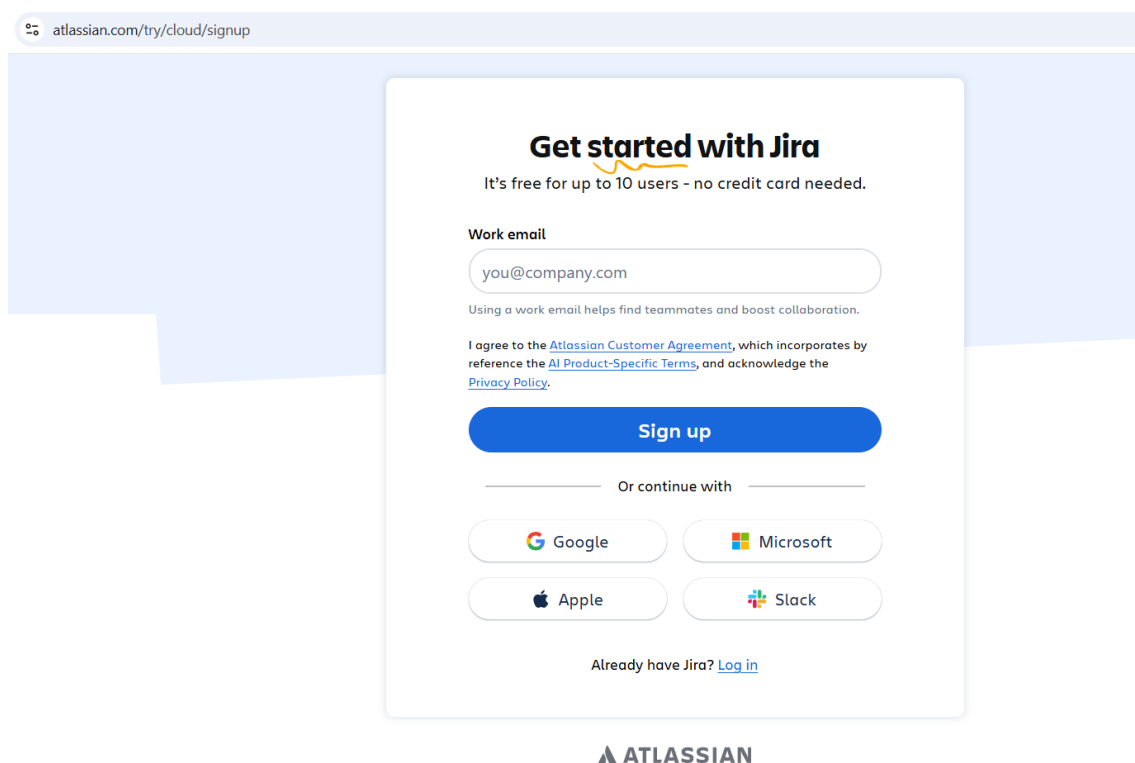


# Lab: Create an Agile project board and assign tasks for a sample sprint

This lab provides a detailed step-by-step walkthrough for signing up for Jira, creating an Agile project board, setting up a sprint, and assigning tasks. By following this, you will be able to organize and manage your project effectively using Agile methodologies.

## Step 1: Sign Up for Jira

1. Open your browser and go to the Jira Free plan signup page: [Jira Free Signup](#).
2. Click **Sign Up for Free**.
3. Provide the following details or **Signup** using other available options:
  - **Email Address:** Enter your email address.
  - **Full Name:** Enter your full name.
  - **Password:** Create a secure password.
4. Click **Agree and Sign Up**.
5. Check your email for a verification link and click on it to verify your account (if required).
6. Once verified, Jira will redirect you to your new account dashboard.



The screenshot shows the Jira Free Signup page in a browser. The address bar displays "atlassian.com/try/cloud/signup". The main heading is "Get started with Jira" with a subtext "It's free for up to 10 users - no credit card needed." Below this, there is a "Work email" section with a text input field containing "you@company.com". A note states "Using a work email helps find teammates and boost collaboration." A checkbox area contains the text "I agree to the Atlassian Customer Agreement, which incorporates by reference the AI Product-Specific Terms, and acknowledge the Privacy Policy." Below this is a large blue "Sign up" button. Underneath the button, it says "Or continue with" followed by four social login buttons: Google, Microsoft, Apple, and Slack. At the bottom, there is a link "Already have Jira? Log in". The Atlassian logo is at the very bottom.

