



JIRA

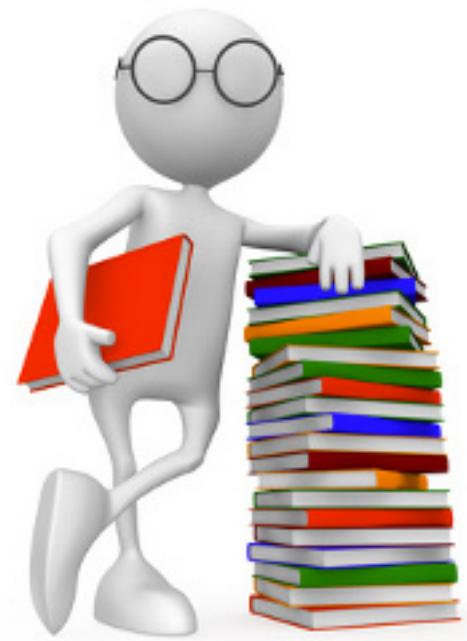
Intro to JIRA

TalenTech, INC.

talenttech

Topics

- Intro to JIRA
- JIRA Structure
- JIRA Activities
 - Create a Project
 - Create Components
 - Create Versions and Sprints
 - Create Issues
 - Perform Search and Save as Filters
 - Dashboard
- Q & A



Intro to JIRA



- JIRA is an advanced highly customizable issue tracking system
- JIRA allows to
 - customize workflows to any business process
 - perform integration with existing systems to manage tasks, track activity and deadlines
 - add lots of plug-ins as you need to expand its capabilities
- JIRA is a flexible project management tool where you can:
 - track bugs for a single application
 - manage software development for several products
 - or run countless projects throughout your entire company

Project

- **What is a Project?**

- Project is an entity in JIRA
- A JIRA Project is a collection of issues
- Every issue belongs to the Project
- Each project has Name and Key
- Project Key becomes the first part of that Issue Keys



Components



- **Components** are sub-sections of a project, which are used to group issues within a project into smaller parts

- **Operations with components:**
 - **Add** — Create a new component under which issues can be classed
 - **Delete** — Remove a component from a project
 - **Edit** — Update/change the details of a particular component
 - **Select Default Assignee** — Set the default assignee for issues created in a particular component

Versions

- A version is a set of features and fixes released together as a single update to your application. Assigning issues to versions helps you plan the order in which new features (stories) for your application will be released to your customers.
- **Each Version can have the following statuses:**
 - **Add** — create a new version against which issues can be aligned.
 - **Release** — mark a version as released.
 - **Archive** — hide an old version from the Releases report
 - **Delete** — remove a version.
 - **Merge** — combine multiple versions into one.
 - **Reschedule** — re-arrange the order of versions.





Sprint

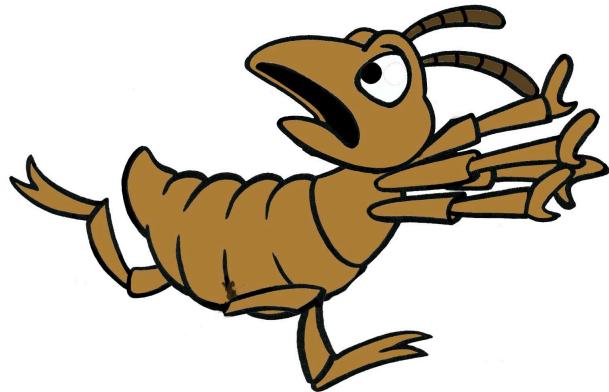
- A sprint is an iteration of work (two to four weeks) that is typically part of a version.
- Each sprint starts with a planning meeting where the work is estimated and assigned to the sprint. At the end of each sprint, a retrospective or review meeting is held before the next sprint is planned.
- In JIRA Software, sprints are planned using the **Backlog**. Once a sprint has started, the sprint is monitored using the **Active sprints**.

