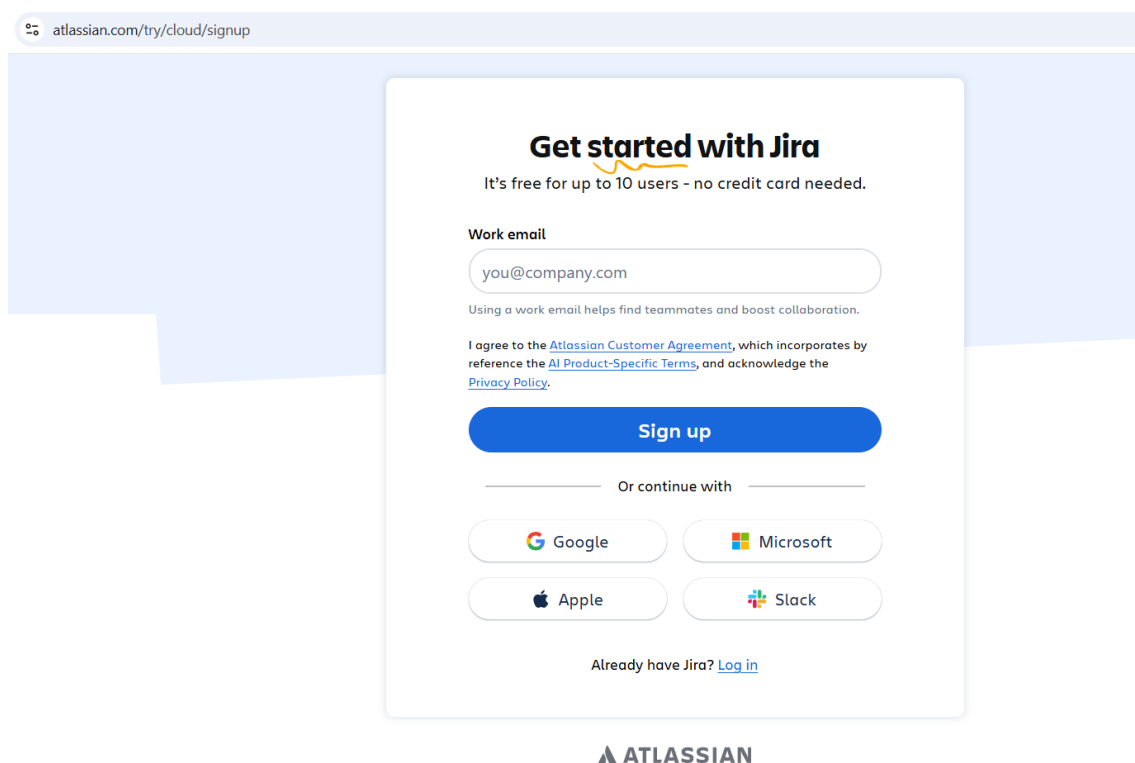


Lab: Create an Agile project board and assign tasks for a sample sprint

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. At the top, the URL 'atlassian.com/try/cloud/signup' is visible in the browser's address bar. The main heading is 'Get started with Jira', followed by the text '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.' Below the email field, there is a checkbox for 'I agree to the Atlassian Customer Agreement, which incorporates by reference the AI Product-Specific Terms, and acknowledge the Privacy Policy.' A large blue 'Sign up' button is positioned below the checkbox. Underneath the button, the text 'Or continue with' is followed by four social login buttons: Google, Microsoft, Apple, and Slack. At the bottom of the form, there is a link for 'Already have Jira? Log in'. The Atlassian logo is displayed at the very bottom of the page.

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.

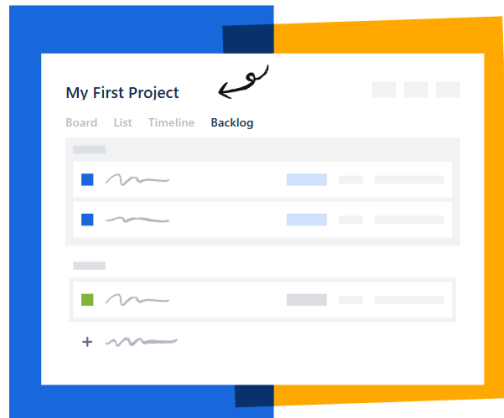
Name your project

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

Jira

Your work

Projects

Filters

Dashboards

Teams

Plans

Apps

C

Your work

Recent projects

My First Project

Team-managed software

Quick links

My open issues

Done issues

1 board

Recent

My First Project (SCRUM)

Software project

test proj (SAP)

Software project

INCLUDED FREE WITH YOUR PLAN

Go-to-market sample

Business project

TRY NOW

View all projects

Create project

Worked on

Viewed

Assigned to me

1

Starred

jirasoftwareecosystem.atlassian.net/jira/your-work

☆

X

Project templates

Made for you

Software development

Service management

Work management

Product management

Marketing

Human resources

Finance

Design

Personal

Project templates

Made for you

Templates for you based on how similar teams work.

Import data to a new project

Scrum

LAST CREATED

Jira

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

Product discovery

TRY

Jira Product Discovery

Organize and prioritize product ideas, share custom roadmaps, and connect work from product discovery to delivery.

Use template

X

Product



Teams that deliver work on a regular cadence

Issue types

- ## Workflow

TO DO

Prioritize and plan your team's work on the backlog. Break down work from your project timeline, and order work items so your team knows what to deliver first.