**Note:** Enter different prefix for your site:



## Create a site

Sites are the shared space where people organize teams, work, and projects.

Your site

jirasoftwareecosystem .atlassian.net

This site name is just a suggestion. Feel free to change to something your team will recognize.

Continue

Select **Software Development** or other releasvant option:



## What kind of work do you do?

This helps us suggest templates that help your team do their best work.



Software development



Product management



Marketing



Design



Project management



Operations



IT support



Human resources



Customer service



Legal



Finance



Sales



Data science



Other



## How does your team plan to use Jira?



Prioritize work



Track bugs



Work in scrum



Map work dependencies



Manage tasks



Run sprints

Back

Continue

# Welcome!

Your first project is ready to kick off. It's where you'll track tasks across teams, turning big ideas into real outcomes.

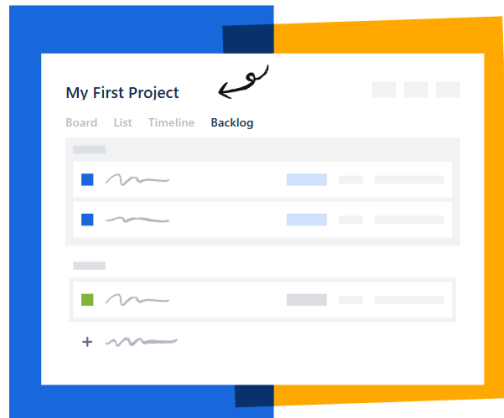
Name your project

My First Project

How familiar are you with Jira? \*

- ☒ Not familiar
- ☐ Somewhat
- ☐ Familiar

Get started



## Step 2: Create a New Project

1. On the Jira dashboard, locate the **Projects** menu in the top navigation bar.
2. Click **Create Project**.
3. A project type selection page will appear:
  - Choose **Scrum** (or **Agility** if this option is available).
4. Fill in the project details:
  - **Project Name:** Sample Agile Project
  - **Project Key:** SAPD (this will be used for issue keys, e.g., SAPD-1).
  - **Access:** Open.
5. Click **Create** to generate the project.
6. Jira will automatically redirect you to the newly created project dashboard.

jirasoftwareecosystem.atlassian.net/jira/your-work

<

Use template

Product



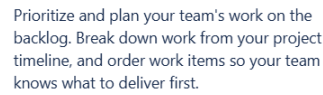
Teams that deliver work on a regular cadence

## Issue types

- ⚡ Epic
- 📖 Story
- 🐛 Bug
- ✅ Task
- 👤 Sub-task

## Workflow

**TO DO**



Sprints are short, time-boxed periods when a team collaborates to complete a set amount of customer value. Use sprints to drive incremental delivery, allow your team to ship high-quality work and deliver value faster.



  jirasoftwareecosystem.atlassian.net/jira/your-work

to project templates

### Team-managed

For teams who want to control their own working processes and practices in a self-contained space. Mix and match agile features to support your team as you grow in size and complexity.

```

graph LR
    A((red circle)) -- red --> B((blue circle))
    B -- blue --> C[orange square]
    C -- blue --> D[blue square]
    D -- red --> E(black triangle)
    D -- blue --> C
  
```

Anyone on your team can set up and maintain

### Select a team-managed project

For teams who want to work with other teams across many projects in a standard way. Encourage and promote organizational best practices and processes through a shared configuration.

A diagram of a neural network architecture. It consists of three layers of nodes: an input layer with three nodes (two triangles, one circle), a hidden layer with three nodes (two circles, one triangle), and an output layer with two nodes (one circle, one triangle). Arrows indicate the flow of information from the input layer to the hidden layer, and from the hidden layer to the output layer. Some nodes are highlighted in blue.

Set up and maintained by your Jira admins

### Standardized configuration shared across projects

Select a company-managed project

## Add project details

Explore what's possible when you collaborate with your team. Edit project details anytime in project settings.

Required fields are marked with an asterisk \*

Name \*

Sample Agile Project

Key \*

SAPD

Access \*

Open

Template

Change template



Scrum  
Jira

Sprint toward your project goals with a board, backlog, and timeline.