Issue

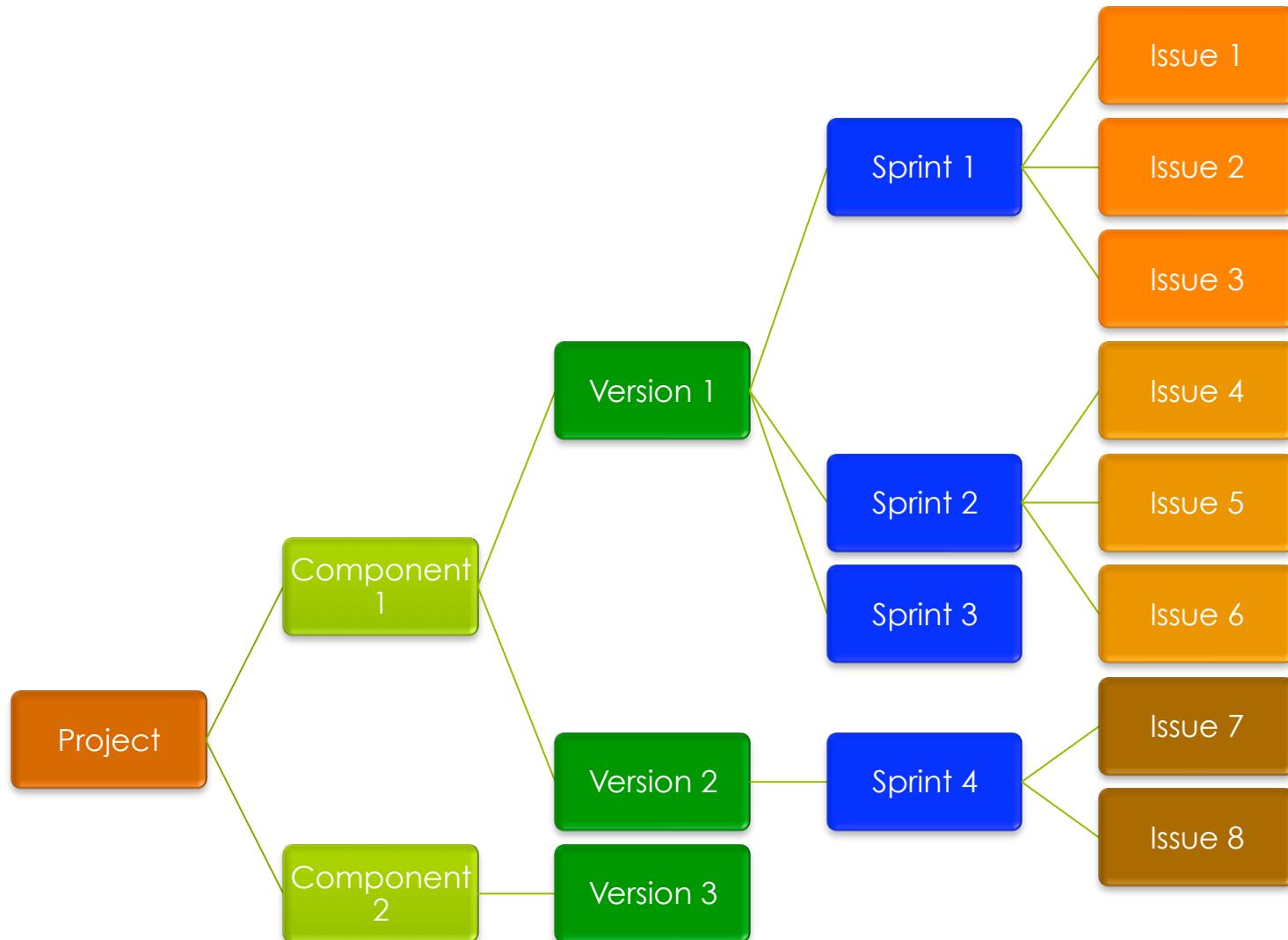
- What is an Issue?

A lot of organizations use JIRA to track different kinds of issues. Depending on how your organization is using JIRA, an issue could represent:

- a software bug
- a project task
- a software feature (story/ requirement)
- a product improvement



JIRA Structure



JIRA Overview

Login

Dashboards

Projects

Issues

Log in

talentech.atlassian.net

Use your **Atlassian Cloud** account

Email address / Username

Password

Log in

Keep me logged in

[Unable to access your account?](#)

To request an account, please contact your site administrators.

