What is Jira?

Jira is an industry-leading project management tool that brings every team together to plan, track, and deliver any type of project with confidence. It is the single source of truth for your entire organization, empowering teams with the context to move quickly while staying connected to the greater business goa

What are key elements of a Jira space?

> As with any project, there are tasks that need to get done, folks that are making things happen, and processes to help move that work forward.

1. **Work items** – Jira spaces are big goals that have been broken down into small, bite-size pieces of work called **work items**.
2. people – Jira makes it easy for teams to plan and track work so you can accomplish more together. Invite **users** to your Jira space to start collaborating.
3. workflows – Jira spaces are structured to follow a process, or workflow, to help move a work item from creation through to completion. These workflows can be created to match your team's unique way of working.

Spaces in Jira will either be a "team-managed" or "company-managed" space type. The fundamental difference between the two space types is how they are administered – that is, whether the space is managed at the team level or at a company/Jira administrator level.

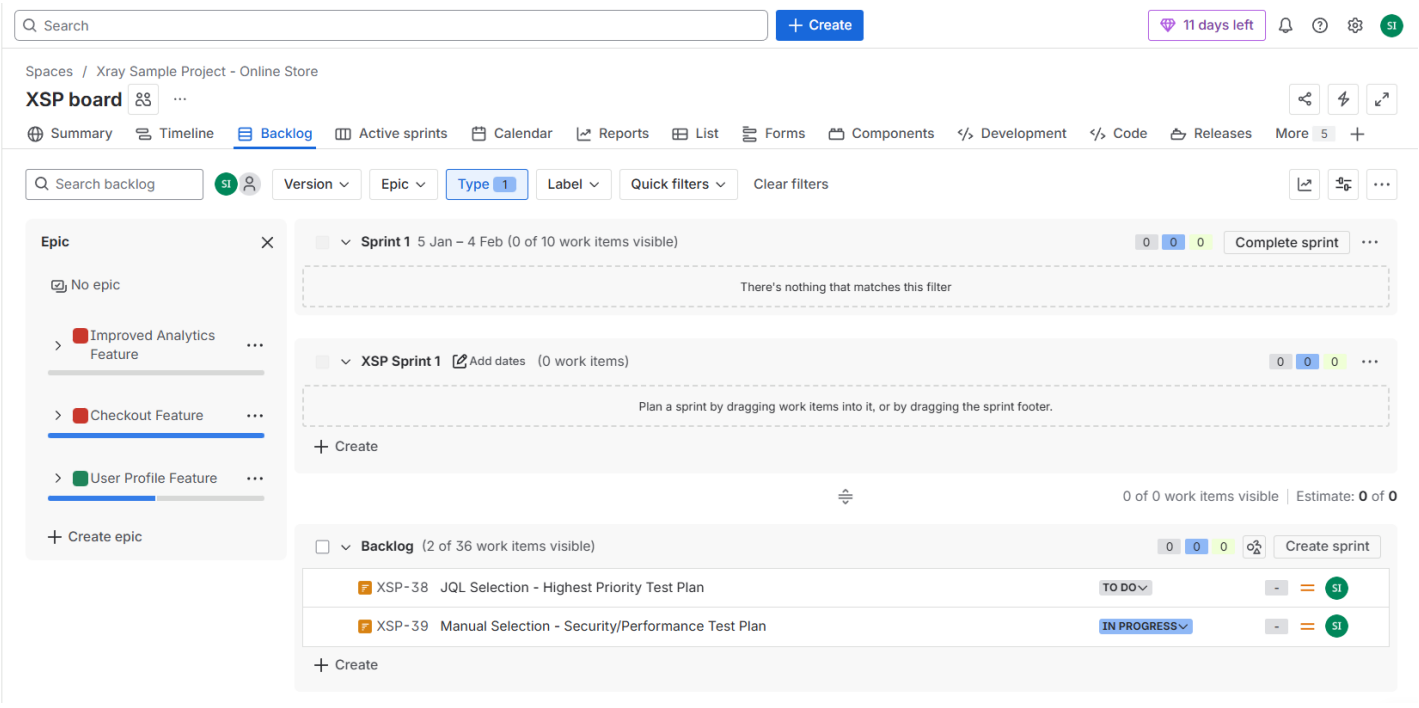
What types of boards are available in Jira?