Type

Change type



Team-managed

Control your own working processes and practices in a self-contained space.

Cancel

Create project

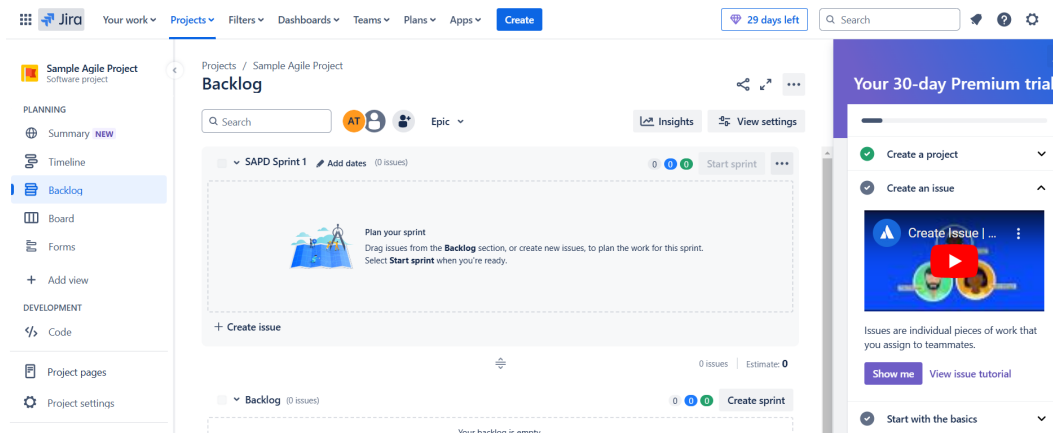
## Step 3: Configure the Board

- Once in the project dashboard, look for the **Boards** option in the left-hand menu.
- Note:** Board is already created but if a board is not automatically created, follow these steps:
  - Click **Create Board**.
  - Select **Scrum Board**.
  - Choose the option to create the board from an existing project.
  - Link it to your **Sample Agile Project**.
- Customize the board to suit your workflow:
  - Go to **Board Settings** (accessible from the top-right corner).
  - In the **Columns** section, add or modify columns to represent your workflow stages (e.g., To Do, In Progress, Done).
  - Map issue statuses to the appropriate columns.

The screenshot displays the Jira interface for configuring a Scrum board. The main area shows the 'SAPD board' with columns for 'IN PROGRESS' and 'DONE'. A 'Create a project' button is visible in the top right. A sidebar on the left contains navigation links like 'Summary', 'Timeline', 'Backlog', and 'Board'. A 'Your 30-day Premium trial' banner is on the right.

## Step 4: Create a Sprint

1. Navigate to the **Backlog** view in your project by clicking **Backlog** in the left-hand menu.



2. Click **Create Sprint** to add a new sprint.
3. A new sprint section will appear in the backlog.
4. Rename the sprint by clicking the icon next to sprint name and entering a meaningful name, such as **Sample Sprint 1**.





1. In the backlog view, click the **Create Issue** button to add tasks.

Create

Required fields are marked with an asterisk \*

Project \*

Sample Agile Project (SAPD)

Issue type \*

☒ Task

Learn about issue types

Status

To Do

This is the initial status upon creation

Summary \*

Design homepage layout

Description

☒ Create another

Cancel

Create

2. Provide the following details for each task:

- **Summary:** A short description of the task (e.g., "Design homepage layout").
- **Issue Type:** Choose the type of task (e.g., Task, Bug, Story).
- **Story point estimate:** Add different estimates for each task/story
- **Description:** Add detailed instructions or context for the task.

3. Repeat the process to create multiple tasks.

Projects / Sample Agile Project

Backlog

Q Search

AT

Epic

Insights

View settings

+ Create issue

0 issues | Estimate: 0

> Sample Sprint 1

Add dates

(0 issues)

0

0

0

Start sprint

...

