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Jira Project Documentation

Project Overview

This document provides an overview of the tasks completed using Jira for project management. The project setup includes creating and managing tasks, assigning responsibilities, allocating story points, and setting up sprints. The screenshots included showcase the configuration and progress made.

Steps Completed

1. Project Creation

- A new project was created in Jira, tailored to the needs of our team.
- The project includes a board configured for Scrum methodology, with distinct columns for "To Do," "In Progress," and "Done."

2. Setting Up To-Do Lists

- Tasks were identified and listed in the "To Do" column.
- Each task was given a clear and concise description to ensure team members understand the objectives.

3. Task Assignment

- Tasks were assigned to specific team members based on their expertise and workload.
- Assigned members were notified via Jira to start their work.

4. Story Points Allocation

- Each task was assigned a story point value based on its complexity and estimated completion time.
- Story points were distributed across three sprints:
    - **Scrum-1**: Focused on initial setup and foundational tasks.
    - **Scrum-2**: Dedicated to core development tasks.
    - **Scrum-3**: Reserved for final touches, testing, and deployment.

5. Sprint Creation

- Sprints were created and configured with start and end dates to align with project timelines.
- Tasks were added to sprints based on their priority and dependencies.

6. Task Progress Tracking

- A "To Do" column tracks unstarted tasks.
- An "In Progress" column tracks ongoing work.
- Tasks are moved to "Done" upon completion, ensuring a clear visual representation of progress.

Key Features Used

Boards and Backlogs

- The backlog feature was utilized to organize and prioritize tasks before moving them to active sprints.

Custom Workflows

- Workflows were configured to match the team’s working style, including the following states:
    - To Do
    - In Progress
    - Done

Sprint Planning

- Sprints were planned using the backlog, ensuring high-priority tasks are addressed first.

Outcomes and Learnings

- Successfully organized tasks and team responsibilities in Jira.
- Ensured effective tracking of project progress using sprints and boards.
- Improved communication and collaboration among team members through task assignment and notifications.

Next Steps

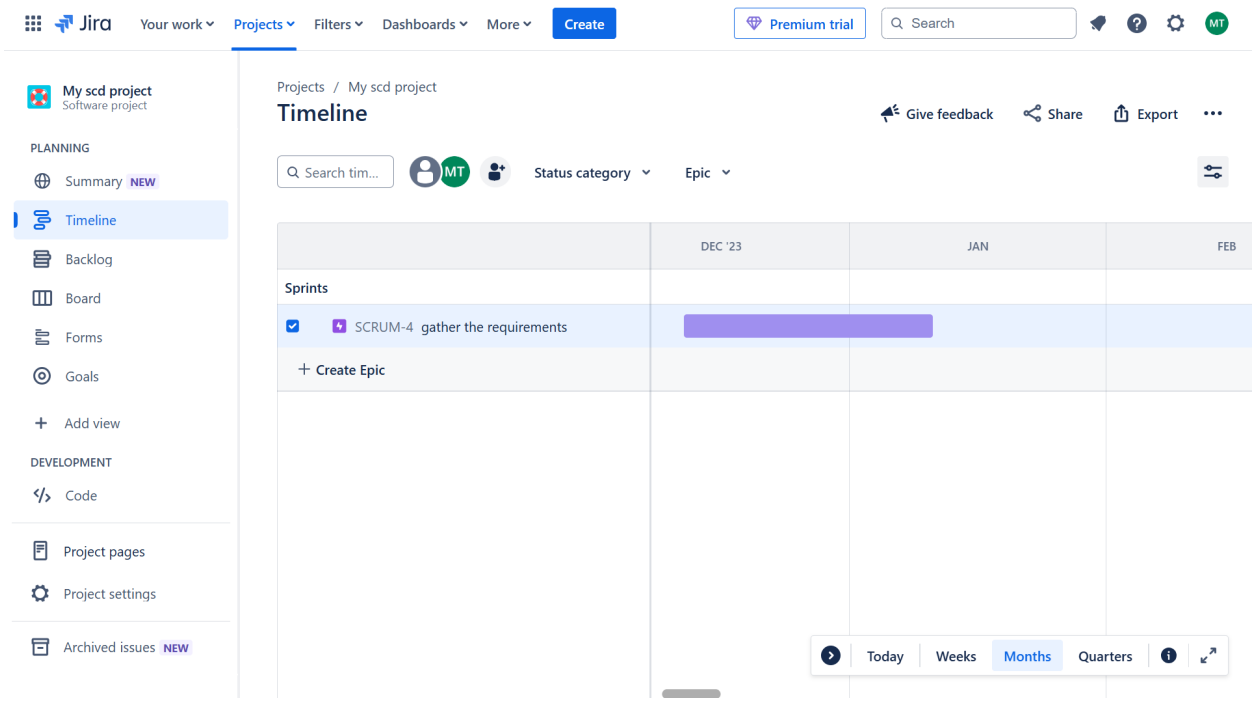
- Continue monitoring and updating task statuses in Jira.