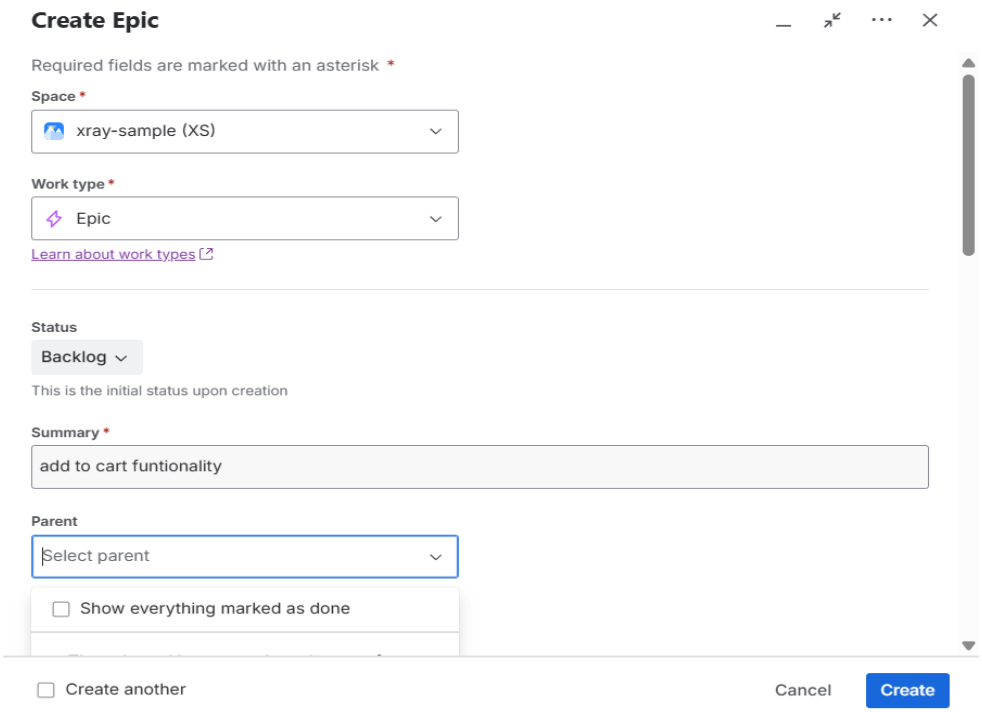
Jira offers two boards with unique features that make it easy for teams to start practicing agile methodologies and track their work. These boards come pre-configured and ready for use with our Jira templates.

Scrum board – This board is great for teams that like to work in sprints, or time-boxed periods when a team works to complete a set amount of work.

Kanban board– This board is great for teams who's primary objective is to manage the flow of work. Use a kanban board to get started visualizing your work and prioritizing tasks.

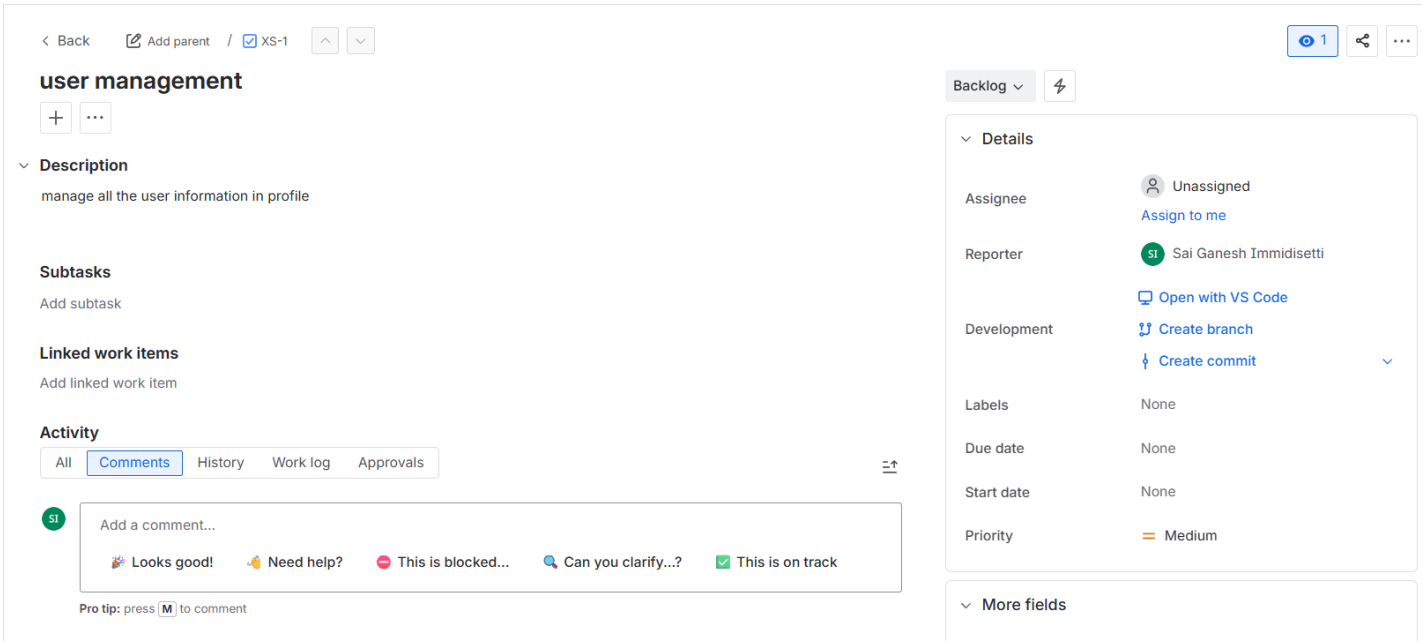
Epic--Represents a larger body of work. Epics are often represented as a collection of multiple work items.