JIRA Overview

- Login
- Dashboards
- Projects
- Issues

The screenshot shows the JIRA application interface. At the top is a dark blue header bar with the JIRA logo on the left and navigation links: Dashboards, Projects, Issues, Boards, and Create. A yellow oval highlights the Projects link. Below the header, the page title is "Mahbub - Dashboard". On the left, there's a sidebar with "Mahbub - Dashboard" and "My Dashboard" links. The main content area is titled "Mahbub - Dashboard" and features a section titled "Issues in progress". This section contains two items:

T	Key	Summary
	YAH-10	As a developer, I can update story task status with drag and drop (click triangle at far left of this story to show sub-tasks)
	YAH-11	YAH-10 / Update task status by dragging and dropping from column to color. Try dragging this task to "Done"

JIRA Overview

- Login
- Dashboards
- Projects
- Issues

The screenshot shows the JIRA Activity feed. At the top, there is a navigation bar with links for JIRA, Dashboards, Projects (which is highlighted with a yellow circle), Issues, Boards, and Create. On the left, there is a sidebar with icons for Home, Recent, All, and a search bar. The main area is titled "Activity" with a "Switch view" dropdown. It shows two items: one from "Yesterday" and one from "March 30".

Yesterday

MD Rahman [Administrator] created YAH-27 - Political News
test news
2 hours ago Comment

March 30

MD Rahman [Administrator] created YAH-26 - YAH - 3: Creat Folder
Users should be able to create folders to manage emails

JIRA Overview

- Login
- Dashboards
- Projects
- Issues

The screenshot shows the JIRA interface with the 'Issues' tab selected in the top navigation bar. The search bar contains the text 'Search'. Below the search bar are filters for Project, Type, Status, and Assignee, with the 'Contains' dropdown open. The main area displays a list of issues ordered by priority. The first issue listed is 'YAH-27 Political News'.

Issue Key	Summary
YAH-27	Political News
YAH-26	YAH - 3: Creat Folder
YAH-25	YAH - 2: Search Email
YAH-24	

On the right side, there is a sidebar with details for the selected issue: Type: Political News, Status: Open, and Priority: High. There are also 'Edit' and 'Comment' buttons.

Assignment - 1

Create a JIRA structure as follows

- Project
- Components
- Versions
- Sprint



Issue Types

Issues

- Epic 
- Story 
- Bug 
- Improvement 
- Task 
- New Feature 
- Risk 

Sub-Issues

- Technical Task 
- Sub-Bug 



Workflow Overview

○ What is a Workflow?

Workflow is the movement (or **Transition**) of an Issue through various **Statuses** during its lifecycle