- Use Jira reports and dashboards to analyze sprint progress and improve future planning.
- Ensure consistent documentation of any updates or changes to the project plan.

Images included

1. **Project Board**: Showing "To Do," "In Progress," and "Done" columns.
2. **Task Details**: Highlighting descriptions, assignees, and story points.
3. **Sprint View**: Displaying active sprints with tasks and progress.
4. **Backlog**: Showing prioritized tasks before sprint allocation.

The **images** are **posted** on github .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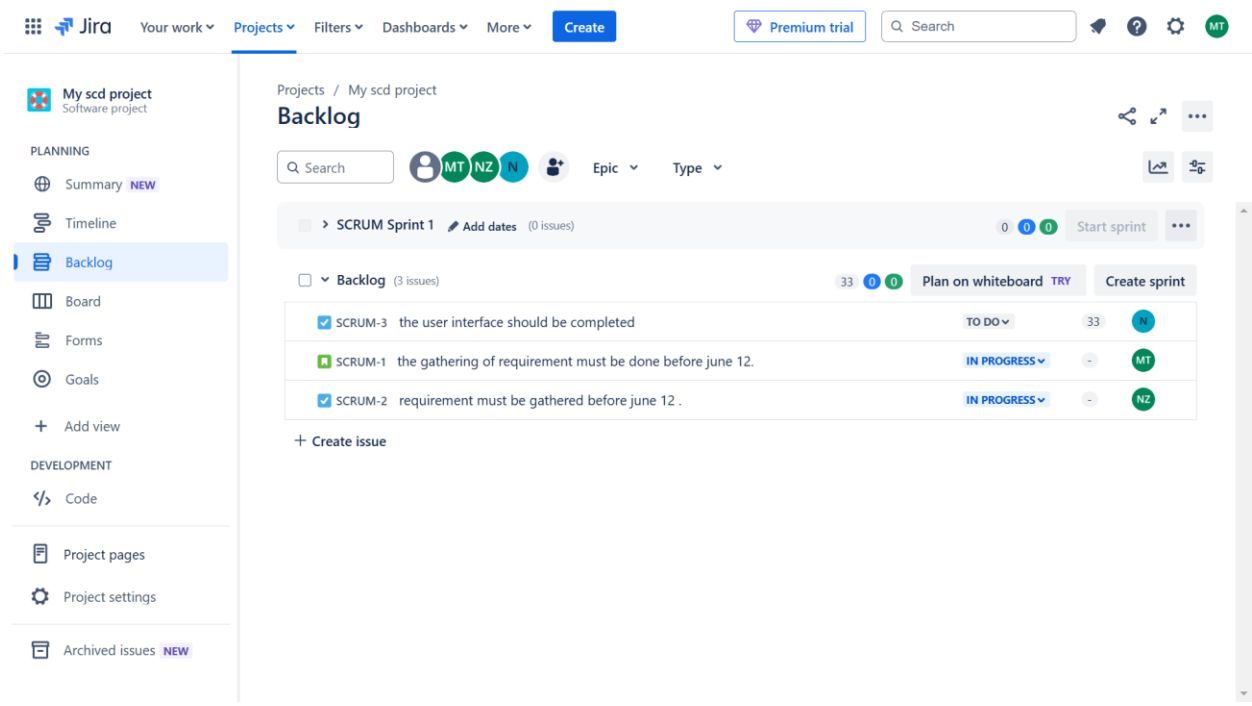
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SCRUM Sprint 1
Add dates
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Backlog
(3 issues)
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TO DO
