

# Jira Documentation – My Learning

## Summary

---

### Introduction to Jira

Jira is a powerful project management tool developed by Atlassian. It is widely used for Agile project tracking, issue tracking, bug tracking, and team collaboration. I explored Jira to understand how to break down large features into smaller, manageable tasks, organize work using boards, and track progress efficiently.

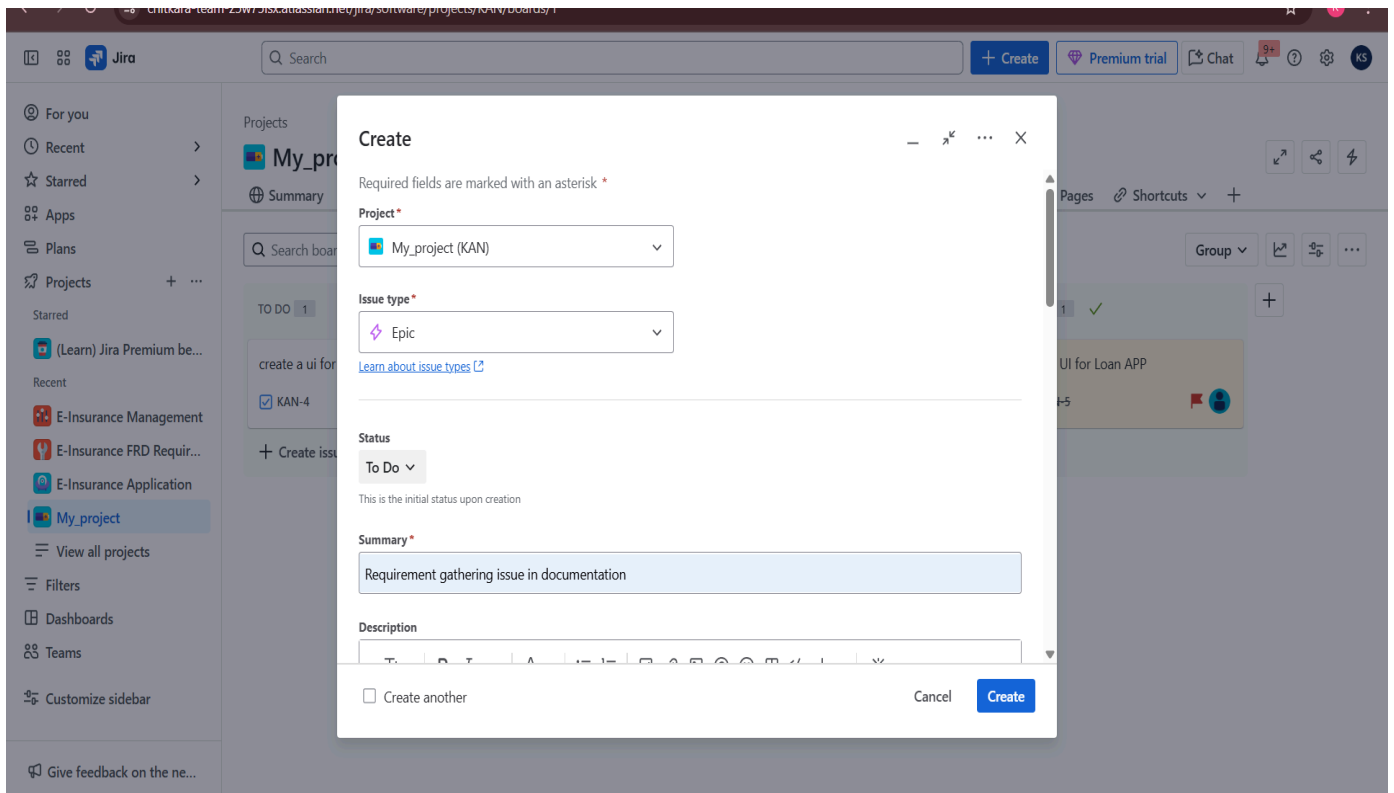
### Key Concepts I Learned

#### 1. Epics

An Epic represents a large feature or big chunk of work. It contains multiple user stories or tasks. For example, 'User Authentication' can be an epic that includes Login, Signup, and Password Reset.

***Example: Epic – Task Management***

***Description: Manage task creation, assignment, and deletion.***



---

## 2. User Stories

A User Story describes a specific functionality from a user's perspective.