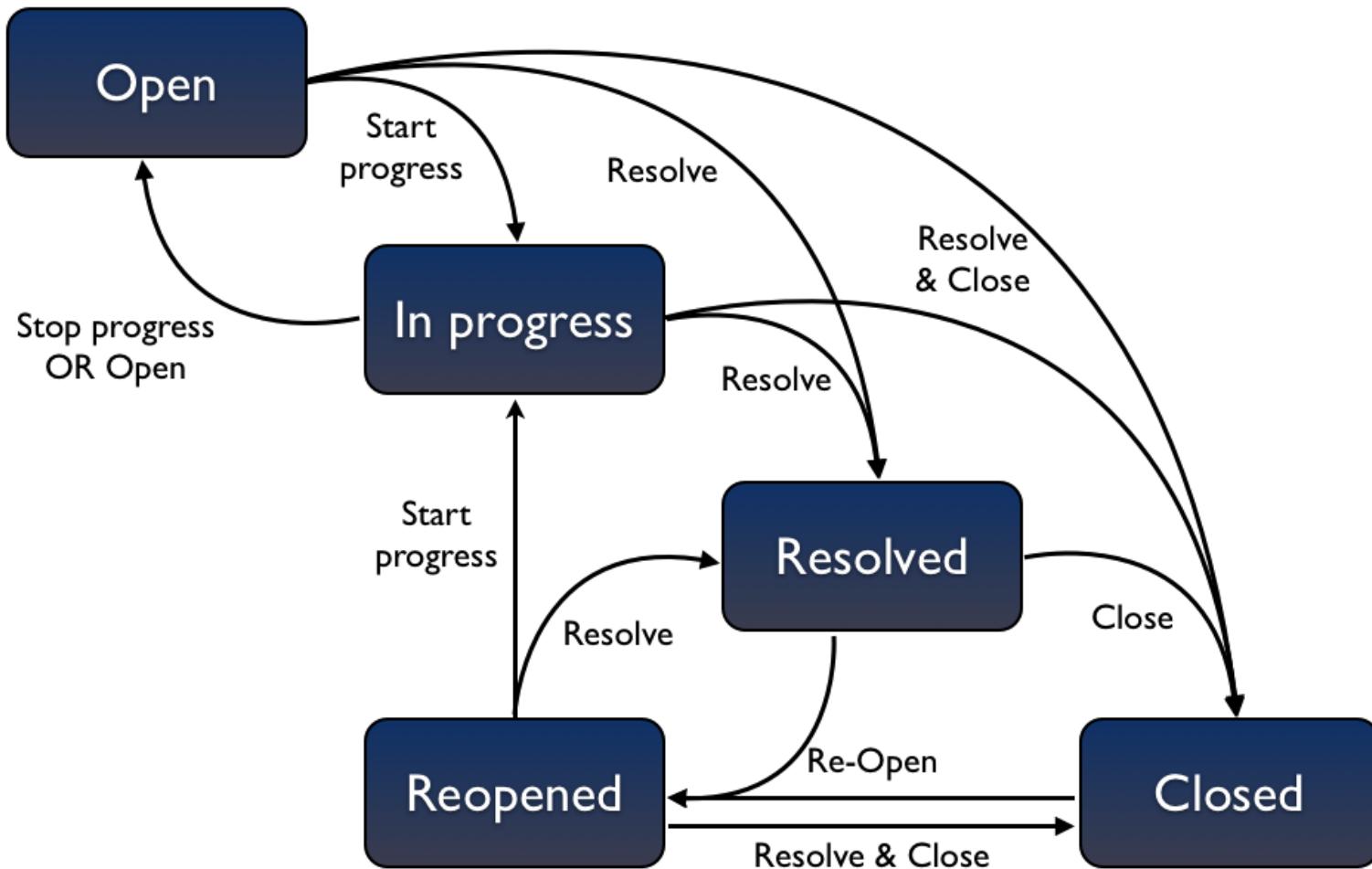
Possible statuses:

- Open
- In Progress
- Resolved
- Closed
- Reopened

Possible transitions:

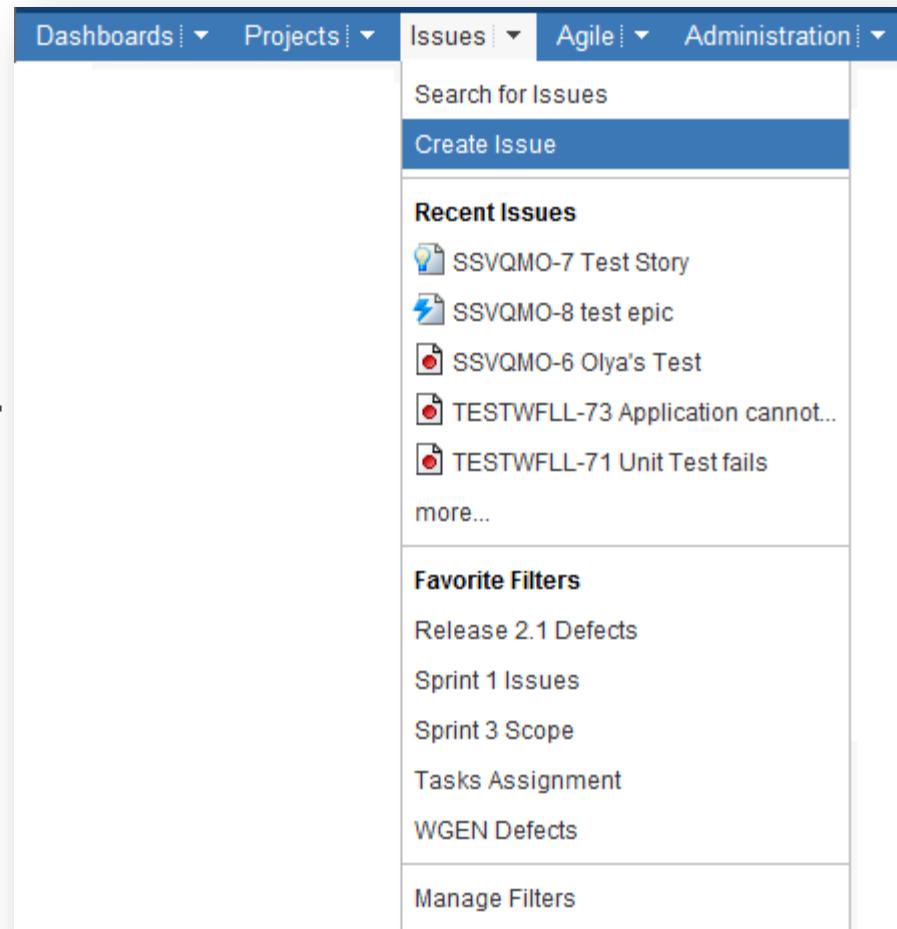
- Start Progress
- Stop Progress
- Resolve
- Re-open
- Resolve & Close

