

■ Project Planning & Jira – Summary

Project Planning

- Traditional (Waterfall): step-by-step, good for clear/simple, low-risk projects.
- Agile: iterative, flexible, delivers value sooner, best for unclear/complex projects.
- Steps: Choose approach, identify stakeholders, define goal & objectives, set deliverables, write scope, create risk plan, track risks, use milestones.

Jira & Agile Task Management

- Scrum = Agile framework with sprints (1–4 weeks).
- Backlog = prioritized list of tasks/features.
- User Stories = small tasks ('As a user, I want X so that Y').
- Epics = larger bodies of work made of user stories.
- Themes/Initiatives = higher-level goals.

Sprint Workflow

- Planning: set sprint goal, backlog, story estimates (story points).
- Execution: daily standups (≤ 15 min), track work (to-do \rightarrow in-progress \rightarrow done).
- Monitoring: Burndown chart to track progress.
- Review: show completed work, update backlog.
- Retrospective: reflect on improvements.
- Complete sprint in Jira.

Jira + Confluence

- Jira = plan & track tasks.
- Confluence = documentation (meetings, risks, sprint notes).
- Link Jira & Confluence for full project visibility.

■ In short: Use Agile (Scrum + Jira) for flexibility and fast delivery. Define goals, scope, deliverables, risks, and milestones. Manage tasks with user stories, sprints, and backlog in Jira. Use Confluence for project documentation and collaboration.