☐ Backlog

(5 issues)

0

0

0

Plan on whiteboard

TRY

Create sprint

<input checked="" type="checkbox"/> SAPD-1	Design homepage layout	TO DO	-	
<input checked="" type="checkbox"/> SAPD-2	Setup login page UI	TO DO	-	
<input checked="" type="checkbox"/> SAPD-3	Fix homepage alignment bug	TO DO	-	
<input checked="" type="checkbox"/> SAPD-4	Implement user authentication	TO DO	-	
<input checked="" type="checkbox"/> SAPD-5	testing Ui	TO DO	-	

+ Create issue

4. Drag and drop tasks from the backlog into the sprint section to include them in the sprint.

0 issues | Estimate: 0

> Sample Sprint 1

Add dates

(5 issues)

0

0

0

Start sprint

...

<input checked="" type="checkbox"/> SAPD-1	Design homepage layout	TO DO	-	
<input checked="" type="checkbox"/> SAPD-2	Setup login page UI	TO DO	-	
<input checked="" type="checkbox"/> SAPD-3	Fix homepage alignment bug	TO DO	-	
<input checked="" type="checkbox"/> SAPD-4	Implement user authentication	TO DO	-	
<input checked="" type="checkbox"/> SAPD-5	testing Ui	TO DO	-	

+ Create issue

Now, the story/task should show under sprint name.

### Step 6: Start the Sprint

- Once all tasks have been added and assigned, click **Start Sprint** in the sprint section of the backlog.
- A dialog will appear to configure sprint details:
  - Sprint Name:** Confirm or modify the name (e.g., Sample Sprint 1).
  - Sprint Goal:** Optionally add a goal (e.g., "Complete UI design for the homepage").
  - Duration:** Set the duration of the sprint (e.g., 2 weeks).
  - Start Date and End Date:** Specify the start and end dates.
- Click **Start** to begin the sprint.

0 issues | Estimate: 0

Sample Sprint 1

Add dates

(5 issues)

0

0

0

Start sprint

<input checked="" type="checkbox"/> SAPD-1	Design homepage layout	TO DO	-	
<input checked="" type="checkbox"/> SAPD-2	Setup login page UI	TO DO	-	
<input checked="" type="checkbox"/> SAPD-3	Fix homepage alignment bug	TO DO	-	
<input checked="" type="checkbox"/> SAPD-4	Implement user authentication	TO DO	-	
<input checked="" type="checkbox"/> SAPD-5	testing Ui	TO DO	-	

+ Create issue

## Start Sprint

5 issues will be included in this sprint.

Required fields are marked with an asterisk \*

Sprint name \*

Sample Sprint 1

Duration \*

1 week

Start date \*

1/26/20254:49 PM

End date \*

2/2/20254:49 PM

Sprint goal

Cancel

Start

## Sample Sprint 1

🕒 5 days



Complete sprint





GROUP BY

None ▾

📊 Insights

⚙️ View settings

### TO DO 5

Design homepage layout

✓ SAPD-1

AT

Setup login page UI

✓ SAPD-2

AT

Fix homepage alignment bug

✓ SAPD-3

AT

Implement user authentication

✓ SAPD-4



testing Ui

✓ SAPD-5



### IN PROGRESS

### DONE ✓

## Step 7: Assign Tasks to Team Members

1. Click on a task to open its issue details view.
2. Locate the **Assignee** field in the details panel.
3. Click **Assignee** and select a team member from the dropdown menu (or assign it to yourself if no team members are added).
4. Repeat this process for all tasks in the sprint.

🔪 Add epic / ✓ SAPD-4

### Implement user authentication

+ Add @ Apps

#### Description

Implement user authentication

#### Activity

Show: All Comments History

📄 Summarize

Newest first ↕

AT

Add a comment...

Who is working on this...?

Status update...

Thanks...

Pro tip: press **M** to comment



To Do ▾

⚡ Actions ▾

🔧 Improve issue

#### Pinned fields

Click on the 📌 next to a field label to start pinning.