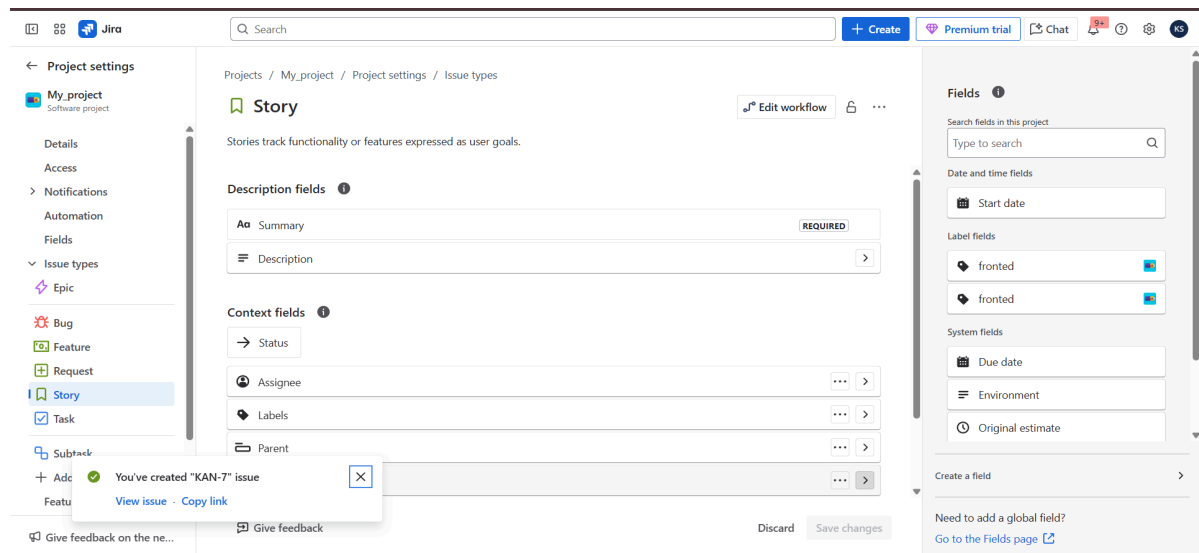
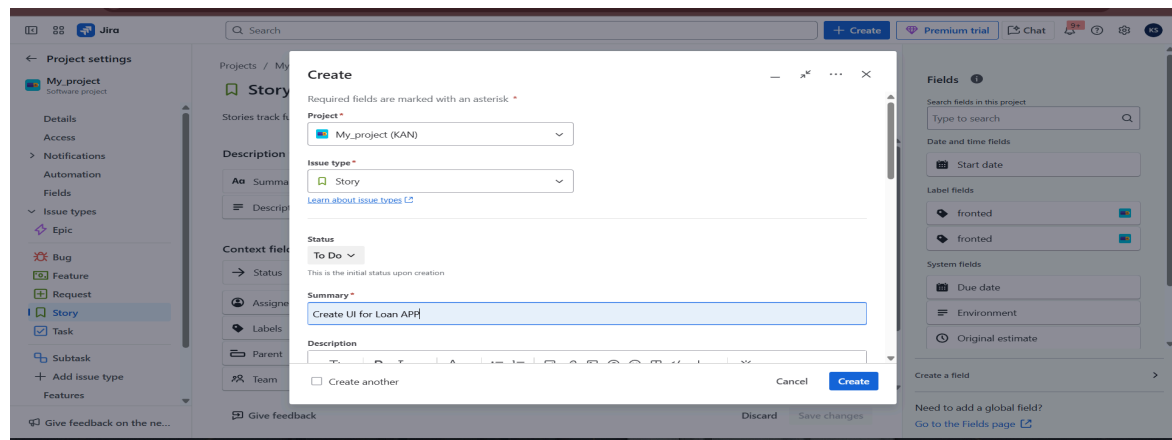
Follows the format:

As a [user], I want to [do something] so that [I get a benefit].

Stories belong to an Epic and are tracked on the board.

### *Example: Story – User Login*

*As a user, I want to log in securely so that I can access my account.*



---

### 3. Tasks/Sub-tasks

A Task is a piece of work to be done. A Sub-task is a smaller, dependent step under a main task.

### 4. Fields Used in a Jira Task

Field	Description
Summary	A short name for the story/task.
Description	A detailed explanation of what needs to be done.
Assignee	The team member responsible for the task.
Labels	Tags like 'login', 'ui', 'backend', etc., to organize work.
Epic Link	The parent epic that this story belongs to.
Due Date	The deadline for task completion.
Team	The team (e.g., Dev Team A) working on it.
Attachments	Files or documents related to the task.
Linked Issues	Related stories or dependencies.
Restrict to	User roles that can view/edit the task.
Flagged	Marked if blocked or has an impediment.