Issues Workflow



Bug Issue Type: Creation

- To create a new issue select
“Issues > Create Issue”



Bug Issue Type: Creation

- **Project** – the 'parent' project to which the issue belongs
- **Issue Type** – selected issue type (e.g.: Story, Bug, Task, etc)

The screenshot shows the JIRA interface for creating a new issue. At the top, there is a blue header bar with the JIRA logo and navigation links: Dashboards, Projects, Issues, Boards, and Create. The 'Create' button is highlighted in blue. Below the header, the page title 'Create Issue' is displayed. The main form consists of two dropdown fields. The first field is labeled 'Project*' and contains the option 'Yahoo (YAH)'. The second field is labeled 'Issue Type*' and contains the option 'Bug'. Both dropdowns have a small downward arrow icon to their right. At the bottom of the form, there are two buttons: 'Next' on the left and 'Cancel' on the right.

Bug Issue Type: Creation

Create Issue

Project **Yahoo**

Issue Type **Bug**

Summary *

Reporter *  **MD Rahman [Administrator]**
Start typing to get a list of possible matches.

Component/s
Start typing to get a list of possible matches or press down to select.

Description

Style ▼ | **B** *I* U A ▀ ³A ▼ |  ▼ |   |  ▼ |  ▼

Bug Issue Type: Fields

- **Summary** – a brief one-line summary of the issue

Example:

“Medical Assistance cannot create an appointment due to exception on the page”

- **Priority** – the importance of the issue in relation to other issues

Example:

- *Blocker* – Indicates that this issue takes precedence over all others
- *Critical* – Indicates that this issue requires urgent attention
- *Major* – Indicates that this issue has a significant impact
- *Minor* – Indicates that this issue has a relatively minor impact
- *Trivial* – Lowest priority (often is not fixed at all)

- **Due Date** – the date by which this issue is scheduled to be completed

Bug Issue Type: Fields

- **Component/s** – project component(s) to which this issue relates

Example: UI, Middleware, Backend

Affects Version/s – project version(s) for which the issue is (or was) manifesting

Example: Sprint 1

- **Fix Version/s** – project version(s) in which the issue was (or will be) fixed

Example: Sprint 2

- **Assignee** – the person to whom the issue is currently assigned

Bug Issue Type: Fields

- **Reporter** – the person who entered the issue into the system.
- **Environment** – the hardware or software environment to which the issue relates

Example: Windows 7, IE 8, JRE 6 update 10

Description – a detailed description of the issue

Example: steps to reproduce for the particular issue

- **Original Estimate** – the estimate of the total amount of time required to resolve the issue, as estimated when the issue was created