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IN PROGRESS
SCRUM-2 requirement must be gathered before june 12 .
IN PROGRESS
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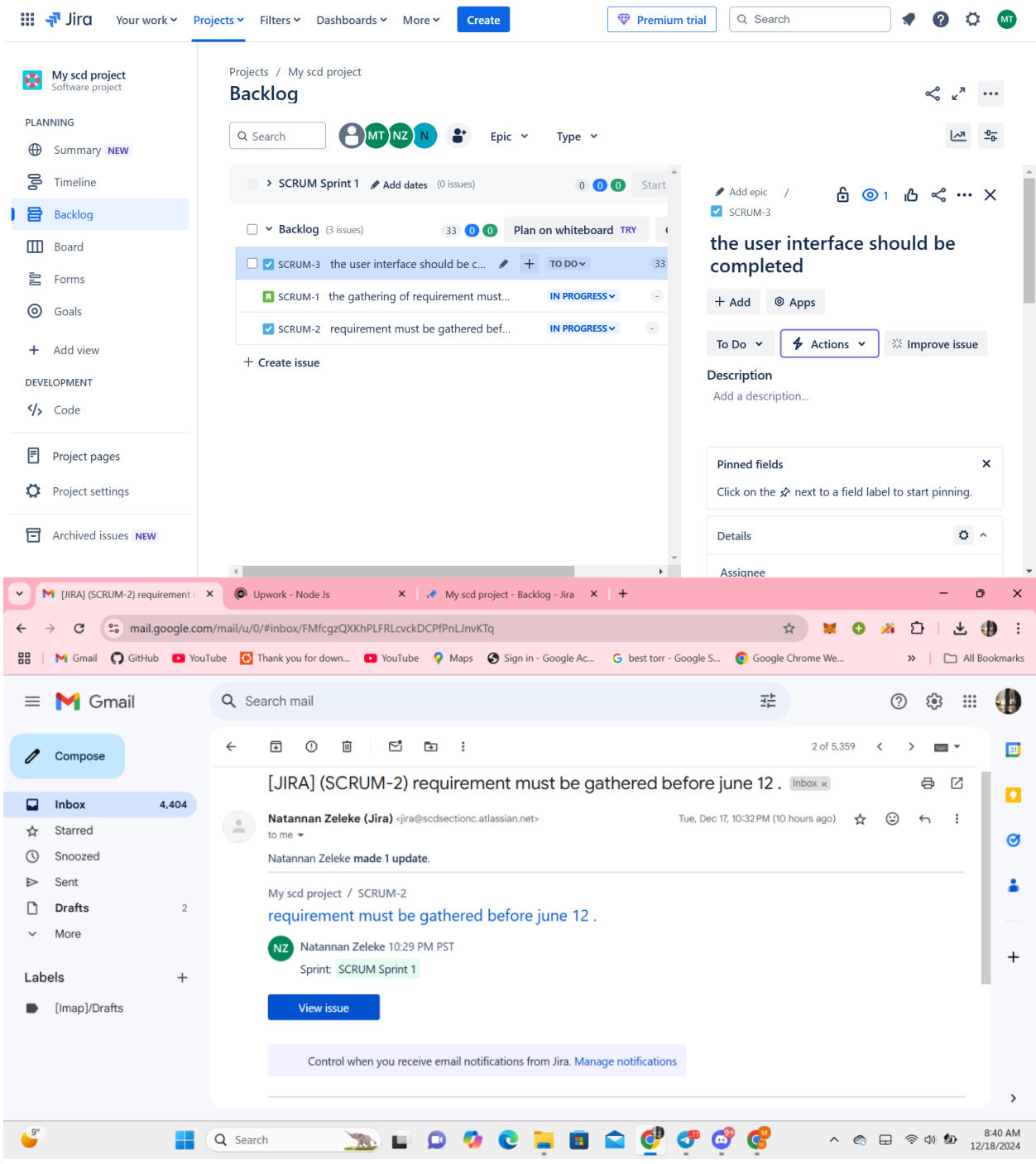
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SCRUM-2 requirement must be gathered bef...