#### Details

Assignee Ather Tahir

Labels None

Parent None

Team None


Sprint [Sample Sprint 1](#)

Story point estimate None


Development [🔗 Create branch](#) ▾


## Step 8: Populate Data for Charts


Enable and display Reports icon on the left side menu using following steps:


 **Sample Agile Project**  
Software project


PLANNING


 Summary **NEW**

 Timeline


 Backlog

 **Board**

 Forms

 Add view

DEVELOPMENT

 Code

Project pages


Project settings


Archived issues **NEW**


Projects / Sample Agile Project


**Sample Sprint 1**


AT








 Timeline  
Create and organize epics


 Backlog  
Plan and prioritize work


 Board  
View, track, and manage work

 List  
Manage work quickly like in a spreadsheet

 Project pages  
Manage and maintain documents

 Add shortcut

 More features

 **Sample Agile Project**  
Software project

Back to project

Details


**Access**


Notifications


Automation

Issue types

**Features**

 **List**  
Create, view and manage all types of work in a spreadsheet-style experience. [Learn more about List](#)

 **Calendar**  
Schedule your team's work in a calendar to keep track of due dates and deadlines. [Learn more about Calendar](#)

 **Reports**  
Analyze and track your team's work by reporting on the project's activity. [Learn more about Reports](#)

Charts such as the **Cumulative flow diagram**, **Burndown Chart** and **Velocity Chart** require task activity during the sprint. To populate meaningful data for these charts during a lab session, follow these steps:

### 1. Create Multiple Tasks:

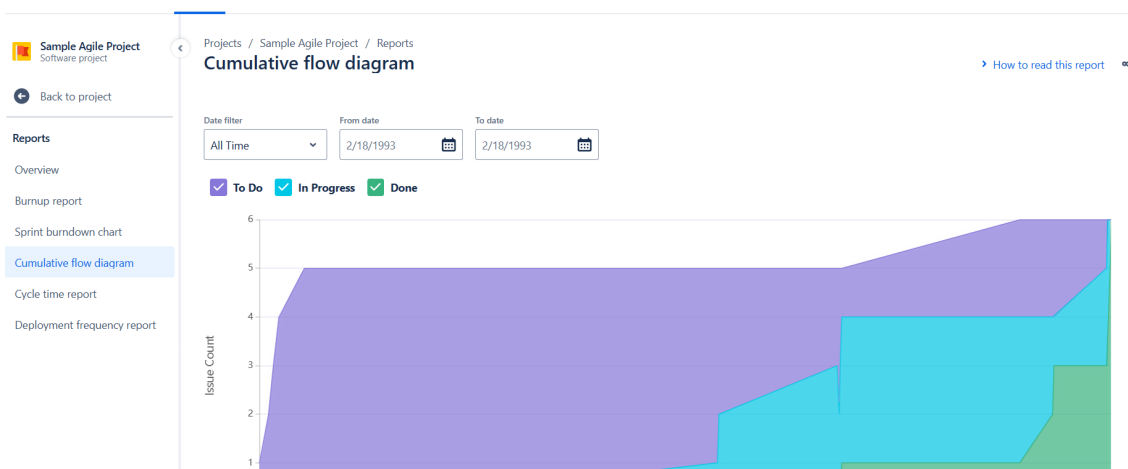
- Create at least 6-8 tasks of varying priorities and complexities (e.g., "Setup login page UI," "Fix homepage alignment bug," "Implement user authentication").

### 2. Assign and Update Task Status:

- Assign tasks to different yourself since we don't have other users.
- Simulate task progress by updating task statuses from **To Do** to **In Progress** and then to **Done**.
- Make sure to move tasks across columns frequently to show progress.

### 3. Generate Reports:

- Go to the **Reports** section and select charts such as the **Burndown Chart** and **Sprint Report**.
- Ensure task activity is reflected in the charts by creating, updating, and completing tasks during the session.



## Step 9: Track Progress During the Sprint

1. Use the **Active Sprint** board to monitor task progress:
  - Drag and drop tasks across columns as they move through stages (e.g., from To Do to In Progress).
  - Update task statuses directly from the board.

## Step 10: Complete the Sprint

1. At the end of the sprint, click **Complete Sprint** in the sprint view.
2. Review any incomplete tasks:
  - Choose to move them to the next sprint or return them to the backlog.
3. Click **Complete** to finalize the sprint.



## Complete Sample Sprint 1

This sprint contains 6 completed issues.  
That's all of them - well done!

Cancel

Complete sprint

---

### Conclusion

Congratulations! You have successfully signed up for Jira, created an Agile project board, configured it, added tasks, and managed a sprint. By repeating this process, you can effectively manage your projects and improve team productivity.