The screenshots below show a sample JIRA issue creation for a new technical task.

These are the mandatory fields that need to be filled in (others may optionally be added as required – update document for exceptions later)

1. Issue Type: When we are working on non-functional technical issues, this is a **Task**. If this is a for a business requirement, it is a **Story**.
2. Summary: Indicate which part of EMA or NMA (**MSI**/**CROS**/both) that this is applicable to , and a short line about the issue
3. Components: **Orchestration**(for most tasks), and **Technical Task**(for non-functional work)
4. Priority: Typically **Minor**, unless indicated otherwise
5. Description: Add **task details** here. If multiple solutions/approaches are known at the time of creation, mention priorities based on acceptability.
6. Label: **Orchestration**
7. Sprint: **Orchestration Track 1**(when an issue is targeted for the upcoming release)
8. Assignee: **Automatic**(this causes the first notification to be sent to the project manager). Then assign to intended assignee after clicking on “Create”.