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to me
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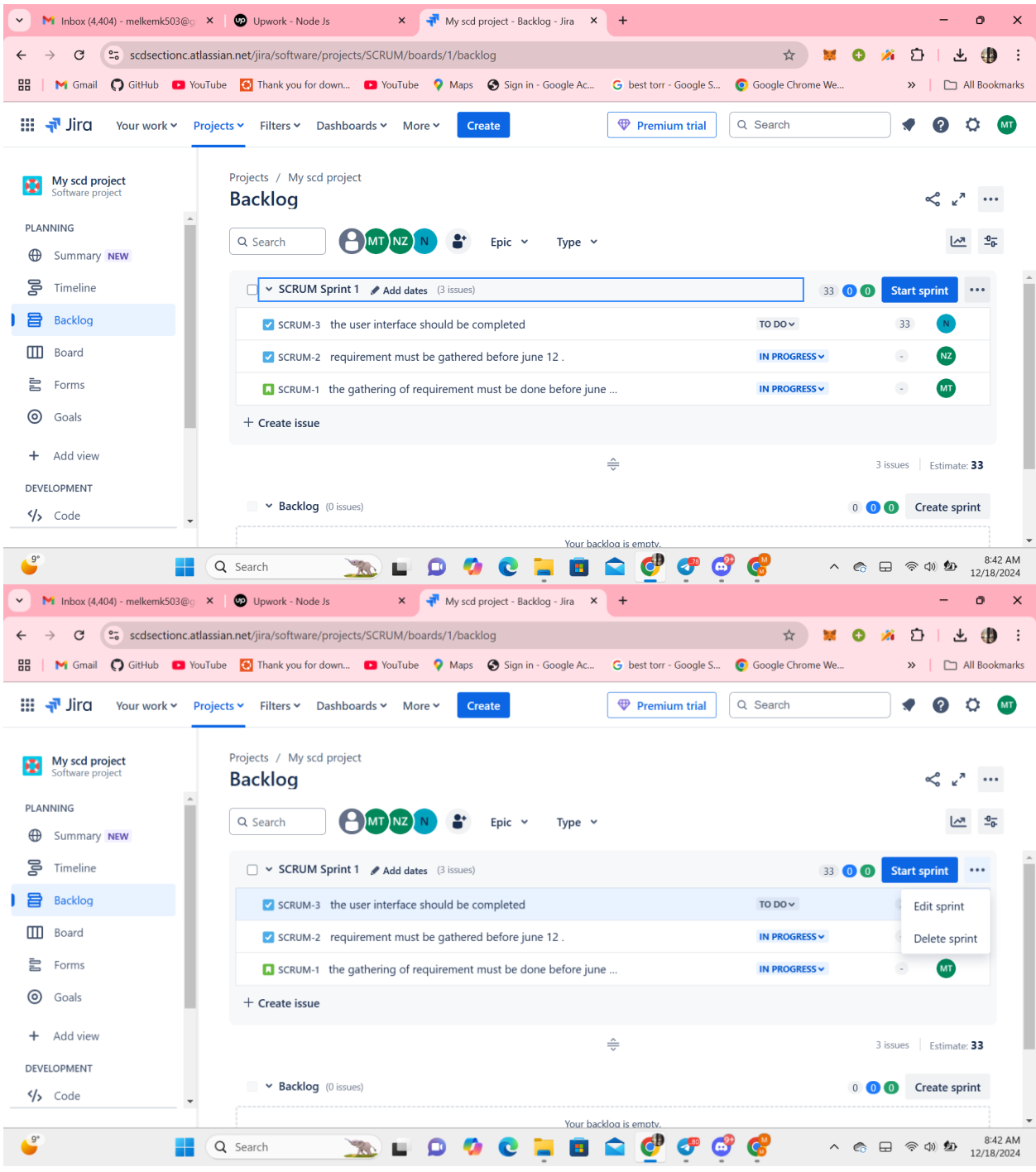
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SCRUM Sprint 1
