How we use Jira in Cloud Readiness Design

This page will give you step by step instructions on how to use Jira as a product or content designer in the Cloud Readiness Design team.

We'll cover how to create the issue types you'll need to get up and running.

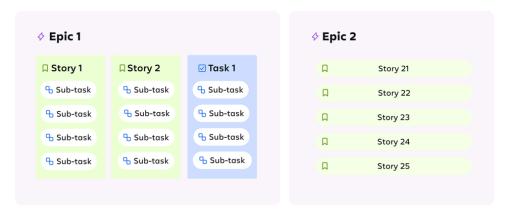
Why do we use Jira?

Jira is a valuable tool to improve project mangement, enhance collaboration and streamline workflows. Using Jira to track design tasks, projects and everything designers are working on it will help design alignment and promote work visibility, resourcing, and planning.

Jira consists of Stories (tasks), which may or may not be grouped within an Epic. The epics and issues are all contained within a Jira project.

Here is a diagram of how our Stories ladder up to Epics for our design projects in Jira.

Project



Here's what you'll need to know to get up and running:

- · Which project you should use
- How to create an 1 Epic for a design project
- How to create Stories (tasks for my design project)

Which project should you use?

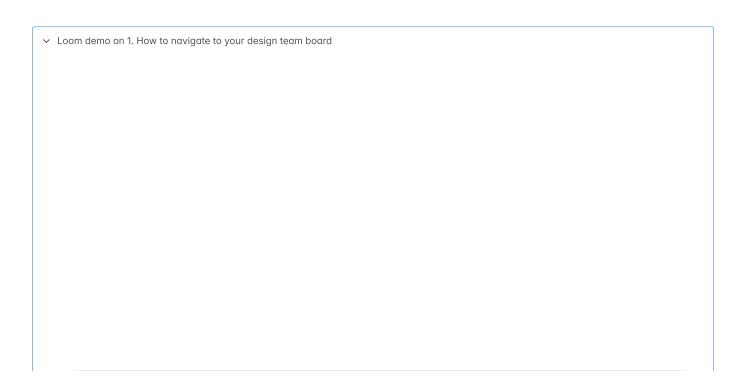
The project you use depends on what team you're on:

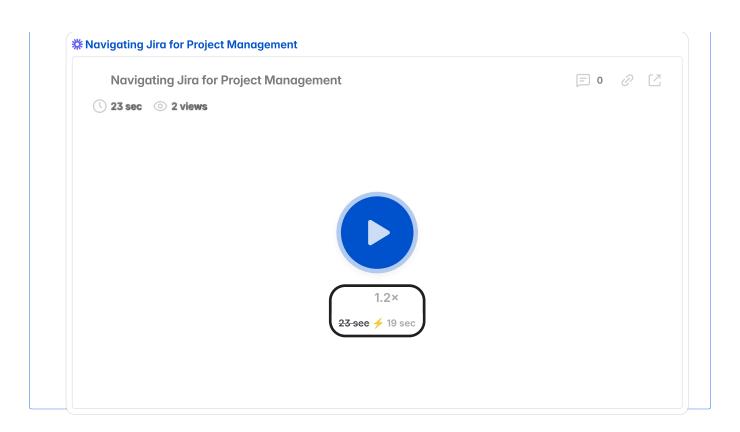
1 Discuss with your manager what project board you'll be working on.

Team	Manager	Project link
AGP	Vinny	Guard Premium De sign (NSODN) Kanb an board
	Maren	
EG Security	Waz	Access Design Ka
Reg. Ind and Admin controls	Ang	Cloud Readiness D esign Active sprint s

Start by navigating to your design team board.

- 1. Go to project link
 - (★ Star your project: Select **more actions** ... then select **Add to starred**)
- 2. Select the Design board scrum board (for example Access design CSDN)





How to create an 🔽 Epic for a design project

What is an Epic?

Epics are large bodies of work that can be broken down into a number of smaller tasks (called stories). See diagram above for the relationship and hierarchy between epics, stories and subtasks.

When would we use it?

