Tracking and WoW Epics In Jira/Advance Roadmap

Link to the OUS DevOps Advance RoadMap-

https://btsjira.abbvie.com/secure/PortfolioPlanView.jspa?id=95&sid=107&vid=391#plan/backlog
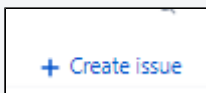
Tracking Epics reporting process in Jira/Advance Roadmap

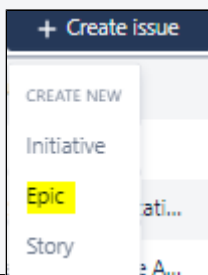|	Before	During	After
Epic Reporting in Jira/Advance Roadmap	**Create** required Components (by Scrum Master / Project Lead) - Component – One Team and One Track **Add track** to **Smartsheet** (by Scrum Master/Project Lead) **Create Epic** including the following required fields (See Below) **Start Date** and **End date** in Advanced Roadmaps **Assignee** - Epic **description** - Identify Epic **Priority** - Identify Epic **Labels**(If needed) **Target Start** and **End date** **Create Adhoc Epic by Sprint (Scrum Master)** - This epic is for completed team /track combinations - Name it by Sprint - Adhoc Epic Sprint XXX - Add stories to the Adhoc epic adding the Team and Track component at the Story Level	- Move the Epic to "**In Progress**" - Break down **Epics** into **Stories** (Stories can be created in Jira or Advance Roadmap) **Link** identified **Stories** to the **Epic** and **move** the **Story** through the **workflow** **Monitor Start** and **End date** for alignment with dates noted at Epic creation. **Verify** the **Epic status** reflecting correctly in the Jira reporting in **Smart Sheet**. (Hors erace Smart Sheet)	- Close all **Sub-Tasks, Stories,** and **Tasks** associated with the **Epic**. - Move the Epic to "**Done**" **Target Start** and **End date** should match, if not update accordingly the End Date **Verify** the **Epic status** reflecting correctly in the Jira reporting in **Smart Sheet**. (Hors erace Smart sheet) **Adhoc Epic** - Close the Adhoc epic moving incomplete stories to the next Adhoc Epic for the next sprint.

Creation Of Epics in Advance RoadMap

Steps for Creation of Epics in Advance RoadMap-

1. Log in to your Jira account and navigate to the ODAG Jira project.
2. Click on the "***Plans***" option in the sidebar and click on "***OUS DevOps Roadmap***", this will open the Advanced Roadmaps interface .
3. Once you are in the plan, click on the "***Epics***" tab on the left-hand side of the screen.
4. Click on the "***+ Create epic***" button
5. In the drop down list click on "**Epic**" to create a new epic.
6. In the "***Create Epic***" dialog box, enter the **name** of the epic.
7. In the drop down list to find more fields to choose the mandatory fields to be updated.
8. ***Assign*** the epic
9. Set a **start** and **end date**
10. Update **Component (Track/Team)** `THE EPIC IS BEING RENAMED AS ITS AUTOMATED, GIVEN THE COMPONENTS`
11. Click on the " ***Tick mark***" button to create the epic
12. The newly created epic will now appear in the list of epics in the "***Epics***" tab.
13. After Creation for the Epic to be saved in Jira , Click on to the **Review Changes button** , select the option against your name and click on "**save selected changes in Jira**".
14. Updating summary and changing the Epic **workflow status** can be done through Jira.

Step 4-

Step 5-

Step 6-

Test Epic

Step 7-

Fields ∨

Choose fields...

⁞ Target start **D**   ✕
⁞ Target end **D**   ✕
⁞ Status   ✕
⁞ Assignee   ✕
⁞ Components   ✕
⁞ Due date   ✕

Manage custom fields

Step 8 & 9-

Fields ∨			
Target start **D**	Target end **D**	Status	Assignee

Step 10-

Review changes

These changes are only saved in your plan. To see these changes in Jira, you'll need to save these in Jira first.

FILTERS: Changed by: All ∨

Title	Category	What changed	Current (Jira)	→ New	Last modified ▾
ODAG-861 OFUS-Jira (1.1)	Issue	⟩ 2 fields	Multiple	Multiple	26/Jan/24
ODAG-1992 Interaction with Allergan team on Copado Enablement Consulation	Issue	Components added			27/Jan/23

1 change selected   Discard selected changes   Save selected changes in Jira   Cancel

Review changes **2**

Step 14-

OUS Agile DevOps Team / ODAG-3097

OVLT-SM Support (5.1)   Automation   Workflow

✏ Edit   ◎ Add comment   Assign   More ∨   In Progress ∨

On Hold   → ON HOLD

∨ Details   Close   → DONE

Type: ⚡ Epic   Stop   → OPEN

Priority: ∨ Low

Affects Version/s: None   View workflow

Component/s: Team-OVLT, Track-SM Support

Labels: None

Epic Name: OVLT-SM Support (5.1)

Epic Status: In Progress

∨ Description

Support the work of different teams to ensure that they adhere to the Scrum framework and practices.

New Track Epics

Adding stories under Epics and maintaining them with updates to show progress

1. Create the story under the above epic.
2. Mandatory fields to be updated under the story-
   a. Summary
   b. As a ; I Want ; So that and acceptance criteria
   c. Component `THE EPIC IS BEING RENAMED AS ITS AUTOMATED, GIVEN THE COMPONENTS`
   d. Priority
   e. Assignee
   f. Story points
   g. Due date
3. Update the Epic workflow status as the epic progress.

How to mark a Track Epic as completed (or cancelled - depending)

1. Monitor the status in the advance roadmap plan.
2. Under the roadmap tab select the hierarchy as Epic to Epic
3. Choose the Fields
   a. Assignee
   b. Target start date and Target end date
   c. Status
4. Update the status of epic in Jira as we progress.
5. If the Epic due date is passed and one or more stories under the Epic are not Done the Epic due date may be extended.
6. When all the stories under the epic are marked as done, Epic will be marked as completed.

Instructions

Missing team Info:

If you are working on a task and you see that no Team is available, Please report so that we can create a new Team.