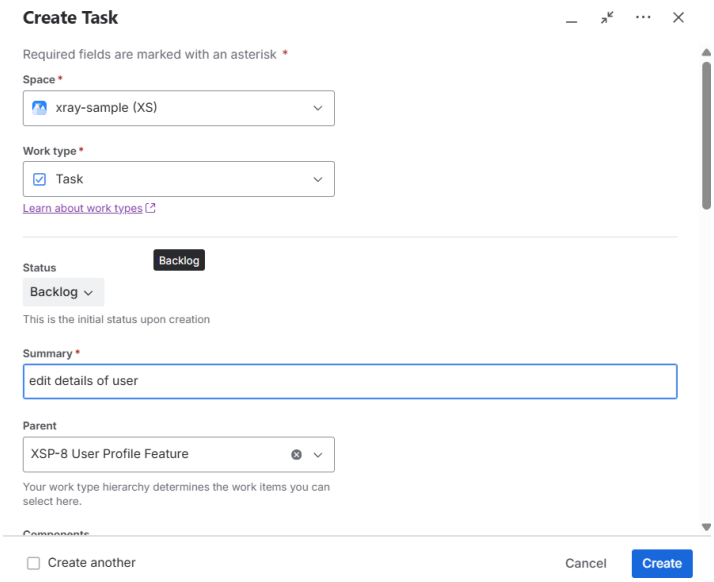




Task

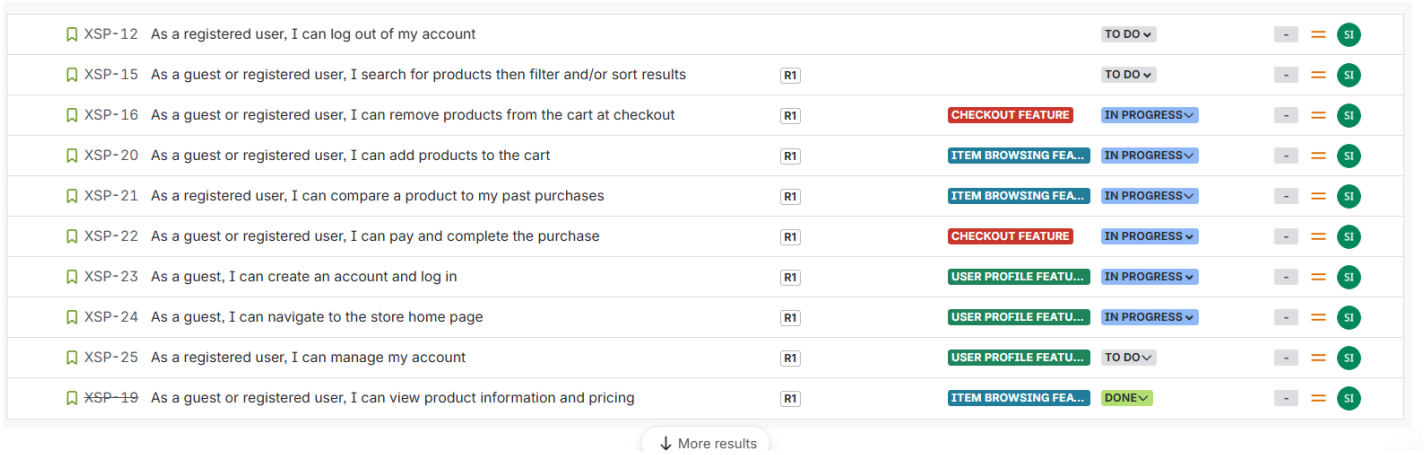
Represents a task that needs to be done. Tasks are used as ‘catch-alls’ and when the work cannot be accurately represented by the other work types.





