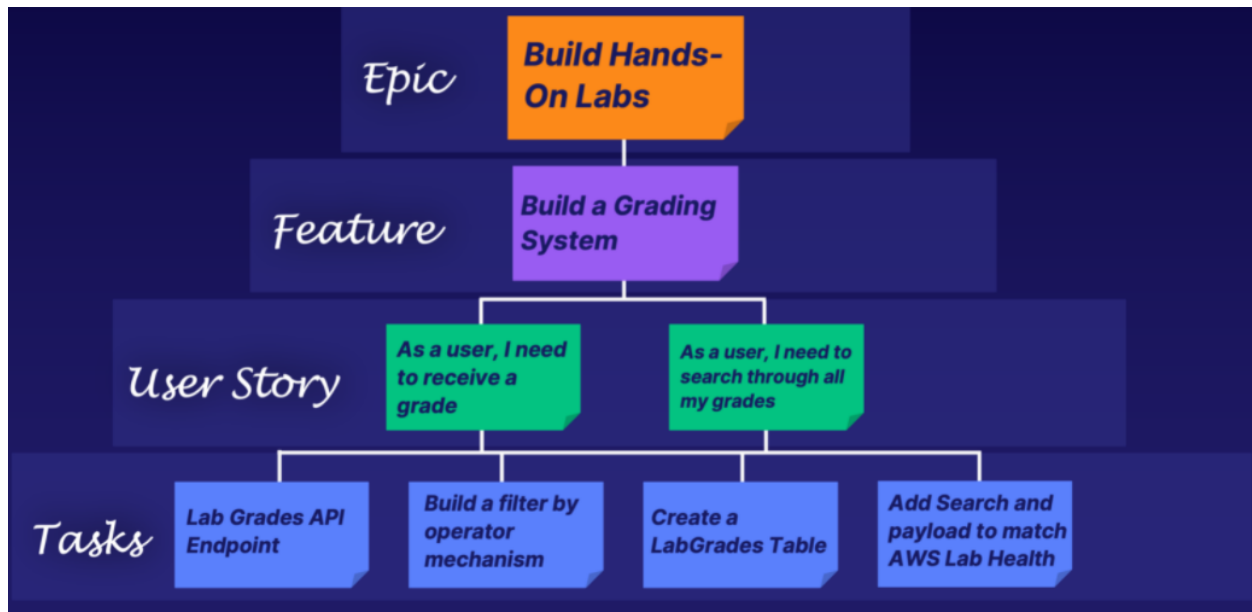


Create a Scrum Project with an Epic, Features, and User Stories

Introduction

Your company is making an effort to show work in progress. They would like you to set up a Scrum project, including an Epic, Feature, User Stories, and Tasks. After you create an additional user in your organization, you just need to enter the tasks into Azure Boards and be able to determine which tasks are in progress and whom they are assigned to.



Create a New Azure DevOps Organization

1. Log in to the Azure Portal with your credentials
2. Navigate to <https://aex.dev.azure.com>.
3. Select your region and click Continue.
4. On the Get started with Azure DevOps page, click on Create new organization.
5. Click Continue.
6. Let the fields auto-populate with your name and region, and click Continue.
7. On the Create a project to get started page, name your project "MyFirstProject" under Project name. Leave the project as private and click Create project.
8. Once the project is created, click on Azure DevOps in the top left corner to return to the organization view.
9. Click on Organization settings in the bottom left corner.
10. On the left hand menu, under Boards, click on Process.
11. Next to Scrum, click on the ellipses (...) and select Select as default process.
12. Click on Azure DevOps in the top left corner to return to the organization view.

13. In the top right corner, click on Create new project.
14. Under Project name, enter the name "Scrum". For the Version control, leave it as Git and for the process, leave it as Scrum. Click Create.
15. Once the project is created, click on Invite in the top left corner of the summary page.
16. Type in an email address under Users and add them to the Scrum Team. Click Add.
17. In the bottom left corner, click on Project Settings and then click on Teams. You should see two team members now on the Scrum team.

Create Three Sprints

1. In the lefthand menu of the Project Settings page, under Boards, select Project configuration.
2. There should be six sprints created by default. Delete the extra three sprints by right-clicking Sprint 4 and selecting Delete.
3. On the Delete iteration pane, select Delete path.
4. Repeat this process for Sprint 5 and Sprint 6.
5. Set the start date for Sprint 1 by clicking under Start date next to Sprint 1.
6. In the Edit iteration pane that appears, select a start date three weeks from now and an end date for the end of that week. Then click Save and continue.
7. Repeat this process for Sprint 2 and Sprint 3.

Create Epic, Feature, User Stories, and Tasks

1. In the left hand menu of the Project Settings page, under Boards, select Team configuration.
2. Under Backlog navigation levels, check the box next to Epics.
3. From the column of icons on the left edge of the page, click on the green Boards icon.
4. Select + New Work Item and choose Epic from the dropdown menu.
5. For the Epic name, type in "Build Hands-on Labs".
6. Add a description and acceptance criteria.
7. Click on Save in the top right.
8. Click on Back to Work Items to see the new Epic.
9. In the left hand menu, click on Backlogs.
10. In the top right corner, click on Backlog items and select Epics from the dropdown menu.
11. Click on the plus sign (+) to go to a new pane to add new features.
12. Under the New Feature build, enter "Build a Grading System".

13. Add a description and acceptance criteria.
14. In the top middle of the page, add tags by typing into the light blue box. Example tags might include "hands-on labs" and "grading" to help make searching for the feature easier.
15. Change the iteration by clicking on the dropdown menu next to Iteration and selecting either Sprint 1, Sprint 2, or Sprint 3.
16. Assign the the feature by clicking on the Unassigned dropdown menu and selecting yourself or another team member.
17. Under Details, you can enter priority levels by typing a value under Priority. You can also enter effort levels by typing a value under Effort.
18. In the top right corner of the pane, click on Save & Close.
19. Near the top right corner, click the Epics dropdown menu and select Backlog items.
20. Under Get started with your product backlog, click on + New Work Item to add a new user story.
21. Name the new user story "as a user, I need to receive a grade" and click Add to top.
22. Select the user story and add all the criteria before, such as assigning it to a team member and giving it an effort of 2. Click on Save & Close.
23. Create another user story by clicking on +New Work Item.
24. Name this user story "as a user, I need to search through all my grades" and click Add to top.
25. On the left hand menu, click on Sprints.
26. Select the Backlog tab.
27. Click on the plus sign next to the user story to add tasks to the user stories and assign tasks to team members. Then click on Save & Close.

Create a Query to Identify the Work in Progress

1. Click on the Taskboard tab. There should be several tasks in the To Do column.
2. Move some tasks to the In Progress column.
3. On the left hand menu, click on Queries.
4. Click on the + New query tab.
5. Under the State field, set the value to "In Progress."
6. Click on Run query to see the two tasks that were in the In Progress column at the bottom.
7. Click on Save query.
8. In the Name field, enter the name "WIP".
9. Click OK to save the query.

10. Click on My Queries at the top of the page to see the new WIP query that allows you to see which tasks are in progress.