

## **\*SUBJECT TO CHANGE\***

**Goal:** This document is to create a structure between what has been groomed and not groomed in Jira

9/14: Anything assigned to SM has been looked at and deemed sprintable and hasn't been broken down

### CHANGE ISSUE TYPE

 Story

☒ Task

 Bug

Each item will have types of stories, task, and bugs

Below is a screenshot of an examples story item.



It has a story type. For structure. Story types will mean they have **not been groomed** and should not be assigned yet

Once a story type item has been groomed and made into a task/tasks they will change types to task


Below is a screenshot of an example task item.



The idea is to glance of the PBI and know which ones are ready to be worked on or needs to be groomed



Task types have been groomed and is ready for the team to assign themselves

### **Adding backlog item steps**

1. Make sure the type is set to story 
2. Add a title summarizing the item

3. In the description of the item, make sure there is a context/user story with an acceptance criterion

### **Story to Task**

1. Story items once they are groomed or established into tasks  
2. The type can be set to
3. This means it is ready to be assigned and worked on