Story

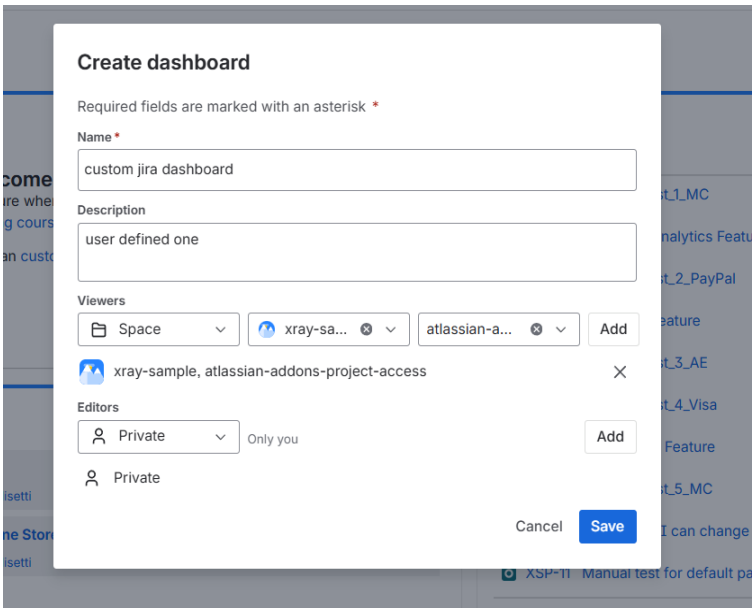
Represents a requirement expressed from the perspective of the user.



Sub-task

Represents a more granular decomposition of the work required to complete a standard work item. A sub-task can be created for all work types.

Custom dashboard –**Custom Dashboard in JIRA** is a **personalized page** where you can **see project status, bugs, progress, and reports in one place**, using **gadgets**