When we have a design project as a design team, create an Epic for your project which encompasses all project milestones, and work to be done by both product and content design.

You can also create Epics to contain other work you do, which may not be project based, such as work you do for growth (write blogs, attend conferences, provide or receive mentoring)

Here's an example of an Fpic CSDN-714: Multiple Owners for Same Domain (MODC) - M1 cu stomer experience [Design] IN PROGRESS

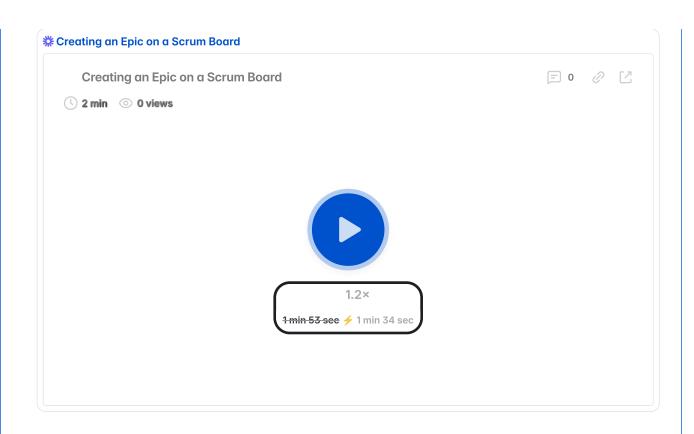
How to create an Epic

- 1. Create an Epic (Heading label flexible, Project name, Project name) (Epic Name: Example project name)
- 2. Fill in the summary in the Epic (Epic summary: Example project name)
- 3. Set the status for the Epic

```
TO DO / IN PROGRESS / DESIGN REVIEW / DONE
```

- 4. Fill in the relevant fields:
- 5. Select **Create** then select **View** the Epic
 - a. Fill in the Atlas link (e.g. Example atlas project ONTRACK)

