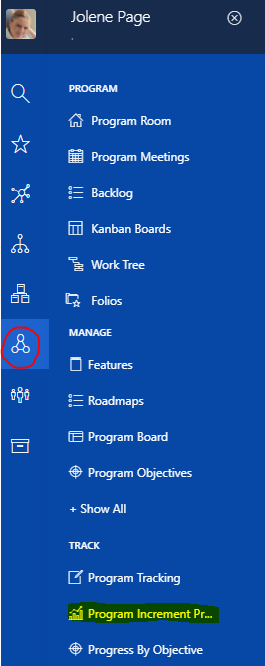
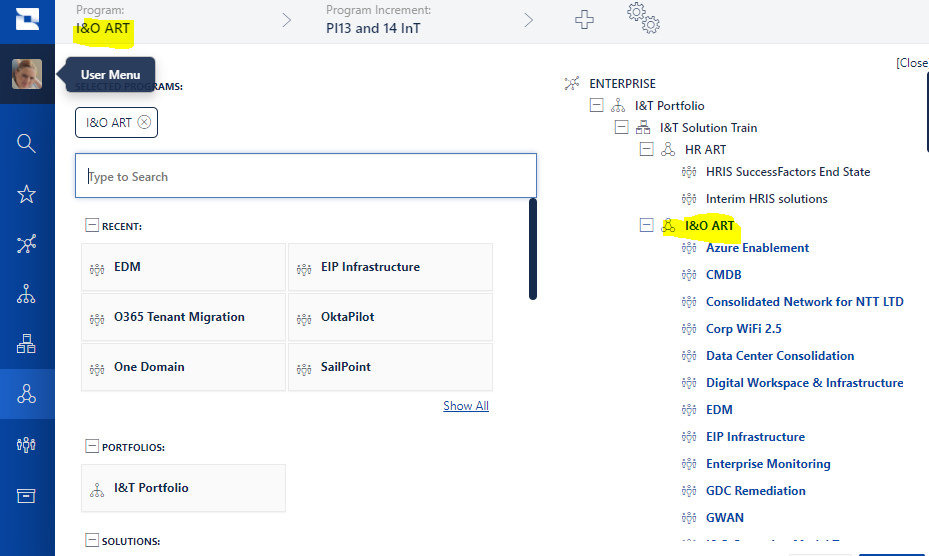
1. **How do I find my team’s burndown chart ?**

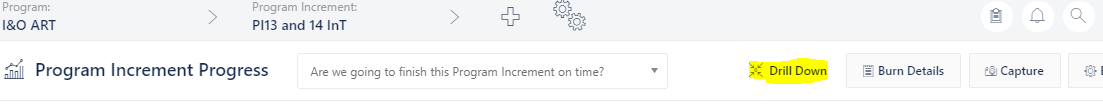
On the program menu item select Program Increment Progress



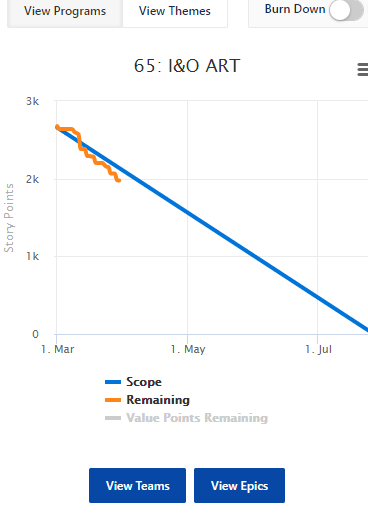
Make sure on the top left you have the correct ART selected , if not click on the program and click on the art name your project falls under