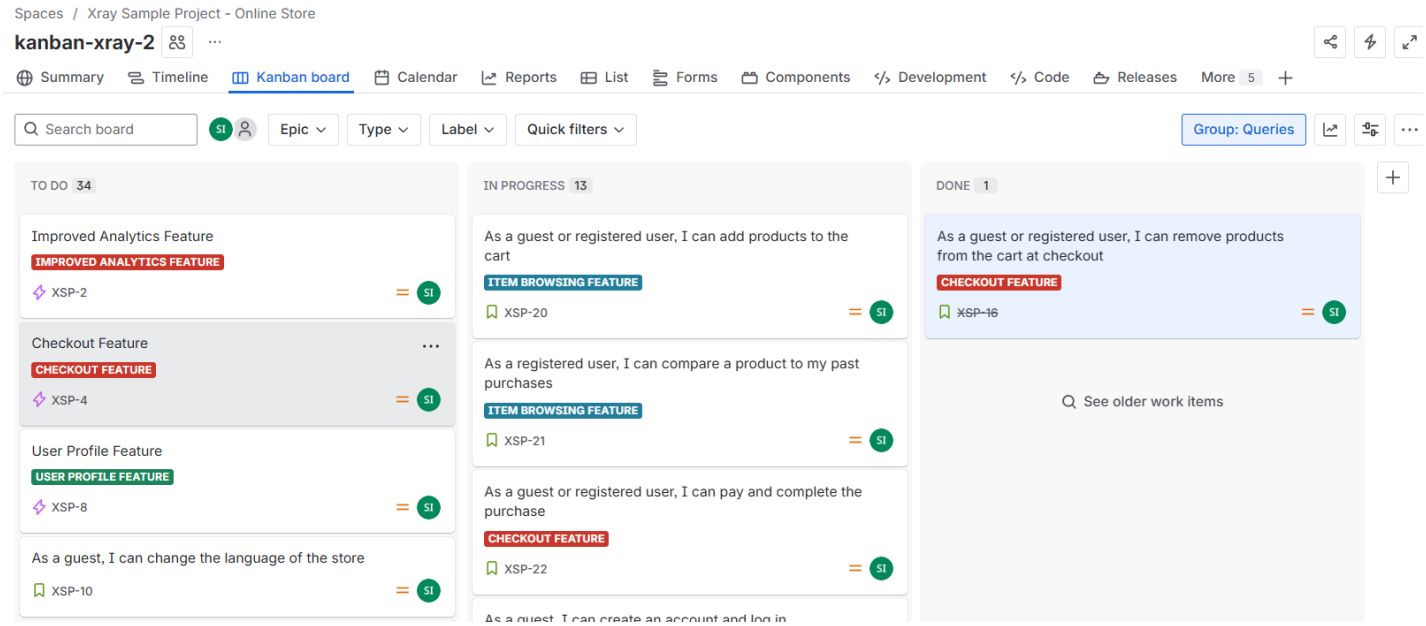


Kanban

Kanban in Jira is a way to manage work **visually** and **continuously**, without fixed time limits like sprints.

In simple words, Kanban helps teams see what work is happening, what is pending, and what is completed, all on one board.

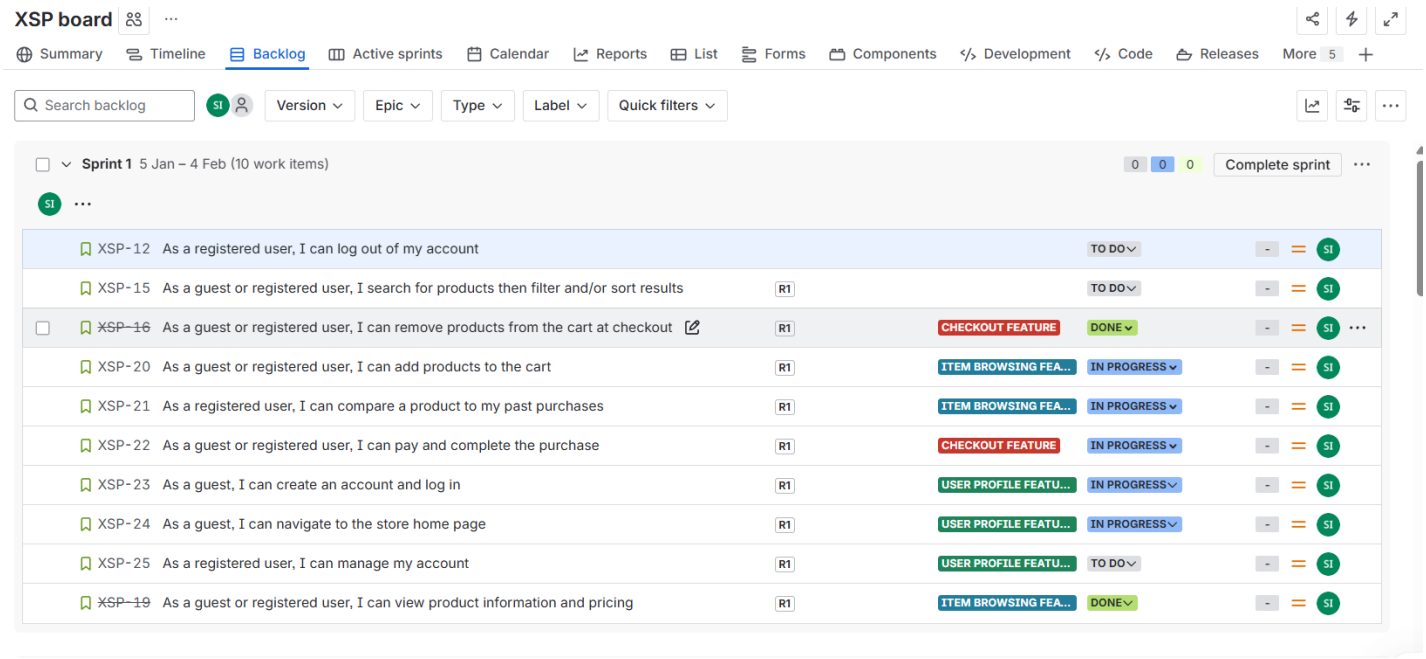
In Jira, a Kanban board shows work as cards (issues) moving through columns such as To Do, In Progress, and Done.