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Start sprint
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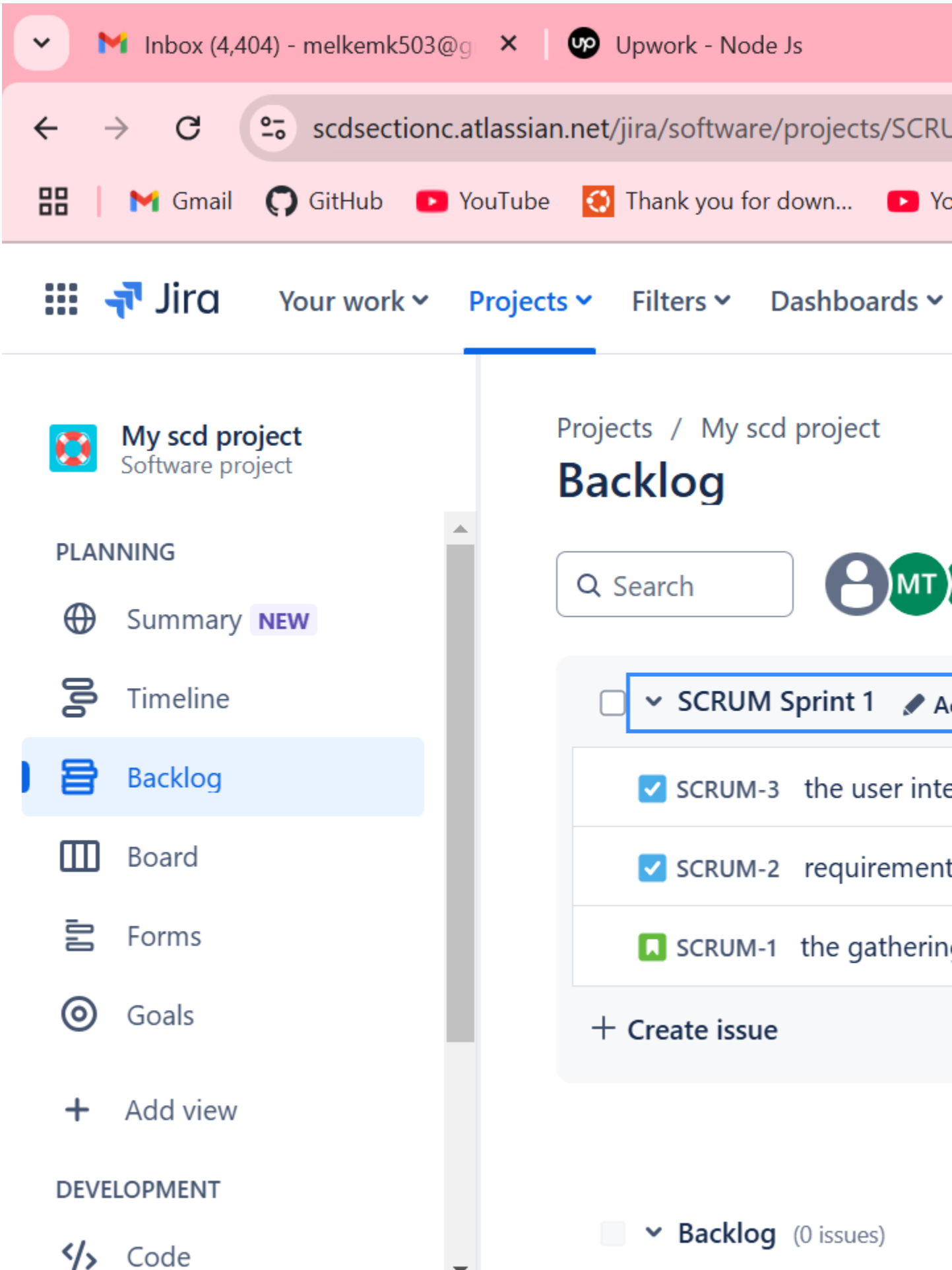
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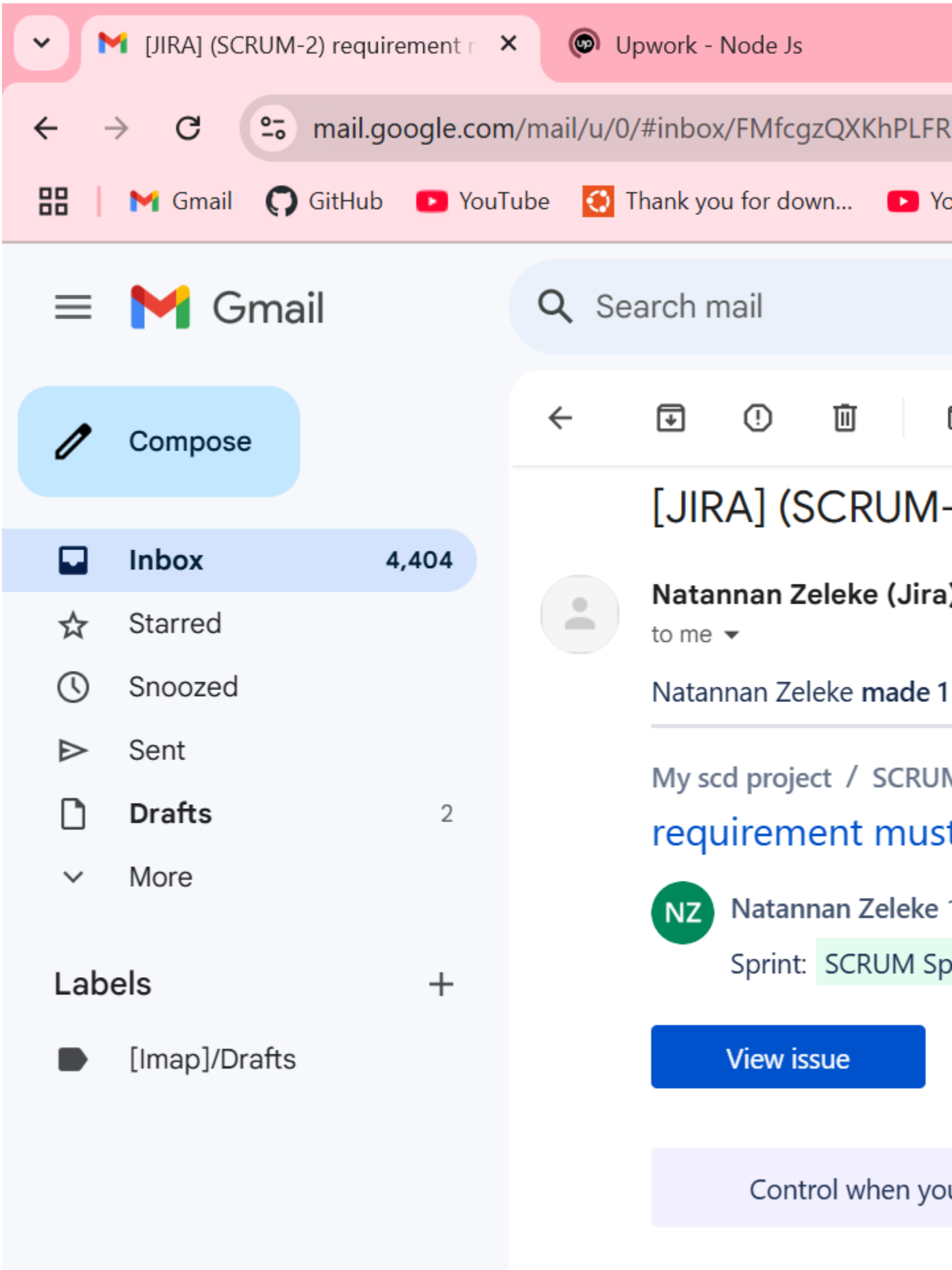
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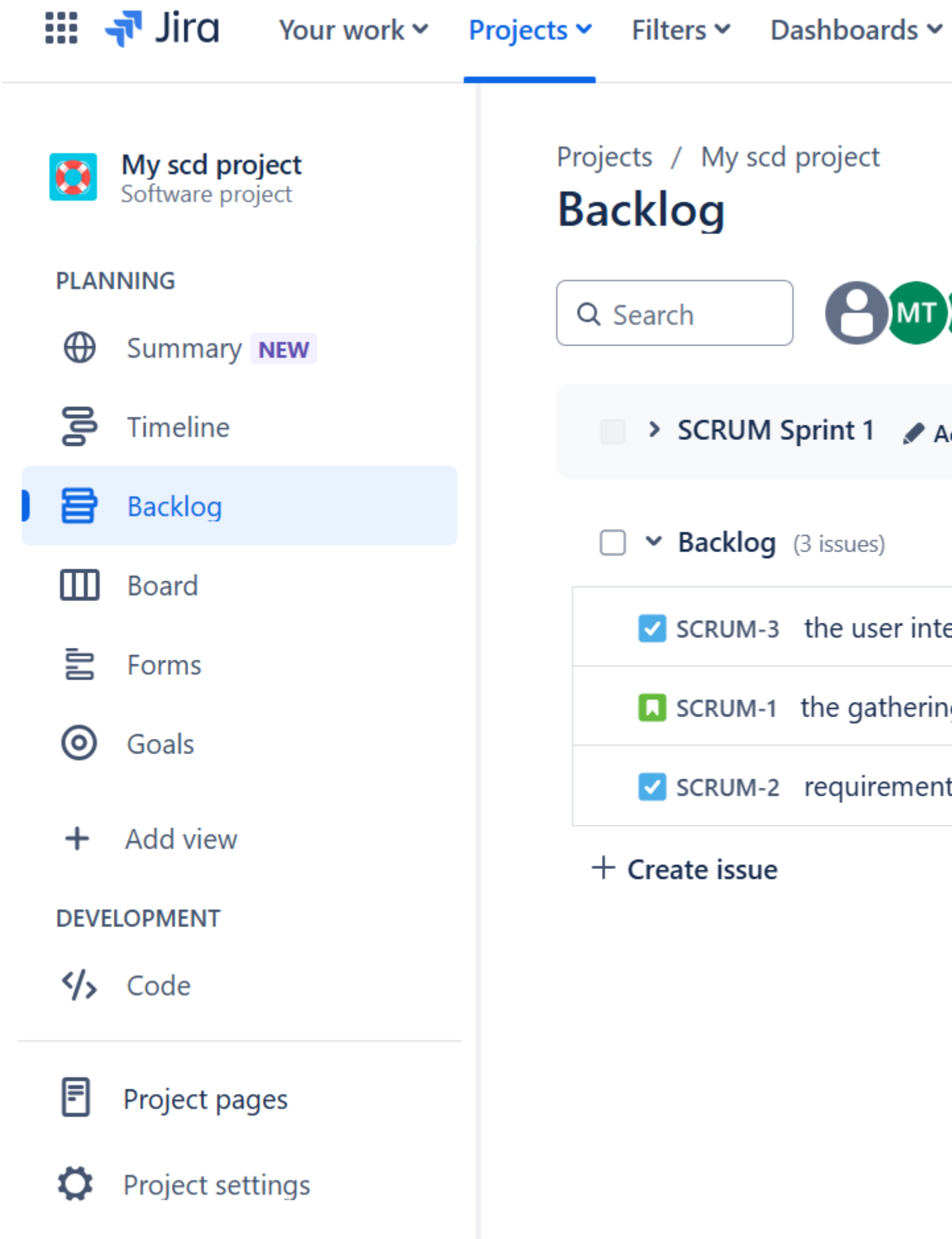
