

Fusion - Jira Training - Topics

Purpose:

As a member of the product team, I want to understand what all topics need to be covered for me to be able to use Jira effectively and efficiently

Proposed list of trainings

S. No.	Topic	Minimum Duration (Min)	Detailed Agenda	Learning Outcomes
1	Introduction/Overview to Jira	60	<ul style="list-style-type: none">• Jira Project and Issues• Issue Hierarchy• Creating, viewing and editing issues• Mandatory and optional fields• Creating/importing bulk issues• Jira Backlog	<ul style="list-style-type: none">• Create Epics, Stories, Tasks• Populate mandatory fields properly• Import issues from a spreadsheet• Visualize your work items in the Backlog
2	Jira Issue Management	60	<ul style="list-style-type: none">• Issue ranking, flagging, commenting• Jira Workflow and Transitioning issues• Creating, viewing and editing Sub-task• Voting and Watching issues• Issue Linking• Logging time• Jira Components and Labels	<ul style="list-style-type: none">• Create Sub-tasks under Stories and Tasks• Change Rank of issues• Flag issues(Stories, Tasks)• Vote on issues• Watch / Unwatch issues• Link a Story or Task to other Stories or Tasks• Log time to your Sub-task• Assign Components to your issues• Create new Labels, Assign existing Labels to your issues
3	Jira Sprint Management	45	<ul style="list-style-type: none">• Creating, Starting and Running Sprints• Observing the Sprint Burndown• Completing the Sprint and Sprint Report	<ul style="list-style-type: none">• Create Sprint• Move issues between Backlog and Sprints• Start a Sprint, assign a Sprint goal, start and end date• Manage the flow of Sprint through Active Sprint• Move issues between various status in the Active Sprint view• Complete Sprint and assess Sprint Report
4	JQL and Dashboards	90	<ul style="list-style-type: none">• Jira Query Language• JQL structure• Common JQL commands/queries• Filters and Filter details• Subscribing to the filters• Using common functions• Creating Jira Dashboard, editing its layout• Using gadgets to populate a Dashboard• Creating a wallboard• Creating and running a wallboard slideshow	<ul style="list-style-type: none">• Pull up issues on the basis of search criteria• Export issues to spreadsheet• Provide access to others to access or edit your query• Create a subscription to send results of query as an email• Create and manage a dashboard to populate query results• Create a wallboard to showcase results
5	Jira Reports	90	<ul style="list-style-type: none">• Jira Scrum Reports<ul style="list-style-type: none">◦ Burn Down Chart◦ Burn Up Chart◦ Velocity Chart◦ Version Report• Jira Issue Analysis Reports	<ul style="list-style-type: none">• Use reports to highlight important information• Use reports to highlight progress of work

Total = 345 min