Scrum –

Scrum in Jira is an agile way of managing work using **fixed time periods called sprints** to deliver work step by step.

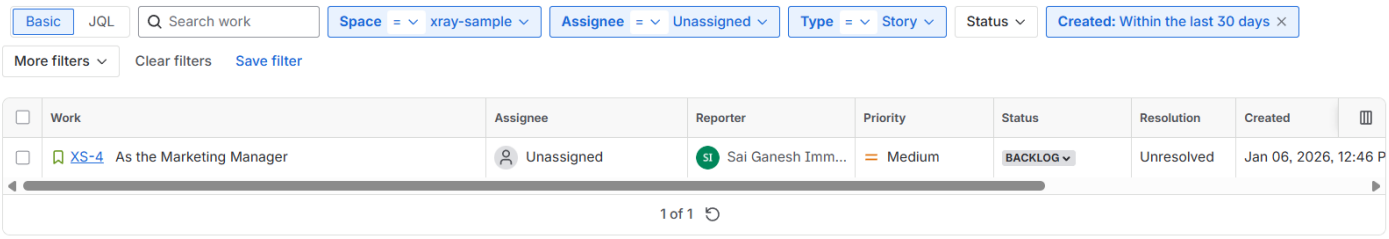
In simple words, Scrum helps teams plan work, complete it in small parts, and review progress regularly.



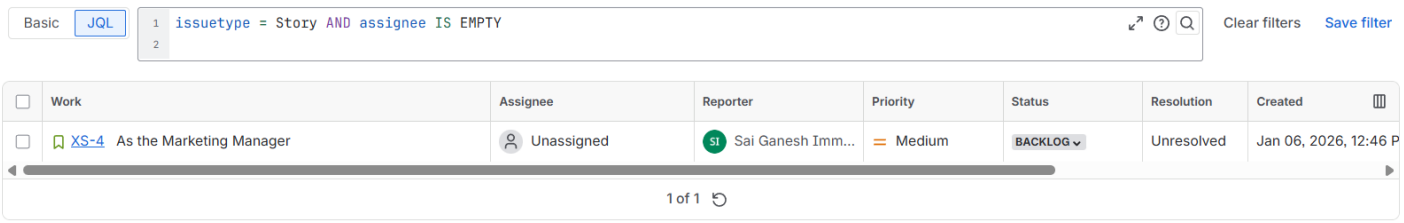
Search Types :

Basic search is the simplest way. You select options like project, issue type, status, or assignee using dropdowns. It is easy for beginners and does not require any query writing.

Quick search is used when you already know the issue key or a word from the summary. You type it in the search bar at the top, and Jira quickly finds matching issues.



Advanced search uses JQL (Jira Query Language). Here you write queries to search issues in detail, like filtering by priority, sprint, reporter, or dates. It is powerful and mostly used by experienced users.



Jql for issue type with story and that is not assigned

issuetype = Story AND assignee IS EMPTY

Automation in jira :

Automation in Jira is a feature that helps you **automatically do repetitive work** without manual effort.

