Step-by-Step Guide:
Creating a Project in JIRA (Cloud version)

🔹 **Step 1: Log into JIRA**

- Navigate to: https://www.atlassian.com/software/jira
- Log in with your Atlassian account or sign up for free.

🔹 **Step 2: Create a New Project**

1. Click on **"Projects"** in the top menu.
2. Click **"Create project"**.
3. Choose a **template**:
    - 📦 **Scrum** (for iterative planning with sprints)
    - 📋 **Kanban** (for continuous flow)
    - ✅ **Bug tracking** or **Task tracking** (for simpler needs)
4. Click **"Use template"** on your choice.
5. Enter a **Project Name** (e.g., "Website Redesign").
6. Choose a **Project Key** (auto-generated or custom).
7. Select **Team-managed** (simpler, isolated project config) or **Company-managed** (more configurable, requires admin access).
8. Click **"Create project"**.

🔹 **Step 3: Create an Epic (Optional but recommended for Scrum)**

1. On the left sidebar, click **"Backlog"**.
2. Click **"Create Epic"** or use the + icon.
3. Add a **name**, e.g., "User Authentication System".
4. Optionally add a **description**.

🔹 Step 4: Add Stories / Tasks

1. In the **Backlog** (Scrum) or **Board** (Kanban), click **"+ Create issue"**.
2. Choose the issue type:
    - 🟪 **Story** – for user-facing features
    - 🟦 **Task** – for technical work
    - 🟥 **Bug** – for defects
3. Enter a **summary/title** (e.g., "Create Login Page").
4. Optionally, assign to an **Epic** and add:
    - **Assignee**
    - **Labels**
    - **Due date**
    - **Priority**
    - **Attachments**

🔹 Step 5: Use the Board to Manage Progress

1. Go to **"Board"** from the left sidebar.
2. Drag and drop tasks across columns (e.g., **To Do → In Progress → Done**).
3. Click an issue to:
    - Add comments
    - Log work
    - Change status
    - Mention teammates using @name

🔹 Step 6: (For Scrum) Start a Sprint

1. Go to **Backlog** view.
2. Create a **Sprint** by clicking "Create Sprint".
3. Drag issues into the sprint.

4. Click **“Start Sprint”**, set duration (e.g., 2 weeks).
5. Track progress from **Active Sprint** board.

🔹 **Step 7: View Reports (Optional)**

- Go to **“Reports”** from the sidebar.
- Explore:
  - 📈 **Burndown Chart**
  - 📊 **Velocity Chart**
  - ⏱️ **Cycle Time Report** (Kanban)

🔹 **Step 8: Customize Workflow (Advanced)**

- Go to **Project Settings** > **Issue Types** > **Workflows**
- Modify the transitions (e.g., add a QA state)
- Best for Company-managed projects