Example: 4 hours (will take to fix the issue) – should be set by developer

Bug Issue Type: Fields

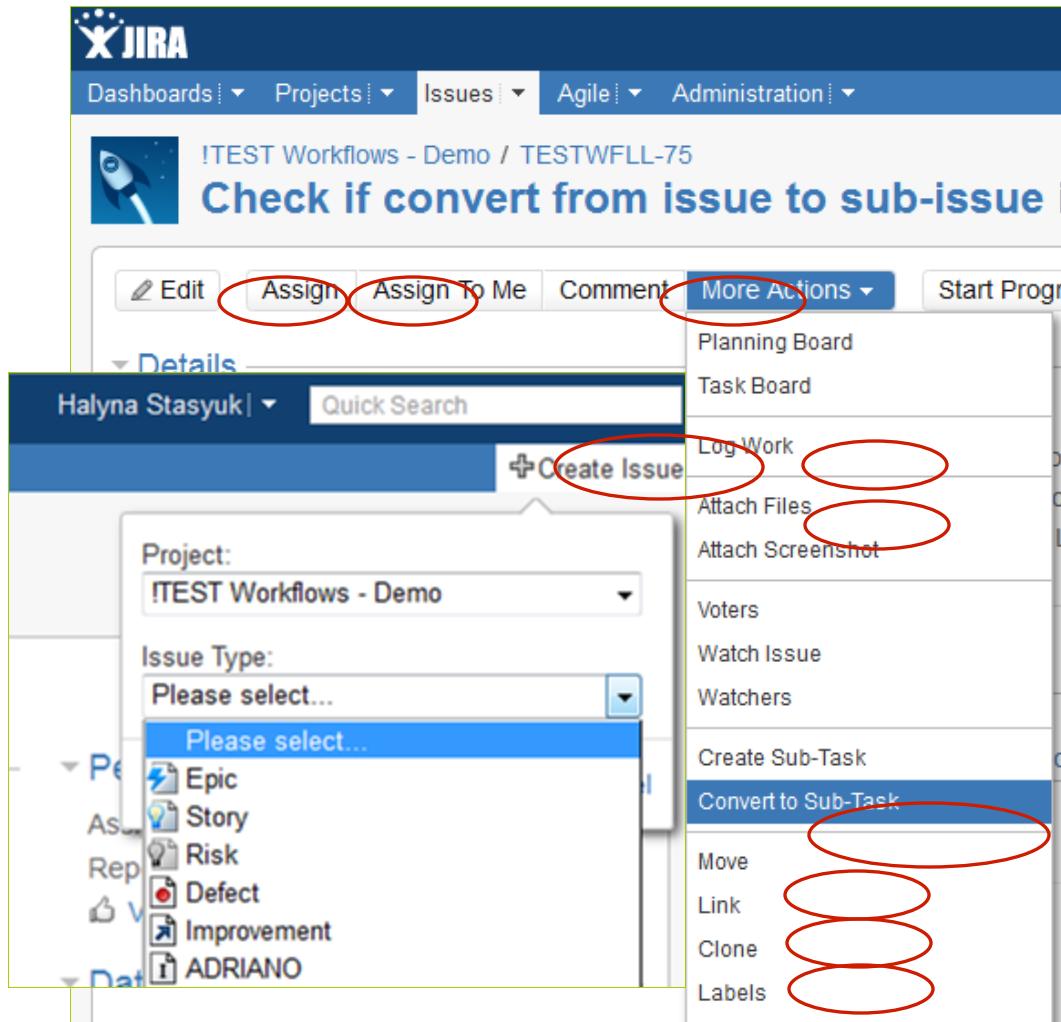
- **Attachment** – the attachment which has relation to the issue

Example: screenshot of the application page with highlighted issue

- **Epic/Theme** – epic or theme to which issue belongs
- **Documentation Link** – link to issue related documentation
- **Labels** – allows to categorize issues in more informal way than assigning versions / components

Typical Actions on Issues

- Create
- Edit
- Assign
- Comment
- Log Work
- Attach Files
- Move
- Link
- Clone
- Convert



Assignment - 2

Create Issues – Bug Type



JIRA Capabilities

- JIRA has the following capabilities:

1. Simple, Advances & Quick Search
2. Powerful Predefined and Custom Filters



JIRA Search

- Sometimes you just want to be able to get particular issue
- Other times you can't remember what the issues was



Simple Search

- Performing a Simple Issue Search:
 - Searching particular Projects or Issue Types
 - Using the 'Components/Versions' section
 - Using the 'Issue Attributes' section
 - Using the 'Dates and Times' section



Simple Search

- To search for Issues select
“Issues > Search for Issues”

The screenshot shows a software interface with a top navigation bar containing 'Dashboards', 'Projects', 'Issues' (which is currently selected), 'Agile', and 'Administration'. A dropdown menu for 'Issues' is open, displaying the following options:

- Search for Issues
- Create Issue

Below this is a section titled 'Recent Issues' containing five items:

- SSVQMO-7 Test Story
- SSVQMO-8 test epic
- SSVQMO-6 Olya's Test
- TESTWFL-73 Application cannot...
- TESTWFL-71 Unit Test fails

There is also a 'more...' link.