Top right click on Drill down



The Art Diagram will be displayed



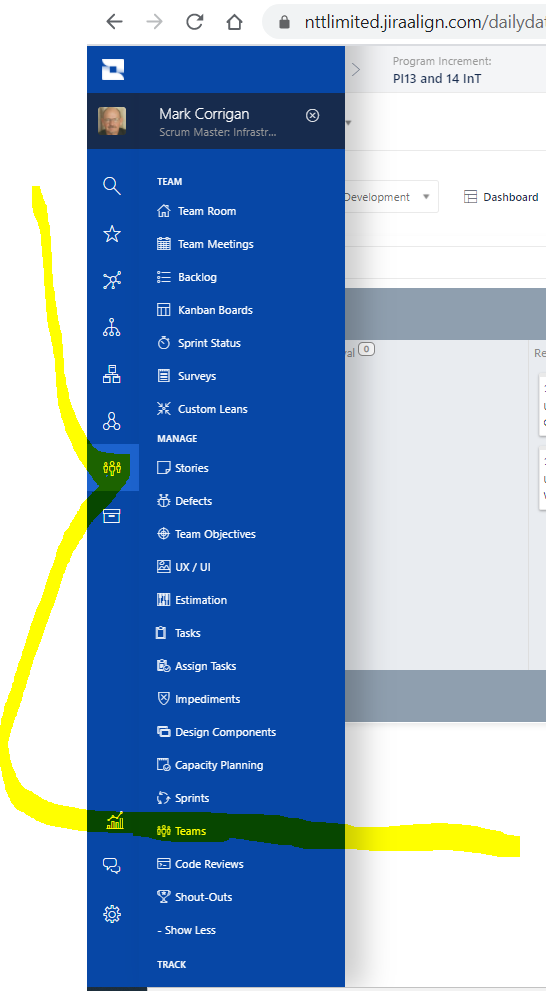
Select View Teams – all teams under the selected art will now be displayed with their burndown chart

1. **How do I view my program board for the PI ?**

Graphical user interface, application

Description automatically generated

1. **How do I find the team view to see team roles.**



*Note: you may need to find +Show All (there are a few of them) and expand this if you cannot see Teams. Also you may need to resize the screen to under 100% to see everything on the menu in the image above if you cannot find what you are looking for*.

Graphical user interface, application, Word

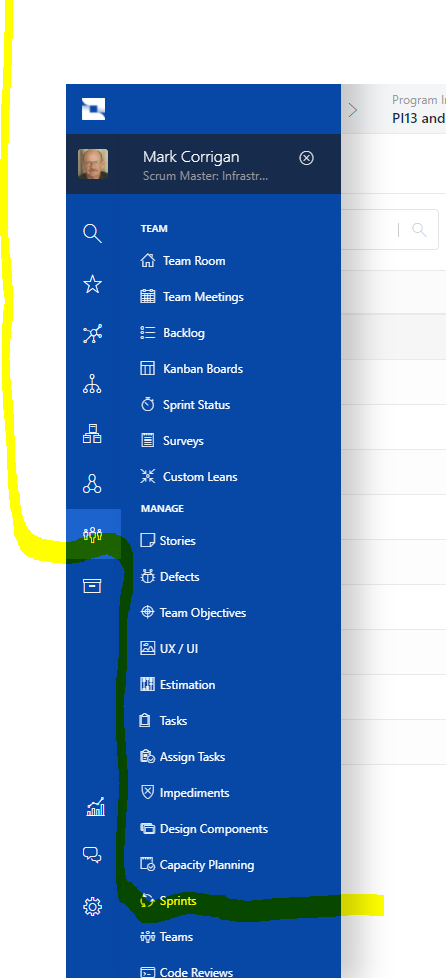
Description automatically generated

1. **How to open and close a sprint.**

**NB Do this only under exceptional purposes!!!**

**You may need to open a closed sprint to get at stories that are stuck in closed but are not completed or etc.**

Teams -> +Select More -> Sprints



Find closed sprints using the Previous and Next buttons.

Graphical user interface, email

Description automatically generated

Click hyperlink on name of closed sprint.

Graphical user interface, text, application, email

Description automatically generated

Click + Full Details

Chart, line chart

Description automatically generated

Find State and then toggle and move from closed to in dev or other status. **Remember to close it again!!!**Graphical user interface, application, Teams

Description automatically generated

1. **How to get a spreadsheet of Features and Stories from Jira Align**

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Go to Team -> Stories

Graphical user interface, application, Word

Description automatically generated

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Apply Filter and select Program Increment.

Graphical user interface, text, application

Description automatically generated

​

Using filter continue and select PI and Team

Graphical user interface, application

Description automatically generated

Graphical user interface, text, application, email

Description automatically generatedthen under More Actions export it.

When you have the spreadsheet downloaded note the following:

1. I select the User Stories tab at the bottom of the spreadsheet. Then delete rows 1 to 4.

Graphical user interface, application

Description automatically generated

1. Then I find Parent ID and Parent Feature and cut these columns and I put these at the left of my spreadsheet.

My goals is to sort the spreadsheet so that.

Feature 1

User Story 1

User Story 2

Etc.

Feature 2

User Story 1

User Story 2

Etc.

Graphical user interface, application, table, Excel

Description automatically generated

To sort by Parent Feature to achieve Feature 1

User Story 1

User Story 2

Etc.

Feature 2

User Story 1

User Story 2

Etc.

Graphical user interface, application, table

Description automatically generated

You may need to do another sort where you sort by Sprint.

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