



Jira Overview



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This page provides an overview of how the Data Engineering team utilizes Jira for agile - scrum project management tracking as well as any associated meetings.

Sprint Meetings: ⇄

- **Sprint Planning:**
 - **Meeting Cadence:** Weekly
 - **Day of Week:** Monday
 - **Purpose of the Meeting:**
 - Discuss tasks moved to current week's sprint from last week's sprint
 - Verify all recurring daily and weekly tasks from the backlog are in the current week's sprint
 - Add new tasks to the current week's sprint
 - Discuss priorities for the week

- **Sprint Review:**
 - **Meeting Cadence:** Weekly
 - **Day of Week:** Friday
 - **Purpose of the Meeting:**
 - Review the current week's sprint
 - Create the next week's sprint

- Close the current week's sprint
 - Move any remaining tasks from the current week's sprint to the next week's sprint
- Clone all recurring daily and weekly tasks from the backlog to the next week's sprint
- Add any new tasks to the next week's sprint
- Start the next week's sprint
- Add wins for the week to OneNote

Jira

Project Name: KKF - Data Engineering

Project Management Methodology: Agile - Scrum

Structure:

- **Sprints** - Collection of tasks to be completed in a weekly time frame
- **Epics** - Projects owned by the Data Engineering team
- **Issues** - Tasks to be completed by the Data Engineering team that are associated with projects owned by the Data Engineering team

Sprint

Description: Collection of tasks to be completed in a weekly time frame

Sprint Cadence: 1 Week Increments (Mon - Fri)

Sprint Naming Convention: "Sprint", followed by the start and end dates (Mon - Fri) for the week that the sprint is / will be active

Epic

Description: The name of a project category followed by the project name

Epic Naming Convention:

- "Admin - ", followed by the application name
 - Ex: Admin - Snowflake
 - **Epic Purpose:** Used when tasks need to be created in Jira pertaining to any admin work needed to be performed in Snowflake, such as creating a new user
- "Dashboard - ", followed by the dashboard name
 - Ex: The Store Sell Through Dashboard will have an epic labeled Dashboard - Store Sell Through
 - **Epic Purpose:** Used when a new dashboard has been requested for the data engineering team to build or an existing dashboard to be modified / enhanced
- "ELT - ", followed by the data source name
 - Ex: ELT - Sysco
 - **Epic Purpose:** Used when a new dataset needs to be incorporated into the data warehouse by the data engineering team, or an existing dataset needs to be modified / enhanced

How to create a new epic:

Click Create at the top of the page, then populate the fields as follows:

- **Project:** KKF Data Engineering (KDE)
- **Issue Type:** Epic
- **Status:** In Progress
- **Summary:** Combination of project type, followed by the name of the project (See the Epic Naming Convention section above)
- **Description:** A detailed description of the project

Issue

Description: The name of the task associated with an epic (project)

- **Ex:** The Dashboard - Store Sell Through epic will have multiple issues (tasks) associated with the it, such as:

- Back-end Snowflake - Dev
- Back-end Snowflake - QA
- Front-end Power BI - Dev
- Front-end Power BI - QA
- UAT
- Documentation

Issue Naming Convention:

See Summary below as the issue name will be placed in the Summary section of the issue

How to create a new issue:

***Note:** Issues will always be assigned to the backlog*

- Click Create at the top of the page, then populate the fields as follows:
 - **Project:** KKF Data Engineering (KDE)
 - **Issue Type:** Task
 - **Status:** To Do
 - **Summary:** The summary of what the task is that is needed to be performed
 - **Description:** A detailed description of the task that is needed to be performed
 - **Parent:** Select the appropriate epic from the dropdown list
 - If you cannot find the epic:
 - And the epic already exists, drag the issue to the associated epic after the issue has been created
 - You can see the list of epics by pressing "E" on the Jira backlog page
 - And the epic does NOT exist, finish creating the issue, and then you can assign the issue to the epic after the epic has been created
 - Drag the issue to the associated epic after the issue has been created
 - You can see the list of epics by pressing "E" on the Jira backlog page
 - **Sprint:** Select the appropriate sprint from the dropdown list
 - If you wish to assign the newly created task to the backlog, instead of a sprint, then leave the dropdown list blank

- **Assignee:** Leave this open as an assignee will be assigned during Sprint Planning meetings every Monday morning
- **Reporter:** This will default to the name of the person creating the task
- Click Create



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