Further down the menu is a section titled 'Favorite Filters' with the following items:

- Release 2.1 Defects
- Sprint 1 Issues
- Sprint 3 Scope
- Tasks Assignment
- WGEN Defects

At the bottom of the menu is a 'Manage Filters' link.

Simple Search

The screenshot shows a search interface with a red oval highlighting the top navigation bar. The bar includes a 'Search' button, a 'Save as' button, 'Share' and 'Export' options, and a 'Tools' dropdown.

Below the bar, there are filters for 'Project: ...', 'Type: All', 'Status: ...', 'Assignee: ...', and a search input field containing 'Find Issue Types...'. There are also 'More' and 'Advanced' buttons.

The main search results area shows a list starting with 'Yahoo / YAH-26' and '1 of 26'. The result 'YAH - 3: Creat Folder' is expanded, showing its details:

- Issue Type: Standard Issue Types
- Assignee: Unassigned
- Status: To Do
- Priority: Low
- Labels: None
- Comments: None
- Attachments: None

On the left sidebar, there is a list of projects:

- YAH-26
- YAH - 3: Creat
- YAH-25
- YAH - 2: Searc
- YAH-24
- YAH - 1: Send
- YAH-23
- As a user, I'd l
- YAH-22
- As a user, I'd like a historical story to sh

Quick Search

- Quick Search box is located at the top right of the screen



- **Quick Search has:**

- Jumping to an Issue
- 'Smart' Querying: searches with minimal typing
- Free-text searching



More details can be found here:

[Quick Search](#)

Issue Filters

- A saved Search is called an Issue Filter

With an issue filter you can:

- display the search results in a Dashboard Gadget
 - share the search with colleagues
- You can create an issue filter from Top Menu
 - Issues> Search for Issues



Issue Filters

FILTERS <

New filter

Find filters

My open issues

Reported by me

All issues

Open issues

Done issues

Create New Filter

Viewed recently

Created recently

Resolved recently

Updated recently

FAVORITE FILTERS

Search **Save as**

Project:... Type: All Status: ... Assign... Contains text More

Order by

YAH-26
YAH - 3: Creat Folder

YAH-25
YAH - 2: Search Email

YAH-24
YAH - 1: Send Email

YAH-23
As a user, I'd like a historical story to sh...

YAH-22
As a user, I'd like a historical story to sh...

YAH-21

Filter Conditions

Yahoo / YAH-26

YAH - 3: Creat Folder

Edit Comment Assign More

Details

Type:	Story
Status:	TO DO (View Wo)
Priority:	Highest
Resolution:	Unresolved
Affects Version/s:	None
Fix Version/s:	None

Recommended Filters

- **Bug Status**

Example:

- Bugs per status and priority
- Bugs assigned to particular person
- Bugs per project or specific sprints

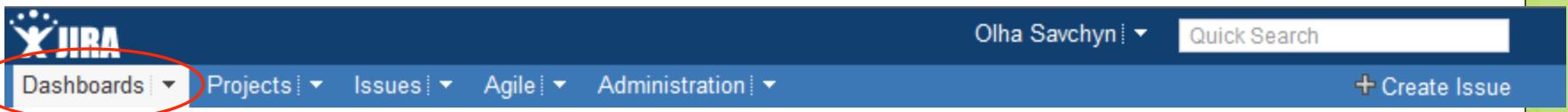
Assignment - 3

- Perform Simple and Quick Search
- Create a Filters



Dashboards

- 'Dashboards' link



In Dashboard you can:

- Display different information, depending on interests
- Visualize information using charts
- Share information with team members and clients

Create a New Dashboard

Create New Dashboard



Sharing with everyone will make this public and visible to users who are not logged in.

Name *

Description

Start From

Blank dashboard



Choose a dashboard whose gadgets will be copied to the new dashboard.

Alternatively, choose 'Blank dashboard' to create a dashboard with no gadgets.