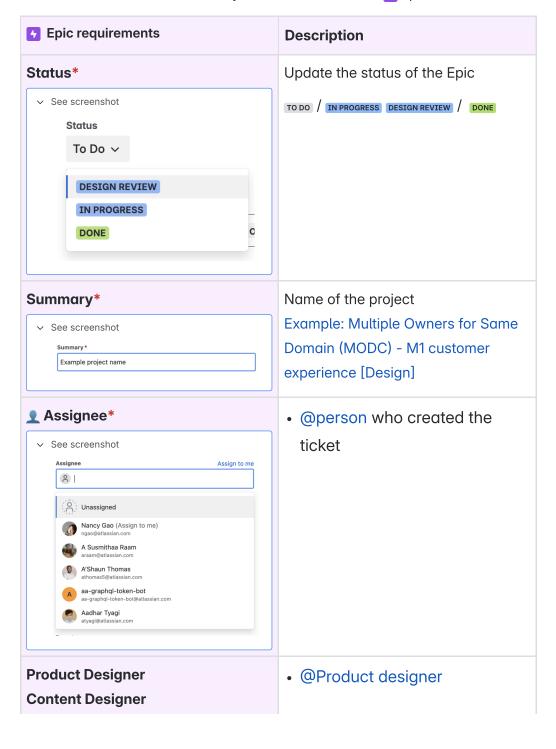


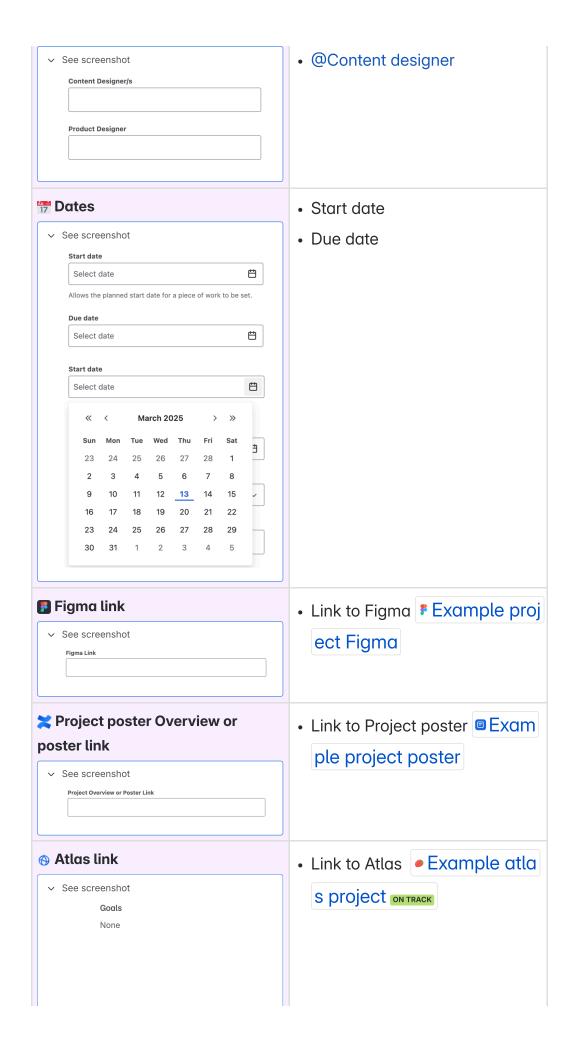


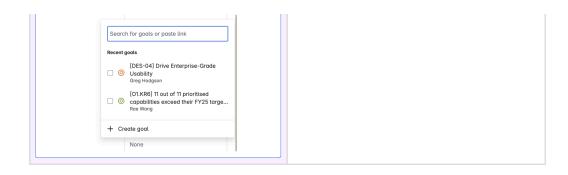
If you can't see these fields as options when you create an Epic:

- 1. Select the **3-dot menu**.
- 2. Select Configure fields.
- 3. Choose the **required Epic fields**.
- 4. Select Apply.
- Fpic fields reference table

Use this as a reference for all the information you need to fill in for an 🛂 Epic:







How to create <a> Stories (tasks for my design project)

Stories are more specific to dos on the work you're going to do which contributes to your Epic.

Epics contain the work you're going to do on your project. We'll use Stories for the work to be done.

Here's an example of a Story CSDN-882: [CD] KICKOFF: Understand the project and conten

t requirements DONE

How to create a Story

- 1. Select parent **Epic**
- 2. Select Add > Child work item
- 3. Select **Story:** Write down your to-do task, and specify the Milestone you're on.

Example: Create project poster - M1

- 4. Select Create
- 5. Set the status for the Story

```
TO DO / IN PROGRESS DESIGN REVIEW / DONE
```

- 6. Set the assignee @person
- 7. Fill in the relevant fields in the Story.
- 8. Select Create.
- Story fields reference table

Use this as a reference for all the information you need to fill in for a 🔼 Story:

■ Story	Description
Status*	Update the status of the Story TO DO / IN PROGRESS DESIGN REVIEW / DONE
Story Name*	Write down your to-do task
	• Specify which Milestone Example: Create project poster

	- M1
_ Assignee*	@Person working on this
■ Description*	Description to write down more granular specific to-do tasks
Dates	Due dateStart date
Sprint	Select the Sprint
∑ Estimate the work* Story points (Time-based)	Maximum 10 Story points per week
, , , , , , , , , , , , , , , , , , , ,	
,	Story point for 1/2 day
,	Story point for 1/2 dayStory points for 1 day
	2 Story points for 1 day
	Story points for 1 dayStory points for 1 & 1/2 day
	 Story points for 1 day Story points for 1 & 1/2 day Story points for 2 day
	 Story points for 1 day Story points for 1 & 1/2 day Story points for 2 day Story points for 2 & 1/2 day
	 Story points for 1 day Story points for 1 & 1/2 day Story points for 2 day Story points for 2 & 1/2 day Story points for 3 day
	 Story points for 1 day Story points for 1 & 1/2 day Story points for 2 day Story points for 2 & 1/2 day Story points for 3 day Story points for 3 & 1/2 day

 \checkmark Loom demo - How to create a story