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[red square]
    C -- blue --> D[blue square]
    D -- red --> E(black triangle)
    A -- blue --> E
  
```

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: an input layer with three nodes (two triangles and one circle), a hidden layer with three nodes (two circles and one triangle), and an output layer with two nodes (one triangle and one circle). The nodes are connected by arrows representing weights. The input layer nodes are connected to the hidden layer nodes, which are then connected to the output layer nodes. The connections are as follows: the top-left triangle node connects to the top-left circle node and the bottom-left circle node; the top-right circle node connects to the top-left circle node and the top-right triangle node; the bottom-left circle node connects to the top-left circle node and the bottom-left circle node; the bottom-right circle node connects to the top-right triangle node and the bottom-left circle node; the top-right triangle node connects to the top-right circle node and the bottom-right circle node; the bottom-right circle node connects to the top-right circle node and the bottom-right circle node; the top-right circle node connects to the top-right triangle node and the bottom-right circle node; the bottom-right circle node connects to the top-right triangle node and the bottom-right circle node.

Set up and maintained by your Jira admins

Standardized configuration shared across projects

Select a company-managed project

The last project you created was a team-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

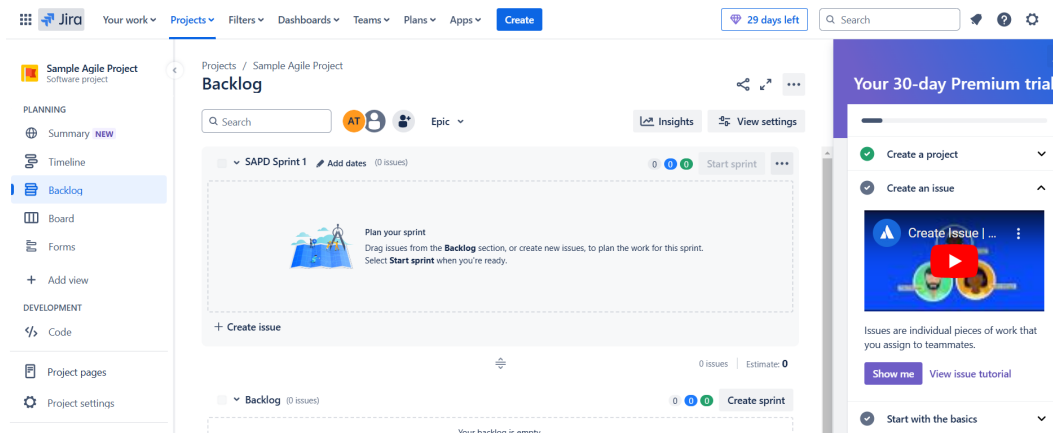
Create project

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.

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**.

je

Edit sprint: SAPD Sprint 2

Required fields are marked with an asterisk *

Sprint name*

Duration

Start date

End date

Sprint goal

Cancel

Update

sett

A

imate

A

spr

Step 5: Add Tasks to the Backlog and Sprint

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



☒ SAPD-1 Design homepage layout

TO DO



☒ SAPD-2 Setup login page UI

TO DO



☒ SAPD-3 Fix homepage alignment bug

TO DO



☒ SAPD-4 Implement user authentication

TO DO



☒ 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 *

1/26/2025

4:49 PM



End date *

2/2/2025

4:49 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 AT 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


Search


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:

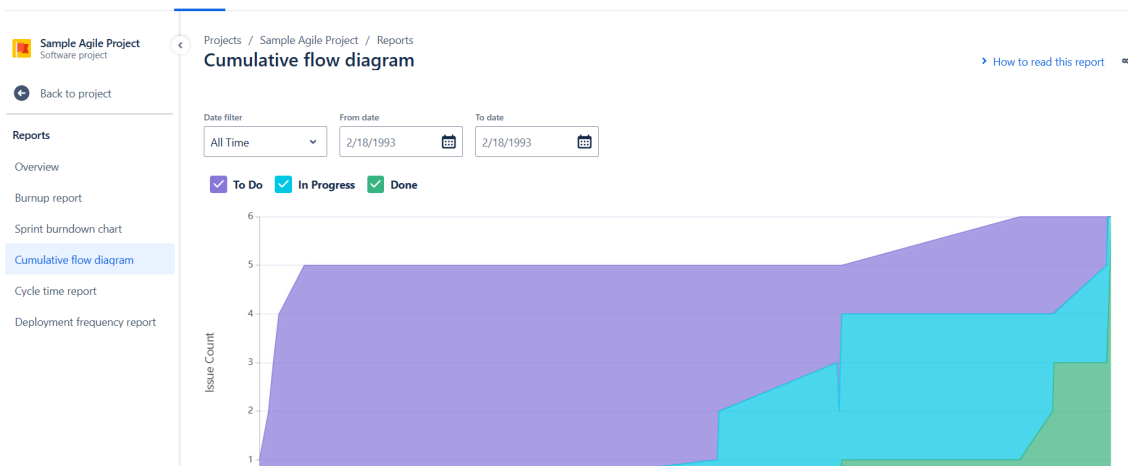
- Create at least 6-8 tasks of varying priorities and complexities (e.g., "Setup login page UI," "Fix homepage alignment bug," "Implement user authentication").

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.