Favorite



Shares

Not shared

Add Shares

Everyone



Shared with everyone

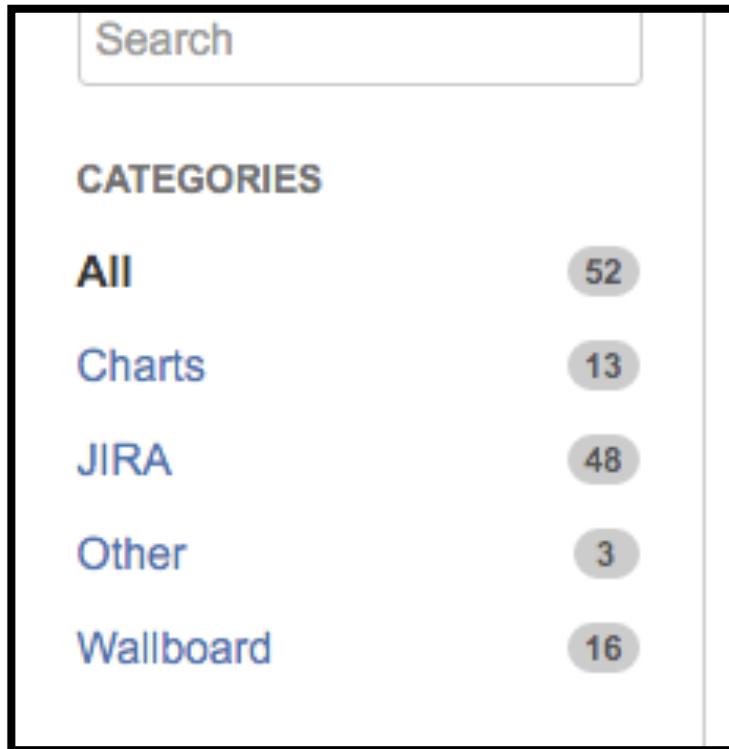


Add

Cancel

Dashboards: Gadgets

- The information boxes on the Dashboard are called Gadgets
- Gadgets Categories:
 - Charts
 - JIRA
 - Wallboard
 - Other



Dashboards: Gadgets

Add a gadget

Search

CATEGORIES

- All 52
- Charts 13
- JIRA 48
- Other 3
- Wallboard 16

Activity Stream
By Atlassian • Local

Lists recent activity in a single project, or in all projects.

Show XML link

Agile Wallboard Gadget
By Atlassian • Local

Displays a board as a Wallboard gadget

Show XML link

Assigned to Me
By Atlassian • Local

Displays all unresolved issues assigned to me

Show XML link

Average Age Chart
By Atlassian • Local

Add gadget

Add gadget

Add gadget

Add gadget

Dashboards: Examples

JIRA

Olha Savchyn! Quick Search + Create Issue

Dashboards | Projects | Issues | Agile | Administration |

Workflow: My
Workflow: Progress
Workflow: Load
Workflow: Defects

Workload Pie: Tasks Assignment

The pie chart illustrates the distribution of tasks assigned to three individuals: Olha Savchyn (blue), Halyna Stasyuk (orange), and Nataliya Bokalo (green). The estimated total time for all tasks is 1w 2d.

Assignee	Estimated Time
Olha Savchyn	3d 4h
Halyna Stasyuk	3d
Nataliya Bokalo	4h

Total time: 1w 2d Current Estimate by Assignee

Two Dimensional Filter Statistics: Tasks Assignment

Assignee	Priority					
	Immediate	High	Medium	Low	T:	
Halyna Stasyuk	0	3	4	1	8	
Nataliya Bokalo	1	0	5	0	6	
Olha Savchyn	0	2	8	0	10	
Total Unique Issues:	1	5	17	1	24	

Showing 3 of 3 statistics.
Filter: Tasks Assignment

Assigned to Me

T	Key	Summary	P
TESTWFL-45	Management of Medical Assistants schedules	1	⚙️
TESTWFL-68	TESTWFL-60 / Functional / GUI Testing	1	⚙️
SSVJANETQA-269	SSVJANETQA-268 / Perform functional testing of ...unit	1	⚙️
TESTWFL-60	As a Scheduler, I should be able to transform letter into appointments in calendar	1	⚙️

Displaying issues 1 to 4 of 8 matching issues. 1 2 ►

Time Sheet

Summary for Olha Savchyn (Details)		Mon 29/Aug	Tue 30/Aug	Wed 31/Aug	Thu 1/Sep
TESTWFL-52	Functional testing of role-based security approach	4h			
TESTWFL-58	Perform testing according to Test Strategy	5h			

Assignment - 4

Create and customize a Dashboard



Thank You!