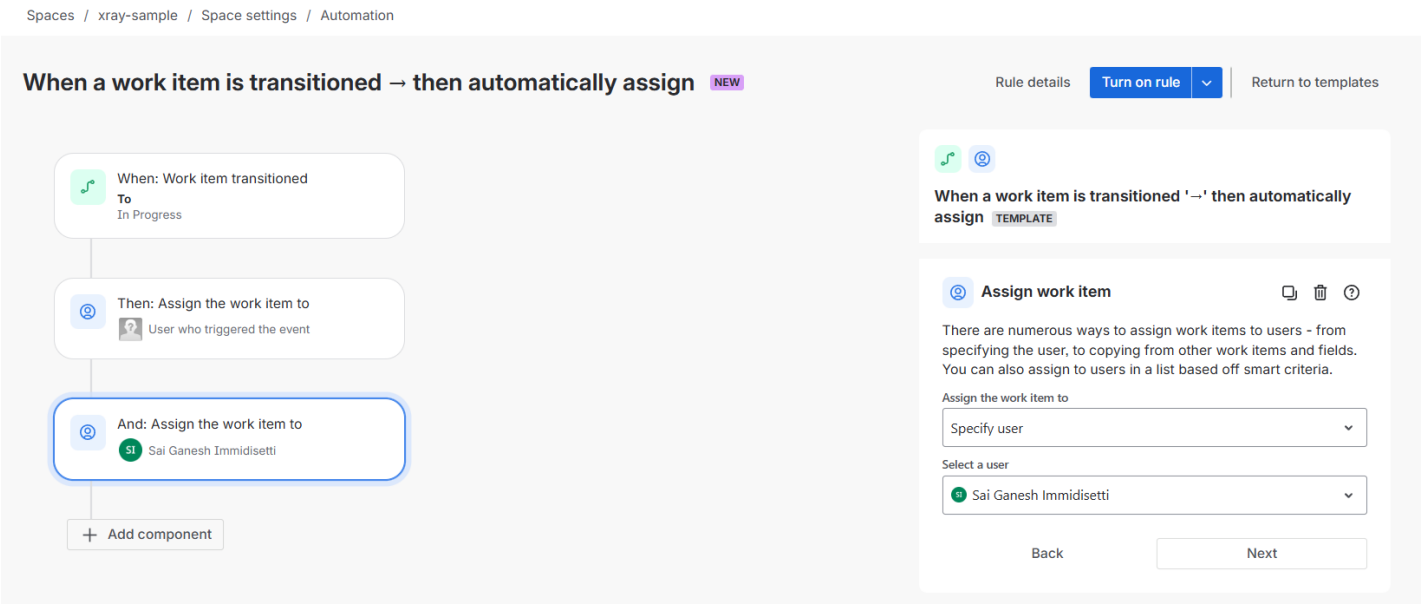
In simple words, Jira automation means **“if this happens, then do that.”**

For example:
If a bug is created → automatically assign it to a developer.

Benefits of Jira automation:

It saves time
Reduces manual mistakes
Keeps processes consistent
Improves team productivity

Automation in Jira helps teams focus more on actual work instead of repetitive updates.



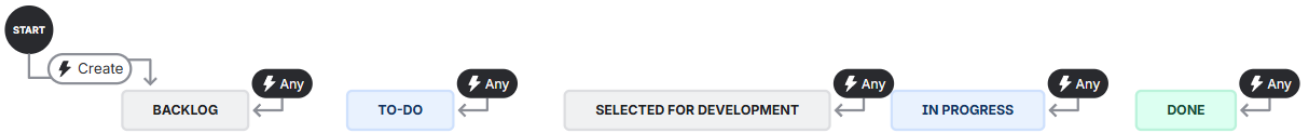
Auto assign the work item transissioned

WorkFlow in jira

Workflow in Jira is the **path an issue follows from start to finish**.

In simple words, a workflow shows **how work moves step by step** until it is completed.

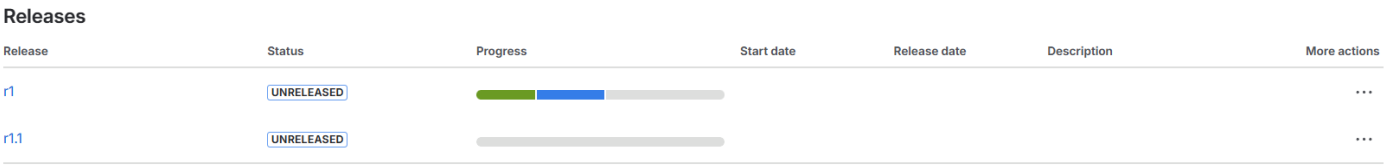
To Do → In Progress → Code Review → Testing → Done

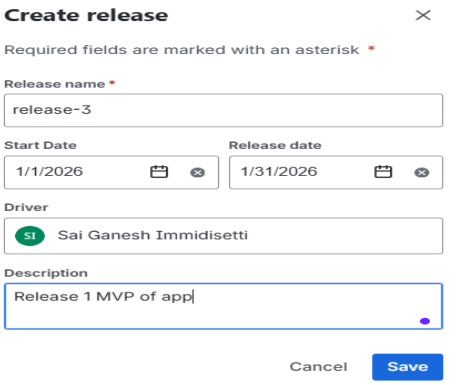


Releases in Jira :

Releases in Jira are used to **plan, track, and deliver a version of the product**.

In simple words, a release in Jira means **a specific version of the software that will be delivered to users**.





They help plan delivery dates
Track what features go into each release
Ensure nothing is missed before deployment
Give visibility to managers and stakeholders