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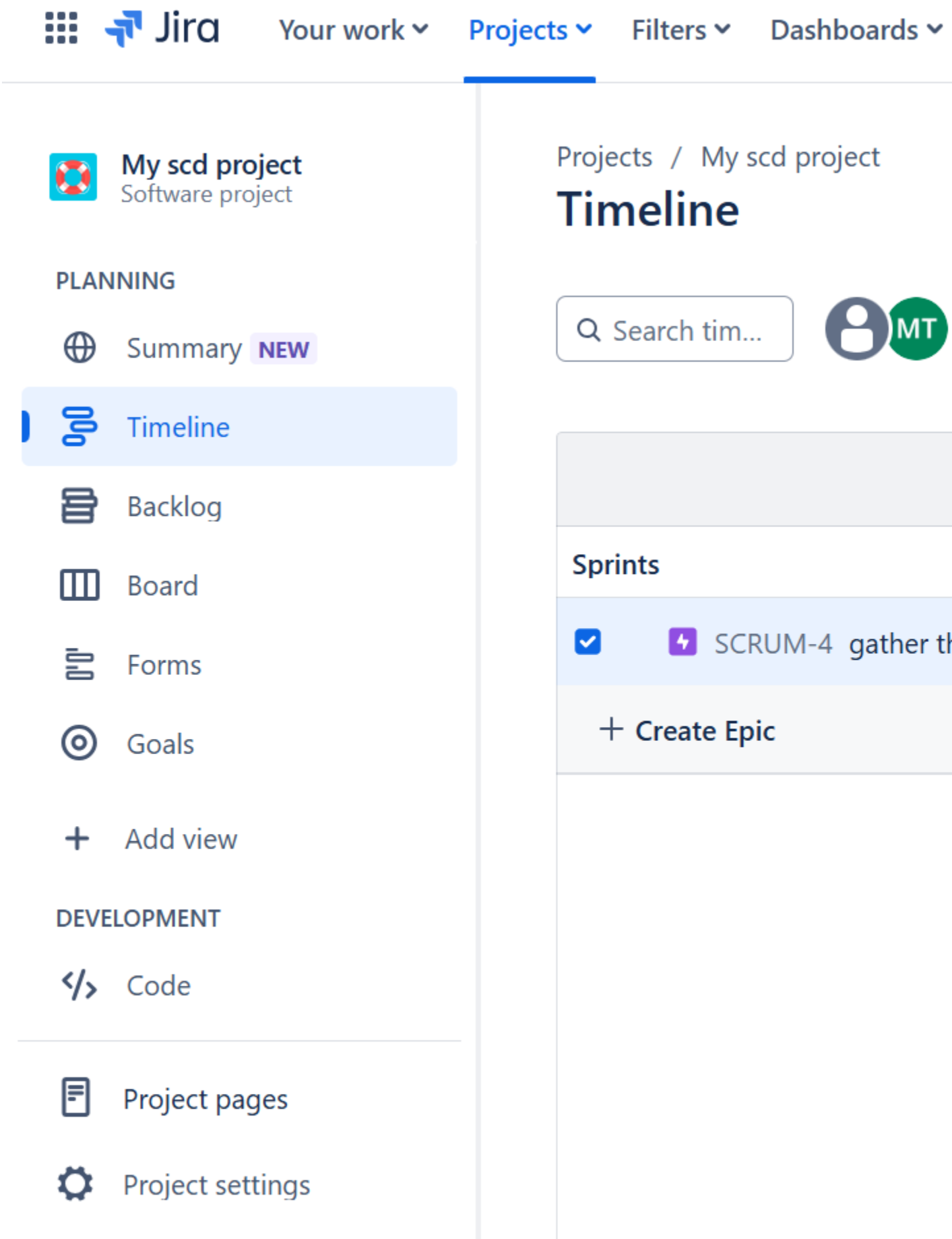
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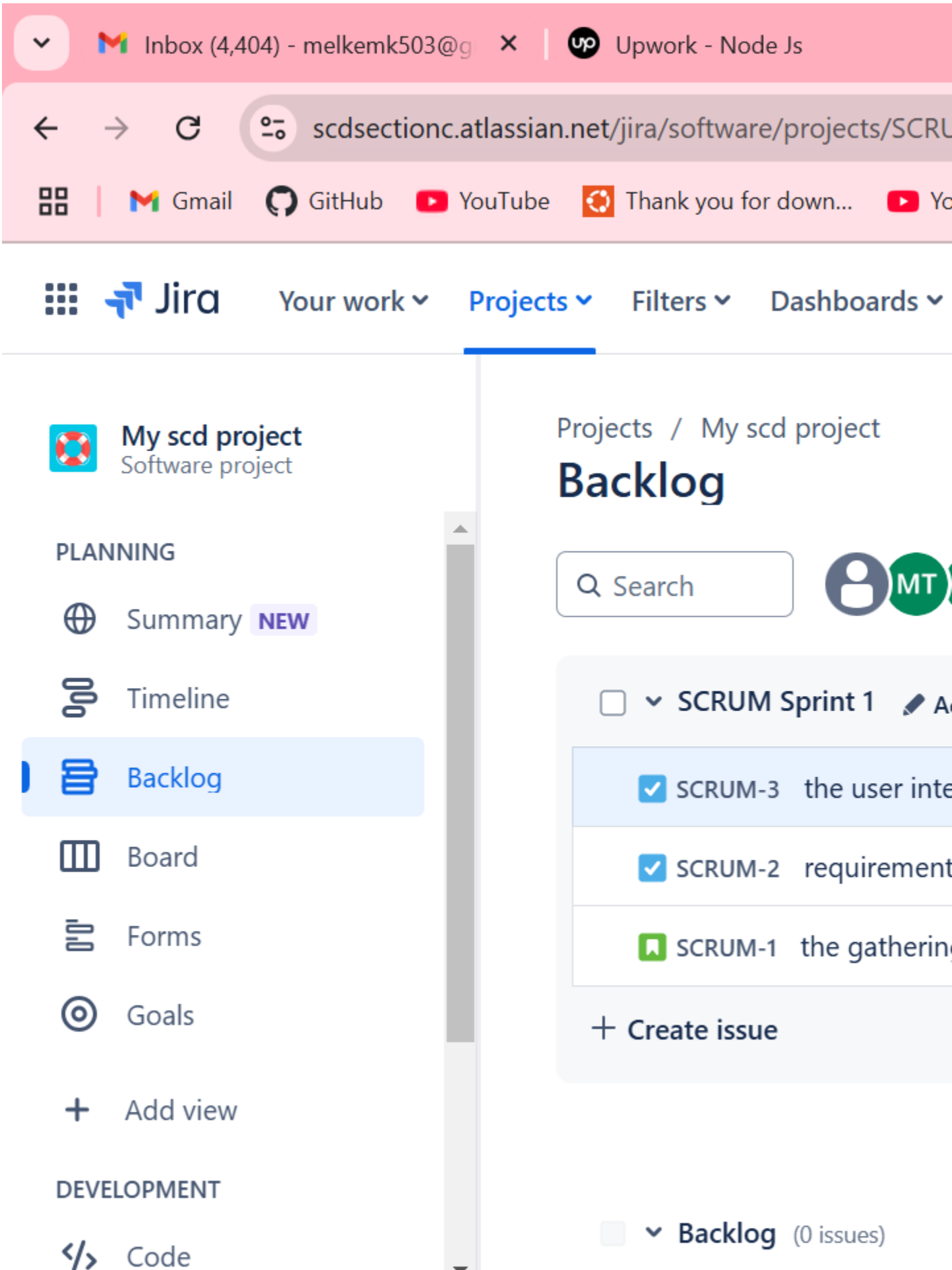
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