### Sample Workflow I Practiced

1. Created an Epic – e.g., User Authentication
2. Added User Stories under the Epic:
  - User Login
  - User Signup
  - Password Reset
3. Defined tasks/sub-tasks
4. Added labels like auth, task-management, etc.
5. Assigned the task to a dummy user or team.
6. Updated the status (To Do → In Progress → Done)

### Jira Board View

Visualizes all tasks and stories using columns like:

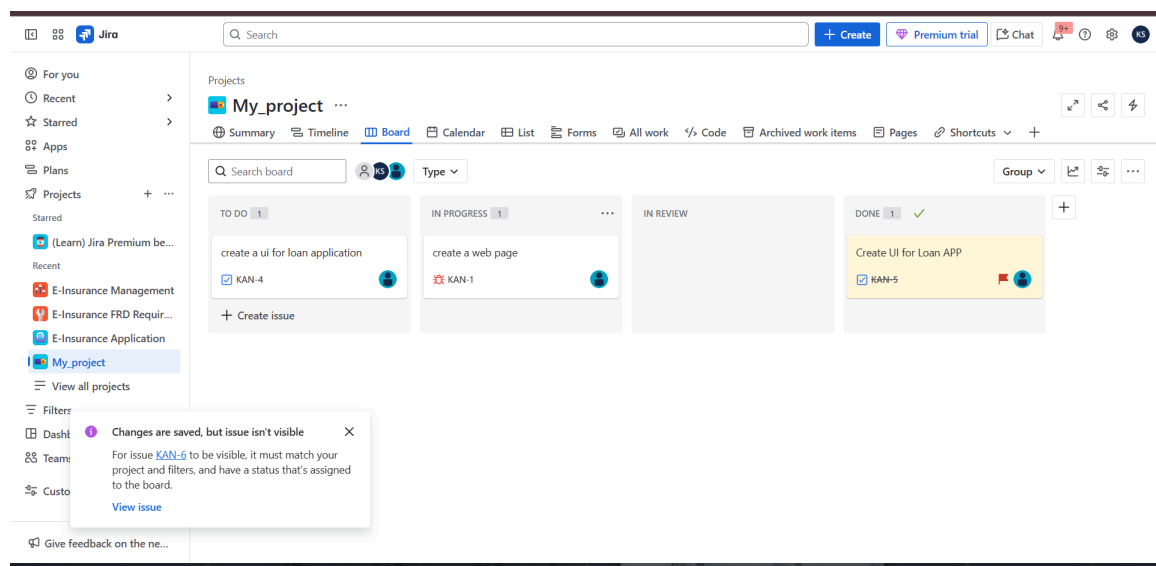
- To Do

- In Progress

- Done

Drag-and-drop makes tracking work intuitive.

Helps me see what's pending, ongoing, or completed.



## Linked Issues

I learned how to link issues with relationships like:

- Blocks

- Is Blocked By

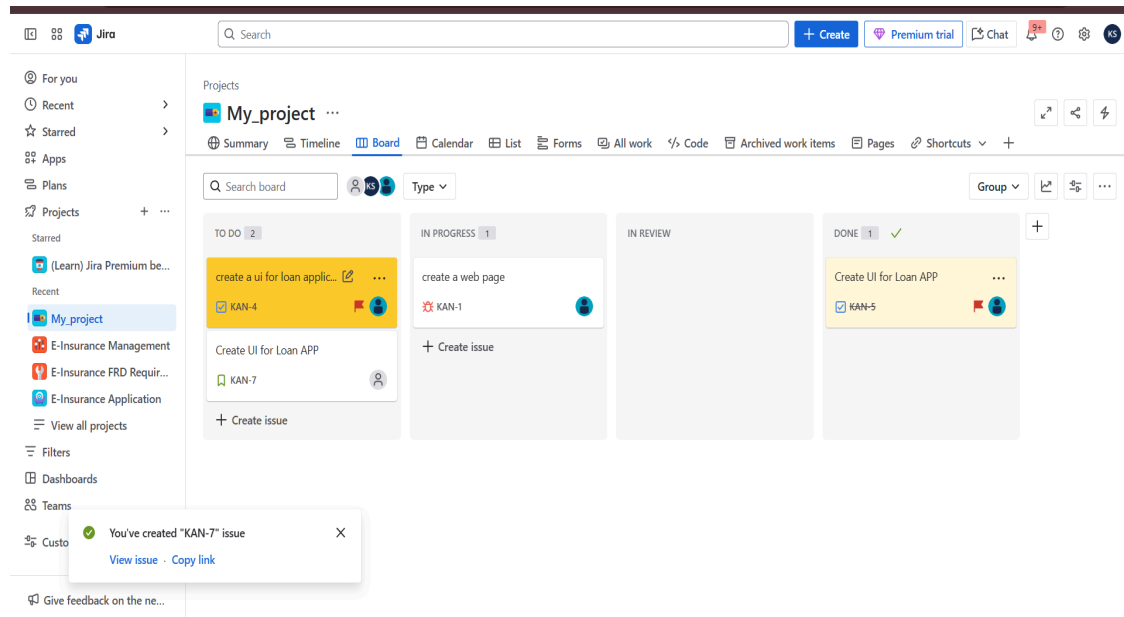
- Relates To

This helps in tracking dependencies and resolving blockers.

## Flagging Impediments

If a task is blocked, I can mark it as Flagged.

This visually signals to the team that help or clarification is needed.



## What I Found Helpful

- The clarity of breaking down big features into stories.
- Easy tracking of who is doing what and when.
- Linking issues helps maintain context.
- Labels and filters make tasks easy to organize and find.